



Student Handbook

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Welcome

Dear Student,

Erskine Green Training Institute (EGTI) welcomes you! We are excited that you have chosen to attend EGTI to grow professionally and personally, and we look forward to assisting you as you work toward reaching your goals.

EGTI has a well-rounded program that will enhance your pathway toward employment as well as provide a variety of activities to allow you to grow personally. To fully benefit from the program, we encourage you to take advantage of these opportunities.

This student handbook will allow you and your family to have a clear understanding of EGTI's procedures and policies. We ask that you review this prior to the start of your program. Additional instruction regarding procedures and policies will be provided during the new student orientation and throughout the first week of your training session.

You have worked hard to master the skills required to be accepted into EGTI. Because of this, we are confident that you will succeed. Congratulations on taking this positive step toward your future.

Best Wishes,



Megan Stevenson
Director
Erskine Green Training Institute

Staff

Staff

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Executive Director, The Arc of Indiana

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New Student Orientation



Students accepted to EGTI are required to attend a new student orientation prior to the start of their program. The orientation date for each training session can be found on the calendar located on EGTI's website (www.egti.org).

Orientation includes information for both the student and parent(s). The information provided will assist students and their families in planning for their time at EGTI and after their training session is completed. It will also give students a chance to meet other students, learn more about how their days will be structured, tour the facility and meet EGTI staff.

Housing

Living Arrangements

Students can choose to have a single room or a double room with a roommate. A single room may have a king bed or two queen beds depending on availability of hotel rooms, and a double room will have two queen beds.

All single rooms will have the following amenities:

- ◆ One king bed or two queen beds
- ◆ Side chair
- ◆ Closet (minimal hangers provided)
- ◆ Storage cabinets
- ◆ One or two bedside tables – with one small drawer each
- ◆ Desk
- ◆ Desk chair
- ◆ Bed linens
- ◆ Lamps
- ◆ Alarm clock
- ◆ TV
- ◆ Wi-Fi
- ◆ Mini-refrigerator
- ◆ Microwave
- ◆ Coffee maker and coffee packets
- ◆ Ironing board
- ◆ Iron
- ◆ Bathroom
- ◆ Blow dryer

Housing

- ◆ Towels, wash cloths, hand towels and bathroom mat
- ◆ Basic shower toiletries (shampoo, conditioner and soap)
- ◆ Housekeeping service a few times per week

All double rooms will have the following amenities:

- ◆ Two queen beds
- ◆ Closet (minimal hangers provided)
- ◆ Storage cabinets
- ◆ One bedside table – with one small drawer
- ◆ Desk
- ◆ Desk chair
- ◆ Bed linens
- ◆ Lamps
- ◆ Alarm clock
- ◆ TV
- ◆ Wi-Fi
- ◆ Mini-refrigerator
- ◆ Microwave
- ◆ Coffee maker and coffee packets
- ◆ Ironing board
- ◆ Iron
- ◆ Bathroom
- ◆ Blow dryer
- ◆ Towels, wash cloths, hand towels and bathroom mat
- ◆ Basic shower toiletries (shampoo, conditioner and soap)
- ◆ Housekeeping service a few times per week

Housing

Items not allowed:

- ◆ DVD players that do have an HDMI cord
- ◆ Candles and wax burners
- ◆ Decorative rugs
- ◆ Items nailed on walls
- ◆ Pets

Students are welcome to bring other items to personalize their space.

Housing Policies

The following housing policies are put into place to promote safety and the overall well-being of EGTI students and staff, hotel and restaurant staff, and guests of Courtyard Muncie. Should any of these policies be violated, EGTI staff will follow the protocol listed in the behavior policies section of this handbook.

One to two staff will be on duty during evenings and weekends to support students depending on student numbers. These individuals will provide general support to all students, but they will not provide one on one supervision as students will be unsupervised during periods of time. Should students need additional support, please refer to the available support in this section.

- ◆ Students must pass levels one and two on the Community Access Checklist to leave the hotel alone.
- ◆ All students must check out prior to leaving the hotel and must sign in upon return.
- ◆ Sunday – Thursday curfew is 10 p.m. and Friday – Saturday curfew is midnight.

Exceptions may be made if special events are scheduled.

- ◆ Rooms must be picked up (i.e., items off floor and bed) so hotel staff can clean.
- ◆ Hotel room doors may not be propped open.
- ◆ Music and T.V. must be played at an appropriate level to respect guests in nearby rooms
- ◆ Room cards may not be loaned to anyone.

If students lose their room card, they are to contact the hotel's front desk.

- ◆ When someone knocks on a student's room door, he/she should look through the peep hole before opening. If the student does not know the individual or does not see anyone, they are not to open the door. Call to notify the hotel's front desk if knocking persists.
- ◆ Cars are not allowed.
- ◆ In case of severe weather conditions, students are required to follow all instructions given by EGTI staff or hotel management.

Housing

Alcohol

EGTI staff do not prohibit students from consuming alcohol if they are of age, behaving appropriately, and not taking medications that could cause harm when combined with alcohol. Although a student may be of age, alcohol is not permitted in student rooms. Depending on the student's status on the Community Access Checklist, EGTI staff may be required to attend the event (i.e. bar) where alcohol is being consumed to ensure the student remains safe. In these circumstances, EGTI staff are working and not consuming alcohol alongside the student.

Tobacco

Students will be expected to follow the tobacco policy of the hotel.

Hotel Room Damage

Students may be responsible for costs associated to room damage unrelated to normal wear and tear. Hotel management will make this determination based on hotel policies followed for all hotel guests.

Mailings

Students are able to receive mail throughout the course of their program. All mailings should follow the format below.

Erskine Green Training Institute
Attn: STUDENT'S NAME
601 S. High Street
Muncie, IN 47305

Security Box

Individual security boxes are not provided within the hotel rooms. A safety deposit box, permanently located behind the front desk, may be checked out and utilized at no cost.

Laundry

The washer and dryer are on the second floor of the hotel and are available to students and hotel guests. Quarters are required to access both. Laundry detergent is not provided by the hotel.

Money

Students are responsible for managing their personal money for the duration of the training program. EGTI staff do not manage or hold and distribute money for students.

Housing

Housing Exemption Policy

A housing exemption request form is included within the student application and must be completed by those seeking housing exemption.

Reasons for Housing Exemption:

- ◆ A student lives with a parent or guardian full-time within a 60 mile radius of Erskine Green Training Institute. The parent's or guardian's address listed within the application packet will be considered the primary residence.

Please attach the following to your form:

- Copy of a current utility bill
- Copy of a valid driver's license

- ◆ A student lives independently within a 60 mile radius of Erskine Green Training Institute. The address listed within the application packet will be considered the primary residence.

Please attach the following to your form:

- Copy of a current utility bill
- Copy of a valid driver's license

- ◆ A student has primary custody of a child.

Please attach the following to your form:

- Copy of a custody order
- Copy of state issued birth certificate identifying the parent by name.

(If the parent has changed names, please provide a copy of legal documentation issued by the state of Indiana.)

- ◆ A student is in a marriage recognized by the State of Indiana.

Please attach the following to your form:

- Copy of a marriage certificate

Housing exemption will not be approved for students who live with siblings, relatives or family friends unless they have legal guardianship of the student. Students who indicate they are living with their parents but are found to not be will be required to move into the Courtyard Muncie at Horizon Convention Center and pay for associated housing fees.

Copies of required documentation will be accepted. Please do not send originals.

Housing

Visitation Hours

An assigned roommate and immediate family members (e.g. guardians, siblings, grandparents, and children) are the only individuals allowed in student rooms. Exceptions are made for staff providing support through a Medicaid Waiver. Students may gather as a group for activities in The Hangout within EGTI.

Visitation hours: 3:30-9 p.m. on Monday-Friday & 9:00 a.m.-9 p.m. on Saturday and Sunday.

Guest Policies

Guests are permitted but may not stay overnight in a student's room. Guests who choose to stay overnight may purchase a room through the hotel. Should a student choose to stay in their guest's room, an Overnight Guest Request Form is required. All guests are the responsibility of the student and are expected to adhere to EGTI policies.

Dining

Students receive a True Link Prepaid Visa® Card to use for all meal plan purchases. All cards are formatted with approved and blocked vendors and a max spending amount per week. Students will learn about the approved vendors during week one. Purchases made at vendors not approved on the card are at the student's expense.

Cards will be monitored by EGTI staff on a weekly basis. Cards may only be used during a student's time at EGTI and may not be used at home should the student go home for the weekend or a holiday.

Housing

Medications, Illnesses, and Emergencies

Upon acceptance into EGTI, students or guardians are required to fill out an Insurance and Medical Information Form. This will provide EGTI staff with important information in the event of a medical emergency.

Students are expected to independently manage medications; however, EGTI staff will complete weekly medication checks. If medications are not being taken or refills are needed, EGTI staff will communicate with the student and guardian to determine a plan. If possible, we ask that the students bring enough medication to last the entire training session.

Should a student contract an illness during their time at EGTI, EGTI staff will communicate with parents or guardians. Arrangements to make and attend a doctor's appointment will be the responsibility of the student and parents or guardians.

In the event of a medical emergency, the student will be transported to the closest hospital or the hospital listed on the Insurance and Medical Information Form. EGTI staff do not stay at the hospital with students. Once at the hospital, it is the responsibility of the student or parents and guardians to arrange transportation back to the hotel.

Available Support

One to two staff will be on duty during evenings and weekends depending on student numbers. These individuals will be responsible for overseeing and supporting all students.

If more individualized support is needed, students should access resources through Medicaid Insurance or their Medicaid Waiver (Indiana residents only): Family Supports Waiver, Community Integration and Habilitation Waiver, Aged and Disabled Waiver, and TBI Waiver.

If the student receives services through Medicaid Insurance or a Medicaid Waiver - from a service provider outside of Delaware County - please contact your case manager or Medicaid case worker upon acceptance into EGTI. A service provider serving individuals in Delaware County must be chosen while the student attends EGTI.

Housing

Packing List

Clothing

- ◆ Casual Clothes
- ◆ Pajamas
- ◆ Dress Clothes
- ◆ Internship polos
- ◆ Black pants for all healthcare positions
(Dickies scrubs with several pockets are recommended)
- ◆ Khaki or black pants for all hotel positions
- ◆ Jeans for all restaurant positions
- ◆ Socks & Underwear
- ◆ Swim Suit
- ◆ Swimming Towel
- ◆ Work Out Clothes
- ◆ Sweatshirts/Jackets
- ◆ Winter Coat, Hat, Gloves, etc.
- ◆ Rain Coat, Umbrella
- ◆ Eye Glasses/Contacts
- ◆ Belt
- ◆ Bath Robe

Shoes

- ◆ Tennis Shoes (Sneakers)
- ◆ Sandals
- ◆ House Slippers
- ◆ Dress Shoes
- ◆ Slip resistant and SOLID black shoes for restaurant/healthcare positions

Laundry

- ◆ Laundry Bag/Basket
- ◆ Laundry Soap/Dryer Sheets
- ◆ Hangers
- ◆ Quarters

Bathroom

- ◆ Toothbrush/Toothpaste
- ◆ Razors
- ◆ Shaving Cream/Lotion
- ◆ Nail Clippers

Bathroom (Continued)

- ◆ Lotion
- ◆ Make-up
- ◆ Hair Styling Products
- ◆ Hairbrush
- ◆ Glasses/Contacts
- ◆ Medications
- ◆ Deodorant
- ◆ Cologne/fragrance
- ◆ Face Wash

Technology

- ◆ Assistive Technology *(that you already have)*
- ◆ Computer/iPAD/Tablet, etc.
- ◆ Cell Phone
- ◆ Chargers/Batteries
- ◆ Headphones/Music
- ◆ Gaming Device - Only devices with an HDMI cord may be connected to the room T.V.

Supplies

- ◆ One-inch, 3 Ring Binder
- ◆ Planner/Calendar *(Unless you use your phone)*
- ◆ One Notebook
- ◆ Writing Utensils
- ◆ Backpack/Carrying Bag/Purse
- ◆ Box Cutter *(Supply Chain: Inventory Distribution only)*

Miscellaneous

- ◆ Board Games/Playing Cards/Crafts
- ◆ Books
- ◆ Snacks
- ◆ Bike and Bike Lock
- ◆ Baseball Mit
- ◆ Frisbee
- ◆ Picture Frames
- ◆ Blanket
- ◆ Vase of Artificial Flowers
- ◆ Room Deodorizer

Training

Training Programs

Please see the website to read job descriptions and view video vignettes for each position listed below.

Restaurant

- ◆ Host/Server Assistant
- ◆ Dishwasher/Server Assistant

Hotel

- ◆ Heart of the House: Room Attendant, Laundry Attendant, and Houseman
- ◆ Front Desk Agent

Healthcare

- ◆ Patient Transport
- ◆ Nutrition Services (Dishroom and Tray Transport)
- ◆ Environmental Services (Housekeeping)
- ◆ Supply Chain: Inventory Distribution
- ◆ Kitchen Cook

The following immunizations are required by the Indiana State Board of Health for all healthcare positions and may not be waived.

- ◆ Influenza
- ◆ Two chickenpox (Varicella)
- ◆ Two MMR
- ◆ Hepatitis B - only required for the Environmental Services training program
- ◆ Two TB Skin Tests - documentation must list the date and time for which the tests were given and read

Training

Training Session Length

Please refer to the class schedule on our website.

General Training Structure

Students will be oriented to the training and housing environments and community for the first five to ten days of the training session. During this time, students will also be trained on skills related to the Community Access Checklist and how to use Muncie Indiana Transit System (MITS) to allow them access to the Muncie community. More information about the Community Access Checklist and MITS can be found under Community Engagement - Transportation section.

After the orientation phase, students will move into training for their specific program. All training programs have been broken down into sequential units that will be individually taught. Initial instruction may occur in the classroom, training lab, or in the natural environment. Once students have shown proficiency in a skill, the next skill in the sequence will be introduced and taught. Skills will build upon one another until students have mastered the entire job.

Work readiness skills are the focus during Friday afternoons. Topics covered include a variety of job search and job keeping skills, and interpersonal and personal quality skills necessary for for employment.

Daily Schedule

When students begin their training program, a day begins around 8:00 a.m. and ends around 3:00 p.m. Throughout this time, a combination of classroom instruction, hands-on activities, and on-the-job job training occur along with built-in breaks and lunch.

As students move further along in the content of their training program, they will gradually take on more of the job, increasing the tasks they complete each shift.

EGTI staff will train, support, and oversee students during their training. Students will also be paired up with employees on the job to work alongside.

Training

Technology

Students will be provided an iPad to use during their time at EGTI. iPads will be stored in the classroom unless a student needs one to study or complete classwork. A check-out system will be followed in this case. Students may be financially responsible for a lost or damaged iPad.

Materials Needed

All students will need the following classroom materials:

- ◆ One-inch, three-ring binder
- ◆ Planner (unless student prefers using the planner on his/her cell phone)
- ◆ One notebook
- ◆ Writing utensils
- ◆ Box Cutter - Supply Chain: Inventory Distribution ONLY

Payment Policy

A remittance of 50% is due 30 days prior to the training program start date. The remaining 50% is due half way through the training program. For students working with Vocational Rehabilitation (VR), payment terms will be discussed with your counselor directly to credit your account for the VR portion.

Please Remit Payment To: The Arc of Indiana Foundation, Inc.
 143 W Market Street, Suite 200
 Indianapolis, IN 46204

Students seeking alternate funding may opt to meet with a representative from their local bank. Financing is also available to students or their guardians by applying for a consumer loan or credit card through First Merchants Bank in Muncie, Indiana. Please contact Ben Studebaker to discuss which option is best for you: 765.747.1577 ext. 21577

Students choosing to live at home and commute will not incur Room and Board nor Community and Living Support fees but must qualify under the guidelines within the Housing Exemption Policy found in the Student Handbook and complete the Housing Exemption Request Form found in the Student Application. Students approved as commuters will be responsible for all meals on their own during the run of their training program.

Training

Scholarship

EGTI is happy to provide scholarship information to students supported by organizations that have historically provided financial assistance to individuals with disabilities who are seeking postsecondary educational opportunities. Information about these opportunities can be found on EGTI's website.

Additionally, The Arc of Indiana Foundation is continually seeking funds that would provide financial support to individuals who are interested in attending EGTI. When funds are available, the availability of funds will be publicized.

Refund and Withdrawal Policy

To withdraw from EGTI, the student or guardian(s) must fill out and turn in a Withdrawal Request Form to the director. Should a student be terminated or withdraw for any reason, all refunds will be made according to EGTI's refund policy.

- ◆ All monies, except the \$50 application fee, will be refunded if the student submits a Withdrawal Request Form to the director one month prior to the program start date.
- ◆ If a student withdraws or is terminated during the first two weeks of the program, the student is responsible for paying
 - 100% of program costs for weeks one and two depending on when termination occurs or a Withdrawal Request Form is received.
 - 100% of Internship Uniform and Materials Fee.
 - 50% of Tuition, Community and Living Support and Wellness for the remaining program weeks.
- ◆ If a student withdraws or is terminated after the first two weeks of the program, the student is responsible for paying 100% of all program costs except for Room and Board.

Available Support

Skill challenges related to both hard and soft skills will be individually worked on with staff. Hard skills mean to have the ability to perform the specific job requirements. Soft skills include, but are not limited to, time management, work appearance, social skills on the job, etc. These are skills that are necessary for an individual to keep the job after being hired. Both hard and soft skills will be the focus while students are in training.

Community Engagement

Church

There are approximately six churches within walking distance of the hotel: The Jar Church, The Bridge Community Church, High Street United Methodist Church, Friend's Memorial Church, First Baptist Church, and Commonway Church. Students are encouraged to talk with staff if they need support identifying which church to attend and service times.

Fitness

Students attending EGTI will be able to access the YMCA of Muncie free of charge. The YMCA is Class schedules can be found here: www.muncieymca.org.

During operating hours of the hotel, students will have access to the hotel fitness center and pool.

Mentors

Students have the option to be assigned a community and fitness mentor during their time at EGTI.

A fitness mentor is responsible for participating in fitness activities with their assigned student. Fitness activities may include, but are not limited to, biking, running, lifting, walking, swimming and attending aerobics classes. A student is required to participate in one fitness activity per week with their assigned fitness mentor. Mentors and students may choose to meet more as agreed upon by both parties

A community mentor is responsible for providing social guidance in the community by supporting their assigned student in social activities. Activities may include, but are not limited to, attending sporting events, concerts, movies and malls. A student is required to hang out with their assigned community mentor at least once per week. Mentors and students may choose to meet more as agreed upon by both parties.

Community Engagement

Social Activities

EGTI staff will inform students of available activities during their training session. These activities are optional and may include but are not limited to:

Sporting events at Ball State University

Ball State University offers a wide variety of sporting events throughout the school year.

Pruis Hall at Ball State University

John J. Pruis Hall is a 640-seat venue that is well suited for various functions such as classes, convocations, conference activities, movies, and performing arts.

Ball State University Late Nite

Late Nite @ Ball State offers a series of high-energy events which provide quality entertainment Saturday night. Late Nite events are hosted by students, for students and always include great food, awesome activities, and tons of fun! Events are held on campus from 7:30 p.m. to 12:30 a.m. every Saturday throughout the entire academic year.

Emens Auditorium at Ball State University

Emens Auditorium hosts many performances from world renowned artists, individuals, musicians and shows. The schedule of events can be found here: cms.bsu.edu/web/emens.

Additional activities can be found through the Muncie Visitors Bureau and Downtown Muncie.

- ◆ Muncie Visitors Bureau: www.visitmuncie.org
- ◆ Downtown Muncie: www.downtownmuncie.org
- ◆ Muncie Events: www.muncieevents.com
- ◆ Muncie Mall: www.munciemall.com

Community Engagement

Transportation

Students will have free access to MITS with their EGTI student I.D. This will be their main mode of transportation the duration of their training session. MITS information can be found here: www.mitsbus.org and MITS OnTime App.

As mentioned in the Housing Policies, students are not to bring cars to the hotel. Students are welcome to bring a bike but are responsible for providing a bike lock. Bike racks are located at several places around the hotel.

EGTI staff follow skills within the Community Access Checklist to determine if students have the skills necessary to independently access different environments independently while being appropriate and safe. Students will have unlimited opportunities to practice and display mastery of skills noted within the Community Access Checklist over the course of their time at EGTI.

The Community Access Checklist is broken down into three levels: hotel environment (level 1), downtown Muncie (level 2), and the city of Muncie (level 3). When a student exhibits skills within level one, EGTI staff feel comfortable leaving the student at the hotel without supervision. When a student exhibits skills within level two, EGTI staff feel comfortable leaving the student at the hotel and allowing them to access downtown Muncie without supervision. When a student exhibits skills within level three, EGTI staff feel comfortable leaving the student at the hotel, allowing them to access downtown Muncie, and allowing them to ride MITS to access the city of Muncie without supervision.

A student who does not exhibit all of the skills noted within the Community Access Checklist are still able to access any activity of interest but must have the support of EGTI staff.

Available Support

EGTI staff on duty during evenings and weekends will talk with students to determine what activities they want to do for the evening or day. Determined by the level reached by each student on the Community Access Checklist, staff will manage the activities to ensure students receive the level of support needed.

If a student wants or requires one-on-one assistance, we encourage the student to arrange support from their Medicaid Waiver, if applicable. The service provider, guardian(s), and EGTI staff will communicate regularly to plan when such supports may be needed.

Discipline

Academic Policies

Students are expected to attend all classroom related activities and scheduled training hours.

- ◆ If a student has signed up to work with a mentor, he/she is expected to attend all scheduled activities. If the student cancels or fails to show up for their scheduled activity three times, their mentor may be cancelled.
- ◆ If a student fails to show up or is tardy for class or training, staff will search for the student. This is considered a level one infraction and one verbal warning will be given before write-ups begin. After three write-ups, staff will meet to review a teaching plan to address time management. After six write-ups have been accrued, staff, student, and director will meet to determine the next steps.

Behavior Policies

Students are expected to follow all policies outlined in the student handbook to ensure the safety and well-being of all EGTI students and staff, hotel guests and employees, restaurant guests and employees, and hospital patients and employees.

Should a student violate a policy or engage in behavior that threatens the safety of the parties noted above or damages property of EGTI, hotel or work environments, a write-up will be given along with any combination of consequences listed below.

EGTI has zero tolerance for drugs, weapons, stealing, sexual harassment or violence towards hotel property, EGTI material, and/or others. A student may be removed immediately from EGTI if she/he is caught with or involved in any of these offenses. Students are subject to state and federal laws and any fees related to damage they caused.

EGTI staff will conduct weekly room checks to ensure certain policies are being followed.

Offenses are categorized into three levels.

- ◆ **Level 1:** If a student is found violating a level one offense, an initial warning will be given. Occurrences after the verbal warning will result in a write-up. After three write-ups, staff will meet to review a teaching plan to address the area of concern. After six write-ups have been accrued, staff, student, and director will meet to determine the next steps.

Examples of a Level 1 offense: tardiness, not wearing appropriate work attire, room not picked up for guestroom attendants, noise level in room is loud for nearby guests, etc.

Discipline

Behavior Policies Continued

- ◆ **Level 2:** If a student is found violating a level two offense, a write-up will be given. If a student is given a total of two level two write-ups, a meeting with the student, staff, director, and parents/guardians will be scheduled to determine the course of action.

Examples of a Level 2 offense: inappropriate language in the work place, verbal fighting with another student in the workplace or public spaces within the hotel, insubordination, returning past curfew without notifying staff, etc.

- ◆ **Level 3:** If a student is found violating a level three offense, a meeting will be scheduled immediately with the student, staff, director, and parents/guardians to discuss potential removal from EGTI.

Examples of a Level 3 offense: alcohol, drugs, weapons, theft, physical aggression, property destruction, etc.

Consequences that may be imposed, in any combination, are noted below.

- ◆ **Write-Up:** this is a written warning documenting the details of the offense committed and a warning for what may come should it happen again.
- ◆ **CAC Level Reduction:** the student would move back levels on their Community Access Checklist limiting their independence and requiring more staff supervision.
- ◆ **Room Restriction:** the student would be required to remain in their room for the evening, free of social activities. Part time staff would communicate with the student to ensure they get dinner from either the hotel bistro or restaurant.
- ◆ **Weekend Expulsion:** the student would be required to be picked up at the end of the training day on Friday and may not return until 5pm that Sunday.
- ◆ **Reimbursement:** the student would be required to provide financial reimbursement to replace damaged property or medical bills related to injuries.
- ◆ **Expulsion:** the student would be permanently removed from EGTI.

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Training Institute

