

SAULT COLLEGE

RAY LAWSON HALL

10/11 HANDBOOK

YOUR RESIDENCE ADDRESS IS:

Your name

Your Room Number,

Ray Lawson Hall
P.O. Box 60 - 443 Northern Avenue
Sault Ste. Marie, Ontario
P6A 5L3

Your residence phone number:
705-256-4400,

ext _____



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Residence Reserves the right to amend this document as the need arises. Students will be informed in writing when such changes occur.

The residence address is:

Your Name

Ray Lawson Hall: Room # _____

P.O. Box 60 – 443 Northern Ave

Sault Ste. Marie, ON P6A 5L3

RESIDENCE STAFF

MANAGER, RESIDENCE & STUDENT LIFE

The Manager, Residence & Student Life lives on the first floor and is on call for emergency situations. The Manager works with the Residence Advisors and the Residence Council to provide a quality living and learning environment for all students who live in Residence. The Manager's office is located in the first floor of Ray Lawson Hall, across from the Residence Office.

RESIDENCE ASSISTANT

The Residence Office is open from:

Monday to Friday

from 8:30 a.m. – 4:30 p.m.

The Residence Assistant assists students with any housing concerns they may have, and processes Residence and Meal Plan payments.

COMMUNITY SUPPORT INTERN

The Community Support Intern works:

Monday to Friday

from 1:00 p.m. – 9:00 p.m.

The intern organizes regular recreational and educational activities for residence students, and is a frontline resource who will refer students to campus services for their personal, financial, or academic needs.

RESIDENCE ADVISORS (RAS)

RAs are senior students living in residence who are willing to share the benefit of their college experience with new students. They provide information about the Residence and the College, organize regular activities, and ensure that all Residence Community Standards are followed. RAs respond to emergency situations and are trained in first aid and CPR. RAs are frontline resource people, who listen to students and refer them to campus services for their personal, financial, or academic concerns.

The RA On Duty can be reached at 989-6700.

Monday – Thursday: 9:00pm – 8:00am
Weekends: Friday 9:00pm – Monday 8:00am

RESIDENCE STUDENT STAFF

The Residence Office employs residents to work in the Residence Office and assist with various Residence tasks. These jobs are advertised through the college in early September.

RESIDENCE FACILITIES STAFF

Maintenance staff clean and maintain our residence buildings. The maintenance staff will ensure that the hallways, stairways, laundry rooms and the office are maintained.

SECURITY GUARDS

A Security Guard is on duty in the Residence:

Sunday – Thursday 9:00 pm – 3:00 am
Friday – Saturday 9:00 pm – 5:00 am

The Security Guards work with Residence staff to enforce Ray Lawson Hall Community Standards. Security may ask for proof of identification at any time to verify that you live in residence.

During the hours listed above, Security can be reached at ext. 2685.

RESIDENCE COUNCIL

The Residence Council organizes and sponsors recreational and social activities throughout the year. The Residence Council represents the residents and helps to resolve their concerns and may be consulted regarding decisions relating to their accommodations (e.g. changes in rules and regulations, maintenance / cleaning, food services). Every resident is a voting member of the Residence Council, and is eligible to run for a position on the Executive Council. An Executive Council is voted into office every September. The Executive Council will vote on the positions of Chair, Vice Chair, Secretary, Treasurer and Food Committee Chair at the first Executive meeting. The Chair will also represent Residence Council on the Student Senate.

FREEDOM OF INFORMATION

The information contained on your Ray Lawson Hall application and subsequent forms in your file are used for administrative and statistical purposes at Sault College and the Ministry of Training, Colleges & Universities. We are obliged to obey strict standards as to the collection, storage, use and dissemination of personal information.

Before information can be given to a third party on your behalf, we must receive written authorization from you.

Please give your address, room number and phone number to your family and friends, as residence staff will not/cannot give out this information.

PERSONAL PROPERTY AND INSURANCE

Insurance carried by the College does not cover your personal possessions. Sault College does not assume any liability for

lost, stolen or damaged items of personal property, no matter how caused. Please note that this includes any vehicles parked on residence property. It is your responsibility to arrange for insurance coverage for personal property brought into residence. If your parents live in Ontario, their property insurance might be extended to include your possessions, while you are living in residence. Contact your insurance provider for more information.

All valuables should be kept under lock and key, and you are advised to keep your room locked at all times. A malfunction of the door lock does not change this responsibility and alternative secure storage may be required for valuable items. Theft of personal property should be reported to the Residence Office. Personal property remaining in a residence room at the end of the academic year or any personal property remaining in a storage locker after the last day of the Residence Agreement shall be deemed to have been abandoned and may be disposed of.

RESIDENCE FACILITIES

MAIL & PARCELS

Mail is delivered to students mailboxes every business day. Mail boxes are located in the main foyer of the Residence. Students are sent notification in their mailbox if a parcel is delivered to the College. A white notice indicates if the parcel is to be picked up in the Residence Office, and blue notice indicates the parcel is to be picked up at Central Stores (Room C1180, by the Cafeteria).

INTERNET AND THE COLLEGE NETWORK

Information Technology Services operates the Residence access to the network and Internet. This service is provided to each residence room, and wireless internet is available throughout the building. Wireless

routers are not permitted in residence as they interfere with the College's wireless service.

Students must abide by the College's Computer Use and Security Policy.

Further information is available on the Information Technology Services webpage at www.saultc.on.ca/Services/ITS

CABLE

Full cable in-room is included in residence fees. Jacks are installed in each room; however residents must provide their own TV. Students wishing to upgrade their cable package (ie. to include digital cable, movie channels, etc.) may contact Shaw directly at 310-SHAW, and will be responsible for paying these additional fees.

TELEPHONES

Information Technology Services operates the Residence phone system, and local telephone services, including voicemail and caller ID, are provided to each room. Residents must provide their own phone.

Long distance services can be arranged through the College switchboard. Long distance rates are 5 cents per minute for Canada and the United States, any time of day.

Pay phones with calling card capabilities are located in the main entrance and emergency stairwells.

Further information is available on the Information Technology Services webpage at www.saultc.on.ca/Services/ITS

KITCHENS/Common Rooms

There is one kitchenette and lounge on each floor. The kitchenettes are equipped with a fridge, stove, microwave and sink. Electrical appliances such as toasters and frying pans maybe used in kitchens only as per fire regulations.

LAUNDRY

Laundry rooms are located near the lounge on each floor. Each room is furnished with two washers and dryers, as well as a counter for folding laundry. The cost of laundry is included in your residence fees. Machines are for the use of current residents only.

Should you find a machine out of order, please report it to the office. Please do not overload the machines. Note that once a cycle has been selected on the washing machine, the door locks and cannot be opened until the wash cycle is complete.

STUDY ROOMS

Residence also offers two study rooms with tables and chairs. The study rooms are a great place to do group work, or to simply escape the distractions of your room.

RENTALS

- Cots – If you're having a guest stay overnight, you can borrow a cot from the residence office for \$2/night. You'll need to provide your own sheets and blankets.
- Xbox and Wii – The residence office has 2 Xbox 360 and 2 Wii consoles, as well as games and extra controllers for residents to borrow overnight free of charge.
- Miscellaneous items – We also have table tennis equipment, a vacuum, screwdriver, etc. available for sign out.

Note that the student who borrows any of the above equipment is responsible for returning it in good working condition. Students will be billed for any damages or loss of borrowed equipment.

PARKING

Residence parking spaces are available for residence students at a cost of \$200 (plus GST and PST) per vehicle for the academic year. Parking permits are also available in semester, month and weekly increments. Residence students with

vehicles may only park in the residence parking lot. Passes are available at the Residence Office.

All vehicles which are parked in an illegal area will be ticketed or towed at the owner's expense. Ray Lawson Hall and Sault College do not assume any liability for lost, stolen or damaged items, vehicles, or vehicular content.

STORAGE LOCKERS

A limited number of storage lockers are available in Ray Lawson Hall. Large lockers (located on the first floor) are available for a fee of \$150 (plus GST) per academic year, and medium lockers (located on the third floor) are available for a fee of \$100 (plus GST) per academic year. All lockers are rented on a first-come, first-served basis.

Items such as bicycles can also be stored in student bedrooms, but not in the halls, common areas or stairwells due to Fire Regulations. Motorized cycles are prohibited in residence.

MEAL PLAN

The meal plan uses a declining balance card system, so as you purchase items, the cost is subtracted from the total value of the Meal Plan. Meal Plan cards can be used at three food service outlets on campus: The Cafeteria, Tim Hortons, and the Outback.

Students with special dietary requirements should make arrangements with the Food Service Director in the Cafeteria and the General Manager in the Outback.

MEAL PLAN TRANSFERS

One week per semester (October 12-15, 2010 and February 14-18, 2011), students may transfer money on their meal plan from the Outback to Chartwells or vice versa. A transfer form must be completed and submitted to both Chartwells and the Outback.

GENERAL INFORMATION



KEYS

For the safety and security of all residents, you must not loan out any of your keys. You are the only person permitted to be in possession of your residence keys. Keys will be confiscated if they are found in the possession of anyone other than the resident to whom they were issued.

Lost or stolen keys must be reported immediately. If residents lose their keys, a temporary set is provided. If the student cannot find their original keys, the room door key is rekeyed and new keys are issued. Students who lose their room keys must pay \$125 in advance for rekeying and reissuing of keys.

Lost or damaged mailbox or front door key tags will be replaced at a rate of \$15 each, which must be paid at the time of replacement.

Students who do not return keys or who return damaged keys upon move-out will be charged the rates listed above.

CLEANING SUPPLIES /EQUIPMENT

Students are responsible for the cleaning of their rooms, bathroom(s), and suite areas. All cleansers and equipment are supplied by the student. Large mops and wringer pails can be borrowed from residence staff. Students may also borrow a vacuum from the Residence Office.

INSPECTIONS

To ensure health and safety standards are maintained, residence staff conduct regular suite and bathroom inspections. Staff do not enter student rooms for inspections without prior notification. Inspections include: smoke detectors, cleanliness of washroom and sink areas, suite common areas (if applicable), and damages.

Warnings and financial penalties may be assigned against each suite or bathroom occupant if the inspected suite or bathroom is found in unsafe, unclean, or unhealthy conditions.

Fines are set at \$10 per person. The fines must be paid in cash within a set time frame. When a fine or warning is issued, the area penalized is inspected at least 24 hours after the initial inspection. If the area is found to still be unsafe, unclean, or unhealthy, the fine is increased and continues to increase by \$10 per person for each day the area is not cleaned. In the case of a warning, a fine may be imposed should the area continue to be unsafe, unclean or unhealthy upon re-inspection.

Should a student disagree with a fine or warning, they may appeal in writing to the Manager, Residence & Student Life, within 3 working days. The appeal should include the reason for appeal and the desired resolution. The Manager, Residence & Student Life, may decide to uphold, reduce or eliminate the penalty, and their decision is final and binding.

ROOM ENTRY

The College wishes to assure the privacy of students, but reserves the right to enter rooms at any time in cases of emergency or in the event of an illegal activity or breach of the Student Code of Conduct that is disruptive to other students. Note that students are required to open their door if requested by staff, however if the request is not adhered to, or if no one is home, the staff will enter the room to address the situation. Staff may also enter to conduct regular inspections, after prior notice is posted.

Prior notice does not apply should it be necessary for Residence staff to enter the suite, bedroom or bathroom for the purpose of contacting the occupants, carrying out College business, or attending to maintenance.

Any search or inspection by any individual not authorized by the Manager of Residence and Student Life, or which is not based upon proper legal authority (search warrant), is prohibited.

ROOM CHANGES

Changes to room assignments will be considered on a case-by-case basis upon request, dependant on availability. Residents who request a room change during the year are charged a \$50 administration fee, payable prior to the move, provided the change can be accommodated. Changing rooms without the consent of the Residence Office is prohibited.



DECEMBER HOLIDAY BREAK

All residents must vacate their room and the Residence 24 hours after their last exam, or by 4:00pm on December 18, 2010, whichever is sooner. The Residence is closed from December 18, 2010 to January 8, 2011. The College re-opens at 8:30am on January 3, 2011. Access to Residence will also begin at this time for students enrolled in programs that begin the week of January 3, 2011, as per the Academic Calendar of Events. Students enrolled in programs beginning January 10, 2011 will have access to Residence beginning at 9:00am on January 8, 2011. **No exceptions for early access to Residence will be made.**

Before leaving for the holidays, students are advised to empty their fridges of all perishable food items. Suites and bathrooms must be cleaned, and garbage put in the dumpster outside. All windows must be closed, and all doors must be locked. Residence staff will conduct inspections of each room, suite and bathroom, prior to closing the building for the break.

MANDATORY MEETINGS

Ray Lawson Hall staff schedule mandatory meetings from time to time during the school year to discuss topics of concern to all residents. It is expected that all residents will make arrangements to attend.

MOVING IN/OUT



MOVE-IN INVENTORY CHECKLIST

An Inventory Checklist is given to each student at the time of check-in or room change. Students are to document any existing losses or damages on this form. This form must be returned to the Residence Office within two working days after moving in. Students who do not submit an inventory sheet or who submit the inventory sheet late may be considered responsible for any damages of the accommodation.

We anticipate normal wear and tear in bedrooms, suites and the residence building, however, repairs required for damages caused by other means will be the student's financial responsibility.

WITHDRAWAL FROM RESIDENCE DURING THE ACADEMIC YEAR

There are two types of withdrawal: "academic" and "non-academic." If a student is no longer enrolled in classes at Sault College, their departure from residence would be classified as "academic withdrawal." The student shall vacate the premises within 24 hours. The student's obligation will be for Residence fees already paid, plus a withdrawal fee of \$700. Students who have received OSAP, please note: Due to OSAP regulations, all refund of student fees, including Residence and caution fees, must be repaid to the National Student Loans Service Centre.

If a student continues to be enrolled but departs from the Residence, this is considered "non-academic withdrawal". The student will be responsible for paying for the room until a suitable external

replacement can be found. When an external replacement enters Residence, s/he replaces the first withdrawal, regardless of the location of the assigned room. External replacements are applied on a residence-wide basis, based on room type. Fee refunds will be calculated from the date that the replacement moves in and will include a withdrawal fee of \$700. If no replacement is found, there will be no refund of Residence fees. This means that there may be a student living in what was your space, however if the residence has not yet reached your spot on the withdrawal list, you will not be entitled to a refund yet.

Please refer to section 4B and 4C of the Residence Agreement for academic and non-academic financial withdrawal penalties.

END OF YEAR PROCEDURES

Students are required to leave residence 24 hours after their last exam, test or class.

Students who wish to remain in Residence following their last exam must speak with the Manager, Residence & Student Life prior to April 1, 2011. A student who has a legitimate reason for staying, and whose behaviour has not been disruptive, may be given permission to remain. If a student's behaviour is found to be disruptive after permission to stay has been granted, permission to remain will be withdrawn. Students will pay a nightly fee for each additional night.

Students staying past their last exam or past the last day of the Residence Agreement may be required to change rooms to accommodate incoming conferences and summer project work.

CHECK-OUT PROCEDURES

When leaving Ray Lawson Hall students must:

- schedule a move-out inspection for their room, bathroom, and suite (if applicable), with the Residence Office,

- move out within 24 hours of their last exam,
- return their room, bathroom and suite (if applicable) to its original condition,
- make arrangements for payment of any outstanding residence, or telephone charges,
- return their parking pass, if applicable,
- ensure the Residence Office has an up-to-date mailing address,
- update their address directly with any credit card companies, banks, magazines, etc., as mail will not be forwarded,
- inform friends and family not to send anything after April 1, as it may not arrive before the student's departure. Anything that is received after the student has moved out will be returned to sender.

Please note that students are responsible for locking their door(s) at move-out. If there is damage done to a student's room as a result of the door being left unlocked, the student will still be responsible for the damages.

RE-ADMISSION REQUIREMENTS

Priority for Residence occupancy is given to first year students. Residence application forms are posted on the residence webpage in the spring of each year. Application forms and fees must be returned by the date published. The college reserves the right to determine eligibility for admission to residence.

SUMMER RESIDENCY

Those students wishing to stay in residence for the summer must be enrolled in summer courses or employed (pre-approved by the College). Students must put their requests in writing to the Residence Office before April 1.

COMMUNITY STANDARDS



Residences exist to assist students pursue success in academics. By choosing residence life, you have agreed to adopt a lifestyle which requires respect for the needs of many other people that are living close to you, as well as for your surroundings.

While the residence environment provides additional social and cultural opportunities, everyone involved in the residence community must contribute in order to make the residence a positive and supportive environment aligned with Sault College's core mandate of teaching and learning.

The Residence Community Standards set out clear expectations of acceptable behaviour within the residence community and the consequences

for behaviour that is contrary to these expectations.

In choosing to join the residence community at Sault College, each resident accepts to maintain a high standard of cooperative living, tolerance, mutual respect and compromise, which values and promotes common courtesy, good citizenship and responsible behaviour.

All Sault College students are obligated to abide by the Sault College Student Code of Conduct. In addition, students living in or visiting Ray Lawson Hall property are required to abide by Residence Community Standards. Any incident that occurs on residence property will be responded to according to the guidelines of the Sault College Student Code of Conduct. Please refer to the

Code of Conduct for further information regarding student rights and responsibilities, as well as procedural guidelines.

RESPONSIBILITIES

1. It is the responsibility of the Residence Office to ensure that residents are made aware of their rights and responsibilities under the Residence Contract and Residence Community Standards. The Manager, Residence + Student Life or his/her designate is responsible for ensuring the Residence Community Standards are upheld.
2. It is the responsibility of each Residence Advisor (RA) to ensure that all residents in his or her section are made aware of their rights and responsibilities under the Residence Community Standards. This will be accomplished through the hosting of a mandatory house meeting early in the year to outline the Residence Community Standards. The resident is responsible for attending this meeting, or, under special circumstances, making alternative arrangements to meet with the RA to discuss Community Standards.
3. Every resident is responsible for observing the terms and conditions of the Residence Agreement, The Ray Lawson Hall Handbook, Residence Community Standards, The Student Code of Conduct, all other college policies, and any changes to these documents, as outlined in a written update during the course of the residence term. All residents must behave in a manner that is consistent with these documents.
4. It is the duty of each resident, in accordance with the procedures specified in the Residence Community Standards, to take reasonable steps to prevent a problematic situation from occurring or, if it occurs, to prevent it from escalating to a more serious level e.g. informing Residence Life staff of the problem.
5. Residents are required to take responsibility for the behaviour of their non-residence guests while on residence property. All residence rules, policies and procedures apply to guests of residents, and residents may face consequences if their guest behaves in an unacceptable manner.
6. Residents are also responsible for what happens in their room, washroom and suite, and may face disciplinary action should violations of Community Standards, the Code of Conduct, or any other college policy or law occur within these areas.
7. The resident is financially responsible for any damage or losses to his/her room or its contents, and also for the cleanliness of the room. All students in a suite are jointly responsible with the other occupant(s) of the suite, for damages or losses to the shared areas of the suite. All charges for damages to common areas will be split equally among the occupants of the building, provided that such damage cannot be traced to those directly responsible.

8. Every resident is expected to act in a responsible manner which does not compromise his/her own safety or endanger the health and safety of others. The Residence Office, on behalf of the College, reserves the right to determine what constitutes unsafe practices. This includes but is not limited to: tampering with fixtures and/or building/safety systems, fabricating of building structures, or impeding any means of exit from the building.

Note: Violations of the Residence Community Standards, Residence Contract or any other College policy, Municipal, Provincial or Federal law may be investigated by the Residence Office and any other appropriate College department or outside agency, such as the Police. Sanctions for any one incident may be assigned to a resident by multiple agencies, such as the Residence Office, another College department or the Police.



RAY LAWSON HALL ALCOHOL POLICY

- A. Provision or distribution of, or failure to control access to alcoholic beverages to underage students by those of legal drinking age is a violation of College policy and may be a violation of L.L.B.O. regulations or provincial laws.
- B. It is the responsibility of each residence student and his/her guest to conform to provincial legislation and L.L.B.O. regulations regarding drugs and alcohol in Ray Lawson Hall. Residence Staff, though they operate primarily in an advisory capacity, will enforce these regulations.
- C. The following are not permitted in Ray Lawson Hall:
 - Glass beer bottles
 - Containers intended to hold large quantities of alcohol, including but not limited to: kegs, bubbas, texas mickys
 - Excessive numbers of individual containers or collections of alcohol bottles
 - Home-brewing
 - Funnels, beer bongs etc.
- D. Residence occupants of lawful age may consume and possess alcoholic beverages in the privacy of their own rooms and/or suites under the following guidelines:
 - i. Alcoholic beverages may be possessed or consumed, but not sold, only in the privacy of student rooms and/or suites by those residents and their invited guests who are of legal drinking age.
 - ii. All alcoholic beverages that are transported through public areas (e.g. hallways, stairwells) must be unopened and carried in a bag/box/knapsack so it is not easily accessible.

- iii. All private gatherings held in student rooms/suites must be confined to the specific room/suite with the door closed.
- E. Alcoholic beverages are not permitted in the common areas, such as common rooms, hallways, stairwells, or grounds.
- F. Advertising parties or private gatherings in residence is prohibited.
- G. Residents are responsible for their guests at all times. The use or misuse of alcoholic beverages does not excuse disruptive, noisy, or indecent behaviour. Guests may be asked to leave at any time at the discretion of College staff, including the Manager, Residence & Student Life, College Security, Residence Advisors, and the Residence Office staff.
- H. Progressive drinking parties, drinking games, or other activities promoting the consumption of alcohol, are not allowed.
- I. Any activity that violates a resident's rights to study, sleep or privacy in their room is prohibited.
- J. Enforcement will proceed in the following manner:
 - i. The Manager, Residence & Student Life and the Residence Advisers will inform residents explicitly of the policies regarding illegal drugs and alcohol in the Ray Lawson Hall.
 - ii. Residents and their guests will abide by Ontario provincial statutes and regulations.
 - iii. Residence Staff, must, if they discover underage drinking, take immediate steps to stop the activity. They will dispose of the alcoholic beverages and file an incident report.

- iv. The Manager, Residence & Student Life and/or the College reserve the right to prohibit any student from possessing or consuming alcoholic beverages on campus.
- v. Where residents are in violation of city ordinances, City Police Services may be called.
- vi. Violations of the alcohol and drug policy will be in accordance with the Student Code of Conduct.

CLEANLINESS STANDARDS

Students are expected to keep their bedroom, shared living areas and the exterior of their room/suite doors clean and adhere to the rules of proper removal of garbage and/or recycling. Throwing or leaving garbage anywhere other than in an appropriate container is prohibited. Please note that room inspections by Residence Staff will take place on a monthly basis. Please see "Inspections" under "General Information" for procedural information.





DAMAGES

Cumulative damages are assessed at the end of each term, and upon check-out. **Unassigned building damage expenses are shared by all residents of Ray Lawson Hall.** An explanation of the account is provided upon written request. Students should review the damage assessments. If after three (3) business days, the individuals responsible do not come forward, charges will be assessed jointly between roommates, suite mates, floor residents, or all residents depending upon the location of the damage. Residents are responsible for any damages incurred by their guests.

Residents must not attempt to repair any damage in their room or suite. Students may have deductions from their Damage Deposit for doing home repairs that do not meet residence standards. If the total charge exceeds \$50 per person, the student(s) must pay the total amount assigned, in cash. It may not be deducted from the Damage Deposit. The College arranges for all repairs and replacement of missing items, and fees assessed to students are based on the actual costs of the repairs or replacements. A list of estimated repair costs is provided on the back of the Inventory Sheet.

Please report any repairs or damages to the Residence Office.

DECORATING

Residence rooms cannot be altered with paint of any kind, markers, crayons, etc. Students cannot drill holes into the walls to hang decorations. We recommend “Tac’n Stick” or a similar product. Use of heavy tape, such as duct tape, is not allowed.

Students may furnish their shared common areas (suites) if they wish. All such furnishings must be removed by the suite occupants at the end of the academic year. Failure to remove all furniture, garbage, etc. from a room, bathroom or suite may result in additional charges to the student(s). Any form of decorating which is hung in suites, bathrooms, suite or bedroom doors, or on any interior area of a room that can be seen from an open door must not display any form of pornography, sexually offensive pictures, or any other inappropriate material.

DISRUPTION

Disruption may be any interference with another’s ability study, sleep or live peaceably, or with Residence business. This includes, but is not limited to, excessive noise, creating considerable disorder, blocking exit routes, and causing dangerous situations.

DOORS – TAMPERING WITH

In order to monitor who enters the residence and ensure the safety of the residents, it is strictly prohibited to prop open main access doors to the residence.

Fire doors are installed in hallways, stairwells and suites. In case of fire, fire doors prevent the spread of fire, however this can only be achieved if the door is closed properly. For this reason, it is prohibited to tamper with fire doors in any way, such as propping them open, or taping the striker down.

Suites doors found to be tampered with may result in a fine for each occupant of the suite.

DRUGS

Sault College has a zero tolerance for the unlawful manufacture, distribution, dispensing, possession or use of illegal drugs or substances by all members of the College community. The use of illegal drugs or substances is prohibited on Sault College property or on property controlled by Sault College or at a Sault College sponsored event/function. Students should refer to the Illegal Drugs/ Controlled Substances Policy for further specifics.

FAILURE TO RESPOND TO REASONABLE DIRECTIVES

All residents and guests must adhere to reasonable directives given by a Residence Staff member. All residence staff are employed to assist in the provision of a safe, secure and comfortable living environment. As such, the staff work with all residents to enforce policies and educate residents in the process.

FIRE / FIRE SAFETY EQUIPMENT

Burning substances of any kind is prohibited in residence. Students wishing to burn a substance for religious or cultural purposes may complete an application with the Residence Office to do so. Wherever possible, students will be required to perform the ceremony outside of the residence.

Halogen lamps and combustible fuels are prohibited in residence.

Tampering with fire safety equipment is a serious offence and endangers the lives of others. Students found to have tampered with any fire safety equipment may face sanctions including a \$500 fine and/or eviction from Residence.



FURNITURE

Students are responsible for the furniture provided in their room, as well as the furniture provided in their suite, if applicable. Furniture may not be moved from common areas without permission of the Manager, Residence & Student Life.

GAMBLING

Illegal gambling is prohibited on campus.

GARBAGE REMOVAL

Building cleanliness is the responsibility of all residents. All garbage is to be placed by residents in the dumpster between Ray Lawson Hall and the Residence Parking lot. Garbage cannot be left in the halls, suites, common areas or stairwells.

GUESTS

A guest is any non-resident or non-staff member. A guest is someone that a resident invites, accepts or admits into the residence, whether or not the resident has previously met that person. In either circumstance, the resident host is responsible at all times

for the behaviour of his or her guest, and the host must accompany his/her guest throughout the building at all times. This includes informing them of any relevant policies or standards.

Students are not permitted to host any guest past 1 am including overnight guests during Orientation Weekend or any time after the end of classes each semester (ie. during exams) unless written permission is granted from the Manager, Residence & Student Life.

Residents may host a maximum of 2 guests at any one time and residents may host guests to a maximum of 4 "guest" nights per calendar-month.

Guests must sign in and provide picture identification to the Front Desk upon arrival. Guests will be given a guest pass upon signing in, which they must keep on their person at all times while in Ray Lawson Hall, and must provide it to any Staff member who requests it.

Hosts must have obtained permission from their suitemate(s) within a reasonable time frame prior to the arrival of a guest(s). Acting as a host for a trespassed individual or a person whose visiting privileges have been revoked, is prohibited.



Guests who violate Ray Lawson Hall Community Standards and/or Student Code of Conduct, may be required to leave the Residence building and surrounding property immediately. Residents cannot assist unregistered guests in gaining access to the building. All unauthorized guests are escorted off the premises and risk trespass charges. Residence staff reserves the right to deny admittance to any guest.

HARASSMENT / DISCRIMINATION

Harassment includes but is not limited to: conduct which is unwelcome or ought to be known to be unwelcome, and words or actions that cause humiliation, offense or embarrassment to a person. This may include bullying or malicious gossip. Residents must abide by Sault College's Policy on Discrimination/Harassment and should refer to this policy for further details.

INDOOR RECREATION

Indoor recreation causes many problems and damages; therefore there will be no roller-blading, skateboarding, water fights, hockey, golf, ball throwing, tennis, etc. anywhere inside the building. Weight benches, punching bags and table-sized games such as foosball and air hockey are not permitted. Small free weights are allowed. Dartboards are not allowed in residence. Residents are encouraged to sign up for intramural sports and use the outdoor facilities.

Practical jokes resulting in damage, injury, or additional cleaning are prohibited.

KEYS

For the safety and security of all residents, you must not loan out your keys. You are the only person permitted to be in possession of your residence keys.

MODIFYING PHYSICAL STRUCTURE

Tampering with or modifying the physical structures of the residence is prohibited. This may include, but is not limited to, using nails or screws in the wall or ceiling, altering door closure devices, and running wires, phone lines, cables, or electrical power between rooms.

NOISE POLICY

Excessive noise is any sound (stereo, television, voices, etc.) that disturbs, or has the potential to disturb, other residents and/or neighbours of the College community, at any time of day or night. This level is determined by Ray Lawson Hall residents and staff. In an effort to maintain acceptable noise levels, large stereo systems are prohibited.

All residents are expected to be courteous towards other member of the surrounding community at all times. Noise levels at any time should not detract from any resident's ability to pursue academic endeavours or to enjoy their living environment. An individual's right to reasonable quiet supersedes another's right to make noise. When a student is concerned about the noise level, it is their responsibility to:

- Contact the person(s) involved and ask them to lower the noise level.
- If a second request does not produce satisfactory results, advise a Residence Advisor, Residence Office staff, or Security Officer on duty. If the problem continues on a regular basis, the student must notify the Manager of Residence Student Life.

Quiet Hours have been established to provide students a suitable environment in which to study, and to obtain adequate sleep. During these hours, residents and guests are expected to keep all noise to a bare minimum, keep suite and room doors closed, and implement any other technique that will assist in keeping noise down.

Quiet hours for Ray Lawson Hall are as follows:

**Sunday to Thursday
10:00pm to 8:00am**

**Friday and Saturday
1:00am to 8:00am**

22 hour quiet hours are in effect two weeks before the end of each semester until the end of each semester. During this period, a two hour grace period will be allowed where a reasonable level of noise is permitted.

22 Hour Quiet Hours are:
Daily 7:00pm to 5:00pm

Grace period:
Daily 5:00pm – 7:00pm

PETS

Students are NOT PERMITTED to bring or keep pets in the residence. Students may have plants and non-dangerous fish in aquariums (no larger than 10 gallons). No exceptions will be made.

POSTING

Postings that do not originate from the Residence Office or Residence Life Staff are required to be approved by the Residence Assistant prior to posting.

RESTRICTED ACCESS

The roof, maintenance areas, bike storage, boiler rooms and caretaker rooms are off-limits to students. Students must not attempt to gain access to or exit Ray Lawson Hall or individual rooms through unauthorized routes, including windows. Students may not enter vacant rooms or access the furnishings within.

SMOKING

In accordance with College policy, smoking is not permitted anywhere in the Residence building (this includes bedrooms, suites, kitchens, hallways, laundry rooms and study rooms). This includes burning candles, incense, etc. Smoking may only occur on patio-stones located in the circle in front of the residence entrance.

SOLICITATION

No advertising, selling or commercial solicitation is permitted in the residence facilities.

THROWING MATERIAL

Students must not throw, hang, drop, or pour anything from the windows or stairwells, nor throw anything at the building. Should such behaviour result in injury or bodily harm to any person, the College will bear no responsibility. Residents are also not permitted to throw snowballs at unwilling participants. Throwing material at the residence building is also prohibited.

VANDALISM

Vandalism is defined as the wilful or malicious destruction or defacement of public or private property. Any vandalism directed toward another individual or group of individuals may also constitute harassment.

VIOLENCE

Violence or physical aggression in residence will not be tolerated. These behaviours include, but are not limited to hitting, punching, slapping, kicking, pushing, pulling and fighting.

WEAPONS / HAZARDOUS MATERIALS

Students are not allowed to possess or store weapons in Residence or surrounding property at any time. The term "weapon" refers not only to restricted or prohibited weapons, defined by legislation, but also to any type of firearm or part thereof, explosive device, ammunition, shot or gun powder, fireworks and firecrackers, chainsaws, paintball guns or highly flammable materials.

Possession/discharge of BB, paintball, air guns, ammunition, slingshots, knives, lethal weapons in any form (including martial arts equipment), or replica/toy weapons is also prohibited. Students who are assigned potentially dangerous equipment as part of an academic course are responsible for making alternative storage arrangements outside of Ray Lawson Hall.

WINDOW SCREENS

Any tampering or damage to the window screens in the bedrooms or in any of the common rooms will result in a fine of no less than \$100, in addition to any required repairs.

EMERGENCY PROCEDURES



FIRE SAFETY

If you discover a fire in residence:

1. Remain calm,
2. Close the nearest door to the area,
3. Activate the nearest fire pull station,
4. Leave the building by the nearest exit,
5. Report to the fire department or authorities if anyone is suspected of being in the building after evacuation. Please refer to the Fire Safety Procedures document located in each room on the back of the door.

The Residence building is equipped with fire pull stations, smoke detectors, and heat detectors. Each floor has dry chemical fire extinguishers located in the halls and kitchens. Fire exit doors are equipped with magnetic door locks. These doors will automatically open in the case of a fire alarm.

It is a provincial law that all residents must evacuate during a fire alarm; persons found not evacuating will be prosecuted under the law and/or be disciplined through the Residence or College. Refusing to evacuate risks not only your life, but the lives of firefighters who may have to rescue you as well.

Fire alarms are tested on a regular basis. The time and date of these tests are posted in advance. These tests are short and you need not leave the building.

During all other alarms, you must evacuate the building immediately.

Should you decide to cook in residence, please recognize the importance of fire safety. Do not leave cooking unattended. You will be held accountable for cooking-caused fire alarms. We reserve the right to inspect, remove or request the removal of cooking appliances or electrical devices.

LOCK DOWN

In the unlikely event that the Residence must lock down during an emergency, residents should:

1. Return quickly to their room or the nearest resident's room,
2. Close blinds/window covers and stay away from all windows,
3. Sit or crouch on the floor,
4. Stay in the room,
5. Wait for an all-clear notice from Emergency Personnel.

IMPORTANT NUMBERS

*During the business day dial "0" with questions about phone line problems or long-distance billing.

ON-CAMPUS CONTACTS

Sault College	759-2554
Ray Lawson Hall	256-4400
Athletics	ext. 2709
Bookstore	ext. 2595
Residence Advisor (On-Duty)	989-6700
Counselling Services	ext. 2703
Health Centre	ext. 2720
IT Helpdesk	ext. 2504
Library	ext. 2711
Outback	ext. 2756
Residence Office	ext. 2684
Residence Intern	ext. 2868
Residence Manager	ext. 2683
SAC	ext. 2707
Security – College	ext. 2712
Security – Residence	ext. 2685

EVACUATION

In the event that Ray Lawson Hall must be evacuated for any reason, students will be given information and instructions by Residence or College staff. All students are expected to abide by the instructions given.

COMMUNITY CONTACTS

DELIVERY SERVICES

Arrow Express	946-2727
Cruz Deliveries	946-2789

TRAVEL

Checker Cab	942-3600
Easy Cab	256-2222
7500 Taxi	945-7500
Sault Transit (City Bus)	759-5438
Greyhound	949-4711
Air Canada	1-888-247-2262

HEALTH

Telehealth Ontario	1-866-797-0000
Poison Control Line	1-800-268-9017
Sault Care Medical Clinic (Cambrian Mall)	253-1313
Drop-in Clinic 10AM-6PM	