

Real!



NORTHERN COLLEGE PORCUPINE RESIDENCE POLICIES & PROCEDURES 2010 - 2011



Welcome to your new home in Residence at Northern College!

Your year in Residence promises to be one of the most memorable and rewarding aspects of your academic career at Northern. It is a unique and valuable experience that will serve as a special part of your post-secondary education. The Department of Residential Services is here to support your academic success and to ensure that you get the most out of your stay in Residence at Northern. We are committed to serving you and we value you as a member of our community.

With your participation, we can foster a safe, comfortable and accepting home, create an environment conducive to academic pursuits and provide an opportunity for social and personal growth. Residence Life at Northern has always been characterized by mutual RESPECT.

The terms and conditions set out in the following pages are a part of the contract between the Department of Residential Services and yourself. They are intended to explain what you can expect from living in Residence and what we in turn expect from you.

We hope that you will take advantage of all of the opportunities living in a Residence community presents.

******The Residence Committee and College staff reserves the right to amend, alter, or add to the Regulations and Procedures at any time to meet unexpected developments.******

TABLE OF CONTENTS

Community Standards	3
Rights & Responsibilities of a Resident	4
Residence Security	5
Policies & Procedures	6
Residence Staff	6
Maintenance & Cleanliness	7
Privacy	8
Arrival	9
Kitchen	10
Facilities	11
Parking	11
Telephone & Cable Services	13
Keys	14
Fee Payments	15
Damages	15
Refund & Withdrawal	16
Departure Deadlines & Procedures	17
Harassment/Discrimination	19
Electronic Devices	20
Smoking Policy	21
Alcohol	22
Guests	24
Quiet Hours	26
Discipline	28
Appeals	33
Survival Hints	34
Important Phone Numbers	34-35
Your Mailing Address	36
Fire Evacuation Procedure	36

COMMUNITY STANDARDS

By choosing Residence life, you are accepting full responsibility 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.

RESIDENCE COMMUNITY STANDARDS

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.

To be consistent with Northern College's core mandate of teaching and learning, the aim of these standards is to further students' development and enhance their academic experience.

CODE OF HONOUR

The Residence Department makes the assumption that the primary objective of each resident is to pursue success in academics. 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 Northern College's core mandate of teaching and learning.

Every member of the Residence environment must accept that certain standards, or rules, need to exist in order for a large group of people to live together and function as a community within a relatively small environment. The Residence Office believes that integral to the **Code of Honour** is an appreciation of the effect of one's personal behaviour on others and RESPECT for their personal and property rights. Northern College appeals to each resident's sense of reason, responsibility, and consideration for others. Northern College promotes the ideal that responsibilities are to be shared by everyone in order to maintain a high standard of cooperative living, tolerance, mutual RESPECT and compromise. In choosing to join the Residence community at Northern College, each resident accepts to live by this **Code of Honour**, which values and promotes common courtesy, good citizenship and responsible behaviour.

STANDARDS & CONSEQUENCES

Interactions with all Residence staff, Campus Security, and other students must demonstrate civility and RESPECT. Failure to respond to, or failure to follow, the reasonable directives of a College employee will be dealt with under the Northern College Porcupine Residence Policies & Procedures manual as well as the Northern College Student Handbook. All Residence staff are employed to assist in the provision of a safe, secure and comfortable living environment.

As such, the staff works with all residents to enforce policies and educate residents in the process.

If Residence Life staff is made aware that a resident has engaged in unacceptable behaviour or breached the Residence Contract/Residence Policies and Procedures, an investigation may result. The investigation may include, but is not limited to, speaking to the parties involved, utilizing security cameras, and the collection of evidence including that which may be found through online sources. Should the facts of an incident be disputed or the accused individual deny responsibility for an offence, then the Residence Committee will direct an investigation to conclude the most probable course of events, based on the balance of probabilities.

RIGHTS AND RESPONSIBILITIES OF A RESIDENT

RIGHTS OF A RESIDENT

- The right to sleep and study free from undue interference, such as unreasonable noise and other distractions in one's room.
- The right to expect that a roommate will RESPECT one's personal belongings.
- The right to a clean environment in which to live.
- The right to privacy.
- The right to host guests with the requirement that guests adhere to Residence policies and RESPECT the rights of the host's roommate and other residents.
- The right to a fair discipline process.
- The right to be free from harassment and fear of intimidation, physical and/or emotional harm.
- The right to equitable treatment when behaviour is in question.
- The right to enjoy individual freedoms in regard to race, sex, national origin, ability, age, religion or sexual orientation.

RESPONSIBILITIES OF A RESIDENT

- To be responsive and co-operative in all dealings with Residence and College Staff.
- To treat other residents with RESPECT and consideration, and to grant them their individual rights.
- To understand and adhere to all policies and regulations found in the Residence Policies & Procedures manual.
- To accept responsibility for personal and community safety, i.e. to refrain from misusing safety equipment, damaging property, losing keys, etc.
- To attend Residence meetings and respond to requests from Residence Staff in a timely manner.
- To contribute positively to the community through participation in programs and community meetings.
- To avoid breach of sanctions designed to enhance the quality of Residence life.
- To monitor and accept responsibility for the behaviour of one's guests.
- To report violations of rules and regulations to the appropriate staff immediately.
- To RESPECT Residence property.
- To check your mailbox regularly as this is how Residence Staff & the College will communicate with you.

RESIDENCE SECURITY

Security staff is available in the Residence office or by contacting the Residents Staff. Also each floor has an emergency phone that residents can use to access security directly in case of an urgent situation

Residence students must share responsibility for their personal safety and security. It is each resident's responsibility to follow these guidelines:

- Keep your room door locked at all times.
- Do not lend your room keys out or leave them where they may be taken.
- Do not leave valuables in a visible location.
- Identify all personal belongings.
- Do not open doors for people or allow people into Residence if they are not personally known to you. **By opening the doors for people and allowing them into Residence you are accepting responsibility for their actions while they are in the building.**
- Report any suspicious person(s) or behaviour to a member of the Residence Staff or Campus Security immediately.
- Do not carry large amounts of cash or share your banking P.I.N. number with anyone.
- Do not prop any doors open.
- Walk with a friend at night and use traveled and well-lit roads and pathways.
- Secure your windows when you are out of your room.
- Report all damaged locks, lights and other safety hazards immediately to the Residence Office for repair.
- Ensure that your personal belongings are covered under an insurance policy.

The college will not be liable, directly or indirectly, for loss or theft of personal property, or for damage or destruction of such property by fire, water, or other cause. Coverage can often be obtained through a "rider" on your family's tenant or home owner's insurance policy, which should include liability coverage for injury or damage.

Northern College

Porcupine Residence

POLICIES AND PROCEDURES

******The Residence Committee and College staff reserves the right to amend, alter, or add to the Regulations and Procedures at any time to meet unexpected developments.******

1. RESIDENCE STAFF

The Residence is administered by a committee which includes the Campus Manager, Student Life Advisors, Residence Clerk, and Security. The Residence Committee strives to provide all residents with a comfortable, safe and rewarding Residence experience and operates on the basic philosophy which is built on a spirit of common courtesy, cooperation, mutual RESPECT and acceptance amongst the Residence community at all times. Their purpose is to represent the resident and work directly with student staff to ensure that the rights and privileges of the residents and the rules and regulations pertaining to Northern College are adhered to. ***All residents are treated as adults; therefore ignorance, anger, alcohol or substance abuse will not be acceptable as an excuse, reason or rationale for unacceptable behaviour.***

In the instance where the Committee feels a specific action should be taken against a person or persons who do not adhere to the rules and regulations, a meeting of the Residence Committee will be convened to decide upon the appropriate actions to be taken.

Campus Manager

The Campus Manager participates in an administrative role with the Residence Committee. The Campus Manager is available to assist in administering support to all Residence Staff and makes decisions regarding disciplinary matters. The Manager advises the Senior Management Team on matters relevant to enhancing the experience of living at the Northern College Residence.

STUDENT LIFE ADVISORS

Student Life Advisors play a vital part of the Residence Committee. They are available to all residents for support, to assist in personal matters and to assist in resolving conflicts and concerns that arise from living in a cooperative living environment. The Student Life Advisors are available in C114 at the main campus.

RESIDENCE CLERK

The Residence Clerk provides administrative support and assists with the day-to-day operations of the Residence. This position manages and processes all operational aspects of the Residence including the application process, office services, security, cleaning staff and maintenance requests. The Residence Clerk is an active member of the Residence Committee and part of the discipline process.

1.1 RESIDENCE STUDENT STAFF

The Residence employs three Residence Assistants who report to the Campus Manager through the Residence Clerk. The Residence Assistants (RAs), are responsible for office duties in the evenings and on weekends. The RAs are also responsible for organizing events for all of the residents to enjoy. They liaise directly with the Residence Clerk on all matters pertaining to the Porcupine Residence. They will also report any maintenance problems which may require attention.

Resident Assistants are hired through the College to assist at the Residence. RAs are on call in the Residence Office each weekday evening from 5 p.m. to 11 p.m. and on duty in the Residence Office on weekends from 11 a.m. to 11 p.m.

All residents are entitled to protection for themselves, their personal property, and their privacy. Problems that do arise can often be rectified by dealing with the individual(s) directly. Should this method not prove effective, residents should not hesitate to contact Security or the Residence Clerk with any concerns or issues.

Abuse in any form (verbal or physical) directed at an RA (or any staff member) is unacceptable and offenders will be dealt with accordingly. Likewise, RAs who do not perform their duties and responsibilities will be dismissed from their positions.

2. RESIDENCE OFFICE

Our Residence Office is located in the Main Entrance. This is where residents will report to upon arrival or can contact the Residence Clerk, Security or Student Staff. Residents can obtain change for laundry facilities; fill out a Physical Resource Repair Form, request to have heat adjusted for their room, and make any other general inquiries.

3. RESIDENCE MAINTENANCE & CLEANLINESS

The Maintenance staff are College employees who are responsible for completing all maintenance or electrical maintenance within the Residence. Students who request repairs or services give implied consent that a maintenance person has permission to enter their room. Students may not repair or have repaired any damaged items by anyone other than College personnel.

The cleaning staff will maintain the corridors, stairwells, public washrooms and common areas, but all residents are responsible for picking up after themselves ***including in the kitchen and common areas***. Residents are expected to maintain a standard of cleanliness in their rooms over the course of the academic year. Room checks will be done once per semester by Residence Staff. Residents must pick up their garbage and deposit it in the garbage room located in the main lobby. Residents are also responsible for separating out their recyclables and placing them in the recycling bins in the game room.

A vacuum cleaner is available on every floor but must be returned as soon as the resident is finished cleaning to ensure its accessibility to other residents on the floor. Vacuum cleaners that are not working properly should be reported to the Residence Office immediately. All other cleaning supplies must be provided by the residents (e.g. mop, pail, cleaning products).

4. PRIVACY

There may be an exceptional circumstance under which the Residence Staff, Maintenance Staff, or Security may find it necessary to access a resident's room. Every attempt will be made to ensure that the resident's privacy is protected.

To ensure that the rooms are being maintained and kept up to standard, Northern College reserves the right to conduct room inspections. Room inspections will be done at least once per semester. Physical Resources Staff may also need to access rooms for room repairs. Under normal circumstances, residents will be asked to complete and sign a Physical Resources Problem Report Form for repairs needed to allow staff to enter the resident's room. Residents will be notified 48 hours in advance before staff will enter their rooms unless an emergency entry has been determined (i.e. fire alarm, water leak).

Residence Staff have the right to enter rooms at any time where illegal activity is suspected, where breach of Residence Policies and Procedures is suspected, where there is a possible emergency to resident's health and safety or where there is a disturbance. The Residence staff and the residents themselves have the responsibility of ensuring that the Residence offers privacy and security to its occupants. Never, under any circumstance, should residents allow entry to the Residence to any individual(s) with whom they are unfamiliar.

*****By opening the doors for people and allowing them into Residence you are accepting responsibility for their actions while they are in the building. Non-residents could cause damage, steal and/or harm a fellow resident.**

The Department of Residential Services subscribes to the principle that Residence students are entitled to enjoy a reasonable right to privacy in their Residence rooms. However, the Department of Residential Services reserves the right to enter rooms, terminate contracts, repossess rooms or reassign students, and to initiate other steps necessary and advisable for the safety, security and well-being of the Residence community and College assets.

5. ARRIVAL DATE

Rooms will be ready for residents' arrival at the specific moving-in date provided with your acceptance package. Early arrival dates can be arranged but will include additional fees. Please contact the Residence Office at (705) 235-6800 for inquiries.

Upon arrival, you must register at the Residence Office. Residents will be required to complete the "Student Agreement". A photograph will be taken at this time if one was not submitted with your application.

5.1 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 (2) working days after occupancy. Forms submitted after that time will not be accepted and the student will be responsible for the existing conditions of the accommodation.

We anticipate normal wear and tear in bedrooms and the Residence building; however, repairs required for damages caused by other means will be your financial responsibility.

Cumulative damages are assessed at the end of each term, and upon check-out. Unassigned building damage expenses are shared by all residents of Northern College Porcupine Residence. An explanation of the account is provided upon written request.

5.2 WHAT TO BRING

Besides clothes, books and personal hygiene products, residents will have to supply the following items:

- bedding (39" x 80") and pillow
- pots, pans, glasses, cups, plates, eating and cooking utensils
- towels, toiletries
- hangers
- flashlight
- TV, radio, headphones, alarm clock
- cleaning supplies
- power bar with breaker
- computer
- winter clothing

5.3 WHAT NOT TO BRING

- cordless kettle, Thermal coffee maker
- hot plate
- mattress
- toasters/toaster ovens
- deep fryer
- freezers/refrigerators
- draperies
- heaters/air conditioner
- halogen lamps or Torchier(e)
- pets (cats, dogs, lizards, rodents etc...)
- sub-woofer
- plug-in air fresheners, candles or incense
- Kegs, Mini-Kegs, Quarts, Draft or Beer Balls, Texas Mickeys, Beer Funnels or any other product used for mass consumption of alcohol or binge drinking.

Students may have one microwave per student room. In order to promote safety in the use of microwaves, the following guidelines have been established:

- Microwaves must be under 800 watts in power and be Underwriters Laboratory Approved.
- Microwaves need to be plugged directly into a wall outlet or into an approved UL 3-prong grounded power strip containing its own fuse.

6. KITCHEN

There is a fully equipped kitchen (microwaves, stove tops, ovens, toasters and toaster ovens) provided for the residents' use. Due to a lack of cooking ventilation in the residents' rooms, all cooking is restricted to the kitchen. Use of cooking appliances such as grills, hot plates, crock pots, rice cookers, coffee makers, toaster ovens, toasters, etc... is strictly prohibited in Residence rooms. Residents who violate this policy and attempt to cook in their rooms may be asked to relinquish their room in the Residence.

Each resident is responsible for the upkeep and cleanliness of the kitchen. Dishes or private appliances left in the kitchen area **will be discarded**. The resident **will not** be compensated for items that have been discarded and/or taken from the kitchen. Due to the communal sharing of the kitchen, each resident is responsible for cleaning up his or her mess and leaving the counter tops, tables, stove tops, microwaves, ovens and sinks tidy for the next resident's use. Failure to keep the kitchen area clean may result in fines issued and/or kitchen closures.

For safety reasons, barbeques are not permitted indoors. Barbeques and propane tanks cannot be stored indoors at any time. The College Residence does supply a barbeque during appropriate months.

Dish soap or cleaning products that are fruit scented or artificially coloured (red, pink) are banned from the Residence. These products have previously caused damage and have stained counter tops.

7. LAUNDRY FACILITIES

Coin-operated laundry facilities are available for the residents' use and are accessible 24 hours a day. If you have a problem with a machine please advise the Residence Office immediately. Many residents will require the use of the laundry facilities; therefore, those individuals using the laundry machines should be considerate of others and not monopolize them for an extended period of time. Running time for the washers is approximately 20 minute and 50 minutes for the dryers. Residents will be expected to pay for damages caused by overfilling the machines and any other misuse.

8. RESIDENCE PARKING

To reserve a space in the Residence parking lot, residents are to **register their vehicle at the Residence Office, pay the fees** and obtain a parking permit and parking spot number. Permit is valid only in the Residence parking lot (Vehicle license plate # will be needed). Permit must be clearly displayed to avoid being ticketed.

Winter plug-ins are available. An additional fee will apply. Please see the Residence Clerk for details. (limited plug-ins, first come first serve).

9. STORAGE

Limited space is available in the storage room for excess baggage and storage of other items. This room is kept locked at all times. For access to this area, residents must contact Residence staff. There is a monthly fee for storing items in the storage room. A name tag must be put on all items being stored.

THE COLLEGE IS NOT RESPONSIBLE FOR ITEMS STORED IN THE STORAGE ROOM. ITEMS WILL NOT BE STORED IN THE RESIDENCE DURING THE SUMMER MONTHS. ITEMS IN THE STORAGE ROOM LEFT BY A RESIDENT AFTER HE/SHE HAS MOVED OUT WILL BE DISCARDED AFTER 30 DAYS OR AT THE COLLEGE'S DISCRETION.

9.1 STORAGE OF BICYCLES

Outdoor bicycle racks are provided. Bicycles can be locked directly to the rack through the front and rear wheels. For the safety and convenience of residents and the cleaning staff, bikes should not be stored in the common areas such as lounges, kitchen, corridors or stairwells.

Bicycles **cannot** be kept in the bicycle racks during the winter months due to snow removal. They can be stored in the storage room at a monthly fee.

10. FURNISHING

All bedrooms are completely furnished. Residents may not remove furnishing from their room and must request to replace an item or submit a repair form to Residence Staff. Residents **may not** replace the existing furniture with their own. Waterbeds or personal mattresses are not permitted. Cushion furniture or other furniture **may not** be borrowed from common areas, the Residence Office or other residents' rooms.

10.1 DECORATIONS AND WALL HANGINGS

Fun-Tak Mounting Putty (white), Green Painters tape, 3M Command Adhesive Hooks or Clips are suggested for hanging pictures and posters. **Nails, screws, brackets, two way tape, duct tape, stickers, etc... are not permitted on walls or doors.** All materials must be removed when checking out. **Residents may not paint their rooms.**

10.2 RESIDENCE DOOR DECORATING POLICY

Northern College recognizes each resident's right to self-expression; however, if a resident wishes to decorate their door, they must contact the Residence Office to obtain the necessary form. All postings must be submitted to the Residence Office prior to posting on resident's door. The following themes are not permitted:

- Reference to drugs and/or alcohol
- Religious expression
- External (non-campus) political expression
- Sexual content
- Violence
- Discrimination/prejudice/hate themes
- Profanity

All postings are subject to approval by Northern College Residence Staff prior to posting material and must be posted with white Fun-Tak Mounting Putty only. Any offensive material and/or any material that is posted without following the appropriate procedures (i.e. Forms) will be removed immediately by Residence Staff.

11. WINDOW SCREENS

The College has, in the past, experienced a heavy expense for repairing and/or replacing damaged window screens; therefore, the window screens must remain in place at all times. Please advise Residence Office immediately if window screen is missing or damaged.

DAMAGE TO SCREENS, OTHER FIXTURES OR FURNISHINGS IS THE FINANCIAL RESPONSIBILITY OF THE RESIDENT. COSTS WILL BE DEDUCTED FROM THE DAMAGE DEPOSIT.

Do not throw any materials, liquid, or trash from your window. This will result in a fine of \$25 and will double with each subsequent violation. Windows are not to be used as exits or entrances from the building and use as such may result in the residents' removal from Residence.

12. PLANTS AND PETS

Plants, fish bowls or small aquariums (max. 5 gallon tank) are allowed in rooms, but residents must make their own arrangements for plant and fish care while they are away. Residence Staff are not responsible for their care. Although fish are permitted, **all other pets are not permitted in the Residence.**

13. MAIL

Mail boxes are located in the main entrance of the Residence. It is the residents' responsibility to check their mailbox on a daily basis as this is how the College and the Residence Office will communicate with you. Mail is delivered daily Monday through Friday. It is the student's responsibility to ensure that all contacts have their correct Residence mailing address. Mail with an incorrect or incomplete address is delivered to the Residential Services Office for correction and re-distribution. Residential Services accepts no responsibility for delays in re-directing mail that is incorrectly addressed for students living in Residence.

**Your Name & Room #
Northern College Residence
4777 Highway 101 East
P.O. Box 2008
South Porcupine, ON
P0N 1H0**

Mail will not be forwarded after a student moves out. It will be labeled RTS (Return To Sender).

14. TELEPHONE AND CABLE SERVICE

NORTHERN TELEPHONE (705-360-8555) and EASTLINK CABLE (1-866-737-7662) are the local providers of telephone and cable services. All pertinent information on rates, features and services are available directly through them. The Residence does have two TV lounges with full cable programming and wireless internet as well as two pay telephones located on the main floor. Private satellites are not permitted in residents' rooms.

When making arrangements for cable or phone installation please provide the Residence's physical street address and your room number to the individual companies.

NOTE: If you cannot be available for your scheduled appointment you must go to the Residence Office to complete a Physical Resource Problem Report Form to give Residence

Staff permission to enter your room with the installer. **If Residence Staff does not have permission to enter your room, you will be required to reschedule the appointment.** You must leave any deposits or fees for the individual services in your room in plain view.

15. KEYS

Upon registration, all residents are issued a minimum of 3 keys, which open the security doors of the Residence, the resident's room and personal mailbox. If you have lost your Residence keys please report it to the Residence Office immediately. The Residence Office will then move forward with a lock change (at your expense).

CHARGES FOR KEY REPLACEMENT ARE:

- \$10 – room key
- \$10 – mailbox key
- \$10 – food locker key (if applicable)
- \$35 – security access tag
- \$30 – tumbler fee (lock change)

If your lock malfunctions, please advise the Residence Office immediately to allow our Maintenance staff to make the necessary repairs.

16. COMMON AREAS

There are two T.V. Lounges and a Game Room located on the main floor of the Residence. Due to the communal sharing of these areas, a majority vote, when necessary, will govern decisions regarding TV programs to be watched, etc. Smoking and/or alcohol use are **not permitted** in these areas, which are designed for residents to interact with each other in a safe, friendly environment, inviting to all. Residents who remove lounge furniture for personal room use will be assessed a fine.

17. ROOM TRANSFERS

If a resident wishes to move to another room, they must contact the Residence Office and complete the necessary Room Transfer Request form. Although requests are accepted at any time, room transfers are not made during the first month of the first semester or the last month of the last semester. A request for a room change does not guarantee approval. The College reserves the right to make room changes, as it deems necessary.

There will be a charge of \$50.00 for room transfers and a cleaning fee of \$25.00/per hour if cleaning extends over half an hour. The transfer must be completed and keys returned to the Residence Office within 48 hours or additional fees will be applied. The RESPECTIVE companies usually apply connection/transfer fees for both telephone and cable.

18. FEE PAYMENT

Full payment for each semester is required upon arrival. Payment may be made at the Residence Office or at Student Services (Main Campus). Instalment payments are possible but must be pre-approved by the Residence Office. Post-dated cheques are necessary to take advantage of this method of payment and an additional charge is applied.

19. DEPOSIT CHARGES

When reserving a room, a deposit charge is payable which includes a non-refundable registration fee; a non-refundable activity fee and a refundable damage/cleaning deposit. If the College is unable to reserve a room for a student, the full amount is refundable.

The activity fee will be held in reserve and administered by the Northern College Porcupine Residence Committee, through the Residence Coordinator and other RA staff, to organize special activities for residents, i.e. bowling night, movie nights, tubing etc. Residents are encouraged to participate in all organized activities.

20. DAMAGES

The refundable damage/cleaning deposit is held in reserve in the event that damages occur in Residence. This amount is refundable at year-end once the condition of the rooms, hallways, and common areas have been inspected, cleaned and assessed for repair cost. Should it become necessary for College staff to clean a resident's room the resident will be charged the rate of \$25 per hour.

If the specific individuals responsible for the damage do not come forward, charges will be assessed jointly between roommates, 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 bedroom. Some students have had deductions from their Damage Deposit for doing home repairs that did 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 damage repair costs is provided at the end of this section in the Northern College Residence Handbook.

Please report any repairs or damages by filling out a work order at the Residence Office.

The following list shows the replacement costs associated with some of the more common items in each room in the event that the items are damaged beyond what can be considered reasonable or normal wear.

Bed Frame	\$50
Box spring	\$100
Mattress	\$100
Drawers	\$50
Carpet (Dependant on Extent Of Damage)	\$100 - \$250
Furniture: Chair	\$100 - \$150
Fridge - Dorm	\$150
Desk	\$200
Windows: Blinds/Curtains	\$75 - \$200
Glass Repairs	\$25 - \$750
Safety Latches Removal/Repair	\$25
Screens	\$25 - \$80
Millwork: Time And Material Charge	\$25 - \$500
Mirror	\$30
Bathroom: Toilet	\$400
Sink	\$100
Shower Head	\$50
Fixtures	\$25 - \$100
Painting: Walls (Range Depending On Damage)	\$25 - \$250
Ceilings	\$100
Smoke Detectors/Heat Detectors	\$70
Tampering With Smoke/Heat Detectors	\$250
Fire Sprinklers	\$500 - \$1000
Telephones	\$25
Cleaning	\$50 - \$200

*****All damages not listed will be charged at material costs plus applicable labour rate.**

21. REFUND AND WITHDRAWAL

Students withdrawing from Residence prior to the end of the fall or spring semester will forfeit one month's rent of the unused balance of the term. This policy will also apply in the case of an eviction. A written notice must be issued to the Residence Office two weeks before moving out.

A refund will not be issued to students withdrawing for any reason, including eviction, after November 30th or March 31st.

Refunds will be processed and forwarded to the resident's address provided on the resident's student account. Any Residence refunds will first be applied against any outstanding fees such as Residence fees, Northern College tuition, emergency loans or fees from the Learning Resource Centre or Bookstore.

22. DEPARTURE DEADLINES AND PROCEDURE

The Residence is closed to all students, during the period of the winter / Christmas Break. Students are required to leave 24 hours after their last exam, test or class

The Residence will re-open January 2nd, 2011.

Residents must set-up an appointment at the Residence Office for their Final Room Check.

Residents who fail to have a Final Room Check completed prior to departure will forfeit their refundable damage/cleaning deposit.

Personal items and/or trash left behind in the room after a student has moved out will be considered abandoned property and will be disposed of. For this service, an additional fee will be added to student's account. The Residence is not responsible for mailing items to resident and will not compensate the resident for items that have been discarded.

Residents are responsible to make all change of address arrangements including informing Student Services of any changes. The Residence will not forward resident's mail; it will automatically be labelled RTS (Return To Sender).

Residents are required to leave their room in a clean and neat condition at the time of their departure. Extra attention should be paid to cleaning the refrigerator, and bathroom (e.g. shower, sink, and toilet). Failure to clean the room adequately will result in appropriate clean-up and maintenance charges being assessed to the resident at an hourly rate of \$25.

The procedure for checking out is as follows:

- Previous to the day of departure resident must arrange an appointment for their Final Room Check.
- When room is completely cleaned the resident must contact Residence Staff on duty to complete Final Room Check.
- Ensure no personal belongings are left in room or storage room.
- Food Lockers must be emptied, cleaned, inspected and locked upon departure.
- Room Check Sheet and Residence Withdrawal Form must be dated and signed.
- Before departure all keys and parking permits must be returned to Residence Staff.

23. NOTICE OF EVICTION

Northern College reserves the right to evict any resident who does not abide by the rules and regulations governing the College and/or Residence.

In the event that eviction notices are issued to residents of the Northern College Porcupine Residence, a period of no less than 48 hours and no more than seven days will be allowed for individuals to vacate the premises. Any problems in the interim will result in police involvement and immediate eviction.

Northern College reserves the right to **immediately evict** any resident depending on the seriousness of their violations of the Policies & Procedures manual (this document). Students being evicted from Residence prior to November 15th / March 15th will automatically forfeit one month's rent of the unused balance of the term.

24. RETURNING STUDENTS

Many students who elect to live in Residence during their first year enjoy the experience and request to return to Residence the following year. While every effort will be made to accommodate them, students wishing to return to Residence for a new academic year may not be granted their request, based on one or more of the following:

- First year students are priority.
- Lack of commitment shown to the academic program in the preceding semester or year.
- Repeated violations of any existing Residence or College Policies and Procedures, whether or not written warnings have been issued.

25. ELIGIBILITY FOR “STUDENT” STATUS FOR RESIDENCY

Residents who are no longer officially students of Northern College will lose “student” status for Residence purposes. Priority for Residence accommodation is always given to Northern College students.

Residents who are not students of Northern College are only accepted and allowed to remain in Residence if there are sufficient rooms available and must reapply each semester. They must also abide by all rules and regulations of the Northern College Porcupine Residence. Failure to do so may result in eviction.

26. EXTENDED LEAVES

For security purposes, students leaving for an extended holiday (e.g. Mid-Winter Break, Easter, etc.) or not returning to the Residence for 2 or more nights must contact the Residence Office and inform staff of their expected return date. Residents are responsible to respond to all internal office memos (e.g. Christmas Holidays and Mid-Winter Break departure and return date forms). **Failure to submit information by due dates will result in \$5.00 fee for every day information is late.**

During the Christmas holidays, the Residence is closed. The Residence is closed to all students, during the period of the Winter / Christmas Break. Students are required to leave 24 hours after their last exam, test or class. Residence will re-open on January 2nd, 2011.

College Staff will be conducting routine room checks during Christmas holidays, Mid-Winter break and/or extended leave of absence by resident to verify that all windows are closed, all lights are turned off, all appliances **except refrigerators** are unplugged and room doors are locked.

27. HARASSMENT AND DISCRIMINATION POLICY

This policy defines harassment as any attention or conduct (oral, written, graphic, or physical) by an individual or group who knows or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating. Discrimination is any conduct that results in adverse treatment of a Northern College community member on the basis of race, place of origin, colour, ethnic origin, citizenship, gender, ability, age, marital status, sexual orientation, etc. Students found to be in violation of this policy will be subject to a review of their status in Residence. All reported instances of harassment and discrimination will be dealt with in a manner that RESPECTs the privacy of all involved. All offences of this nature are taken very seriously.

27.1 STUDENT CONDUCT Abide by all federal, provincial and municipal laws, so far as these are relevant to student conduct. Any breach of these expectations shall be subject to disciplinary actions and/or the involvement of local authorities. Abide by the regulations, rules, practices and procedures of the Residence and/or College.

Student Code of Conduct Addendum:

For the purposes of this manual, Northern College defines the following acts:

ASSAULT

Any wilful intent or threat to inflict injury on another, when coupled with an apparent ability to do so; any intentional display of force such as would give the victim reason to fear immediate bodily harm. Examples include: hitting, shoving, pushing or kicking.

HARASSMENT

A course of bothersome comment or conduct that is known, or ought to be known, to be unwelcome; it is what happens when someone threatens, bothers or insults another person.

PSYCHOLOGICAL ABUSE

An act which provokes fear or diminishes an individual's dignity or self worth and/or intentionally inflicting psychological trauma on another person.

SEXUAL ABUSE

Any unwelcome verbal or physical advance or sexually explicit statement that makes a person feel humiliated, intimidated or uncomfortable.

SEXUAL ASSAULT

Use of threat, coercion and/or violence that forces an individual to engage in any type of sexual activity.

THREATENING BEHAVIOR

It is the right of all Northern College students / staff to be safe from any form of threat including, but not limited to, verbal, instant messages, written messages and graffiti. The Residence Office will not tolerate any form of threat. Any student found to be violating this right will be subject to severe disciplinary action.

VERBAL ABUSE

The use of vexatious comments known or that ought to be known, to be unwelcome, embarrassing, offensive, threatening, or degrading to another person. Examples include; swearing, insults, or language that reasonably causes a person to be concerned about his/her physical safety or security, teasing, bullying or ridiculing.

VIOLENCE

Violence is a threat or an act of aggression resulting in a physical or psychological damage, pain or injury.

CYBERBULLYING

Computer and/or cell phone technology to communicate inappropriate, demeaning, harassing or threatening messages, photos, videos or other materials.

28. USE OF ELECTRONIC DEVICES

Electronic devices include, by their generic name, cameras, cell phones, laptops, PDAs, recording devices and any other device with internet access capability, messaging capability and/or photo-taking capability.

Taking photos or making audio/video recordings on Northern College and/or Residence property without permission in ANY context in which the person being photographed or recorded has a reasonable expectation of privacy is prohibited. This includes all members of the College community, Residence and/or work areas.

Examples include but are not limited to the following areas.

Residence: Taking photos or making audio/video recordings without permission in ANY context in which the person photographed or recorded has a reasonable expectation of privacy is prohibited.

Washrooms, Common Areas, etc.: The use of cell phones and other electronic devices is prohibited in all Northern College and Residence washrooms, change rooms, etc. Taking photos or making audio/video recordings is prohibited.

Residents or visitors who fail to conform to these expectations will be subject to discipline under the Student Code of Conduct and/or legal consequences.

29. WEAPONS

Weapons, including firecrackers, slingshots, knives, firearms, air rifles, paintball guns, lethal weapons, or any object considered dangerous or seen as intimidating to the health and/or well being of all residents, shall not be allowed in Residence. Disciplinary sanctions for those who contravene this policy may include appropriation of the weapon, in-house sanction, eviction and/or intervention by the appropriate legal authorities.

30. ILLEGAL DRUGS

Students in Residence are prohibited from being involved with trafficking, possessing, using, growing, manufacturing and consuming any illegal drug substance in Residence. Evidence of drug traces, drug paraphernalia, or the smell of prohibited substance (e.g. marijuana) in or near rooms, common areas or near the Residence building will be assumed to be conclusive of use or possession and will be subject to in-house sanction, eviction and/or intervention by the appropriate legal authorities.

31. PORNOGRAPHY

Pornography is prohibited from being displayed, created, distributed or made available for viewing in all public areas or any interior area of a room that can be seen from an open door. Strippers and the hiring of person(s) to perform any act of a sexual nature are prohibited in Residence.

32. GAMBLING

Participating in and/or running an illegal gaming or gambling operation is prohibited. Any games involving monetary gain or loss are also prohibited in all common areas of the Residence.

33. COMMERCIAL TRANSACTIONS

Unauthorized soliciting, business, advertising, charitable and promotional activities are not permitted in the Residence. This applies to both residents and non-residents.

34. SMOKING POLICY

Northern College Residence has been designated as a smoke free environment. **Smoking is not allowed at the main entrance security door.** Please use the rear security accessible entrance (by the Residence parking lot) and receptacles provided outside the building. Residents who violate the smoking policy will receive a \$200.00 fine on the first occurrence and may be subject to eviction after the first infraction. Residents are responsible for ensuring a smoke-free environment in their individual rooms and therefore, the fine will be imposed on the registered occupant if the smoking policy is not upheld.

35. CANDLES AND INCENSE

In the interest of fire prevention, Northern College Residence forbids the use of all types of plug-in air fresheners, candles, incense or any other products that require burning. Residents, who violate this policy, will receive a \$200.00 fine on the first occurrence and may be subject to eviction after the first infraction. Residents are responsible for ensuring a safe environment for all residents.

36. EQUIPMENT TAMPERING

Residents who tamper with security, electrical or mechanical services will be fined \$200.00 on the first occurrence and may be subject to eviction after the first infraction.

Equipment includes but is not limited to:

- Security Cameras
- Smoke detectors
- Bathroom fans
- Electrical outlets or light switches
- Internet / cable / phone services
- Vending machines
- Laundry machines
- Security / fire/ evacuation equipment

37. ALCOHOL USE IN RESIDENCE

Consumption of alcoholic beverages by residents has been related to the greater proportion of incidents in Residence. These incidences include all forms of damages, physical injuries and aggressive behaviours. An incident is referred to as “alcohol-related” if a resident has consumed alcohol in any amount prior to or during the incident.

The goal of all alcohol policies and programs in Residence is to promote responsible drinking and prevent alcohol related incidents and damages where alcohol is present. The intent of this policy is to indicate where and when alcohol may be consumed and how social events should be organized to prevent alcohol-related incidents.

It is not the intent of this policy to take away legal-aged (19 year old) residents’ rights to consume alcoholic beverages responsibly. By far, the majority of residents who choose to consume alcohol beverages do not violate their Residence Agreement.

However, Breach of regular LLBO rules or undesirable behaviour, under the influence of alcohol, will not be tolerated. Students who exhibit unruly behaviour may have to sign a Behaviour Contract with the Supervisor of Student Services and Facilities. Breach of the terms of the contract violates the Residence Agreement and could result in eviction.

37.1 USE OF LIQUOR

For the purpose of the following, the word LIQUOR refers to spirits, wine & beer. The following provisions apply at all times throughout the Residence Complex.

- Persons who have not yet reached their nineteenth (19) birthday may not purchase, obtain, possess or consume liquor in the Residence.
- Possession and/or consumption of “common source” alcohol (e.g. Texas Mickeys, Kegs, Mini-Kegs, Quarts, and Draft Balls) or any other product used for mass consumption of alcohol is strictly prohibited in the Residence and on College property.
- Games and activities, which require or promote the use and abuse of alcohol, are not permitted.

- Possession of any items used to encourage binge drinking (e.g. Beer Funnels) are strictly prohibited in the Residence and on College property.
- Under no circumstance are parties (social gathering especially for pleasure or amusement; group of people who have gathered to participate in an activity) to be held in hallways, stairwells, laundry room, washrooms, lounges, kitchen or outdoors on College property.
- Alcohol may **not** be consumed or seen in any form in hallways, stairwells, laundry room, washrooms, lounges, kitchen or outdoors on College property.
- Residents and guests may not transfer open alcohol in any form in hallways, stairwells, laundry room, washrooms, lounges, kitchen or outdoors on College property.
- Alcohol may be consumed in Residence rooms for legal aged (19) residents and guests, under the Residence Agreement and Provincial Liquor Regulations.

*****The Residence Committee and College staff reserve the right to amend, alter, or add to the Regulations and Procedures at any time to meet unexpected developments.*****

PERSONS FOUND IN VIOLATION OR ABUSE OF THESE PRIVILEGES OR INVOLVED IN THE OCCURRENCE OF ALCOHOL-RELATED INCIDENTS MAY BE REQUIRED TO SIGN A BEHAVIOUR CONTRACT.

37.2 ACCEPTABLE PROOF OF AGE

Residents and/or guests must be prepared to show their proof of age documentation upon the request of any duly authorized person (e.g. Residence Staff, Security, etc...). "Acceptable" proof of age documents are any of the following:

- Valid Province of Ontario Age of Majority Card
- Valid Drivers License with photo
- Valid Passport
- Any combination of identification, which provides proof of age and current photo

37.3 BEER BOTTLES

Beer bottles **will not** be permitted in the Porcupine Residence, including but not limited to resident rooms or suites, common rooms, lounges and kitchen. Beer bottles will be confiscated and disposed of immediately. Any violation of this policy will be sanctioned as a Category II (minimum) infraction, and may result in a fine, specific probationary period or eviction.

38. PROCEDURE TO HOST A SPECIAL EVENT IN BLEACHERS PUB

Bleachers Pub is the campus student lounge, which is located on the lower floor of the F-wing of the College. Bleachers Pub has many things to offer including Projection T.V., pool tables, shuffle board, Satellite T.V., large selection of music and a fantastic sound system! Bleachers can book special events, such as: birthdays, class parties, floor parties, etc.

Approval to hold a special event can be arranged by contacting the Facilities Coordinator (Carrie Anne Bettiol, extension 2137) or the NCSA Office for an application.

Important Note: Although a student who wishes to consume alcohol beverages must legally be 19 years of age in accordance with LLBO; **a student does not have to be 19 years of age to enter Bleachers Pub.**

39. GUESTS

Residents' guests are welcome to visit until 12:00 midnight, Sunday to Thursday and until 2 a.m. Friday and Saturday. All guests must be at least 16 years old. Visiting hours have been set to protect the security and privacy of others living in the Northern College Porcupine Residence. Residents' must be with their guests at all times while in the Residence Building.

Guests are not permitted to use Residence Keys. If you give your keys out to *anyone*, including fellow residents, you will be assessed a fine.

Residents are permitted a maximum of 4 daytime visitors at once or one overnight guest. All guests, including overnight guests, must be signed in and out in the visitor's log book by their sponsoring resident as they enter and leave the Residence.

Please note that you are responsible for your guests; therefore it is in your best interest to ensure your guests know and abide by the Residence Policies and Procedures.

Allowing access to unknown individual(s) is strictly prohibited. Do not open security doors of the Residence to any persons that are not personally known and signed in by you.

By opening the doors for people and allowing them into Residence you are accepting responsibility for their actions while they are in the building.

The Residence is a secured access building to provide a safe and secure environment for all residents and staff.

39.1 OVERNIGHT GUESTS

Non-residents are prohibited from residing in Residence, except on an occasional basis, provided the following conditions are met:

- **Guests must be accompanied at all times by the person who signed them into the building.**
- All overnight guests must be signed in with the Residence Office according to the sign in procedures (see section 39.2 – sign in guest procedures).
- A resident is **only** allowed to have one (1) overnight guest at a time.
- Any overnight visits longer than three nights will only be granted under special circumstances.
- Overnight visitation by a guest shall not exceed three consecutive nights or nine nights per semester without charges being incurred.
- Any overnight visits over the above allotment will be charged at a rate of \$5.00/night.
- No visitor may exceed a stay of five (5) consecutive nights.
- No one visitor may exceed twelve (12) nights in Residence per semester.
- Guests are not to be signed in by more than one resident for consecutive days to avoid the \$5.00/night fee. If this situation becomes apparent fines will be issued to all residents involved.
- Residents must have the consent of their roommates prior to inviting guests to their room.
- Use of public areas, such as common lounges, for guests to stay/sleep is prohibited.
- Residents will be held responsible for the behaviour and conduct of their guest, and shall be subject to disciplinary sanctions should violations occur.
- Residents must inform their guest of building policies, including the policy requiring residents to be responsible for the actions of their guest.
- If damage occurs and the guest of a resident is involved, the resident will be held liable for financial restitution.
- When requested, guests must identify themselves to Residence Staff, Campus Security, etc... Guests who fail to do so will be required to leave the Residence immediately regardless of the time of day or night.
- Guests who violate Residence policies or whose conduct is deemed to be unacceptable will be required to vacate the Residence immediately regardless of the time of day or night.
- Overnight guests are **NOT** permitted during pre-exam weeks or exam weeks.

39.2 SIGN IN GUEST PROCEDURES

- Residents wishing to host an overnight guest must fill out and submit a REQUEST FOR OVERNIGHT GUEST form for pre-approval **at least 24 hours in advance**.
- Pre-approval can only be obtained from the Residence Clerk.
- Final approval will not be given unless the pre-approval portion of the REQUEST FOR OVERNIGHT GUEST form has been filled out and dated at least 24 hours in advance and is in the Residence Office when the guest arrives.
- Final approval will only be given upon arrival of the guest after they have checked in at the Residence Office to have their photo taken.
- Individuals found staying in the Residence without proper approval will be asked to leave regardless of the time of day or night. Residents allowing overnight guests without following proper procedure may be asked to relinquish their room in Residence.
- All applicable fees must be paid in full at the Residence Office upon arrival of the guest. *****Any fees that are not paid in advance will be added to your Residence fees on your student account.*****
- Upon check in with the Residence Office the approval form will be completed, including vehicle information for the guest at which time the appropriate parking pass must be purchased.
- If an occupant of a double room wishes to have an overnight guest, the agreement of the roommate must be obtained.
- Any guest may be asked to leave at any time if it is deemed by the Residence Staff or Security that the individual is not acting in the best interest of the Residence.
- Overnight guests must be with the sponsoring resident and must be signed in and out of the visitor's log book for the duration of their stay.
- The visitor's log book is located at the front entrance of the Residence or in the Residence Office.

40. QUIET HOURS

Quiet Hours are designed to allow residents the opportunity to study and sleep in Residence and to live in an environment which will permit the active and efficient pursuit of academic goals. That right is dependent upon having a relatively quiet environment at all times. Each individual will demonstrate **consideration** for each person's need for study and sleep at all times. Further, during Quiet Hours there will be a heightened level of quietness in the Residence to permit, without interruption, sleep and study.

This policy will be in effect at all times in Residence. Quiet Hours will be from 11:00 p.m. - 9:00 a.m. with the exception of Friday and Saturday when quiet hours will be from 2:00 a.m. - 9:00 a.m. the same morning. At least seven days prior to the commencement of both fall and winter term examinations, Quiet Hours are extended and are enforced from 8:00 p.m. - 9:00 a.m. **each day**. During the week of examinations quiet hours are in effect 23 hours a day. Residents who need to take a break from their studies can use the hour from 7:00 p.m. to 8:00 p.m. It is expected that doors will be kept shut during Quiet Hours. All other hours of the day will be Consideration Hours (see section 40.2).

During quiet hours, no overnight guests will be allowed. Residents and their daytime guests must conduct themselves in an appropriate manner showing consideration for the rights of other residents attempting to study or to sleep.

During those hours, the Residence staff will monitor the Residence Complex. Warnings will be issued and/or appropriate action will be taken if a resident or group of residents are found to be in violation of **Consideration Hours** or of **Quiet Hours** as per the disciplinary policy.

If a warning or incident report for noise has to be issued to a group of individuals, all those present will receive the warning, notwithstanding any agreement which suggests that some members of the group were not making noise.

Trades people and caretaking staff whose work involves the use of equipment which may disrupt quiet hours will be asked not to commence such work until after quiet hours are over, except where emergencies require that such work be undertaken without delay or where work is part of a project outside the control of the Department.

40.1 QUIET FLOOR

Quiet Hours will be in effect at all times on floors designated as a quiet floor (3rd floor East). If you have been offered a room on a quiet floor, keep in mind that this floor has a policy of quietness twenty-four hours a day. This means that the noise level must not disturb residents in adjacent rooms at any time. Headphones are a must if you like to listen to loud music.

40.2 CONSIDERATION HOURS

Consideration must be demonstrated for each resident's right to study and to sleep. During these Consideration Hours, sound level will not be specifically monitored but noise level must not be excessive at anytime. Residents may complain regarding noise levels directly to the individual making the noise and request that the sound level be adjusted to an acceptable level. If no changes have occurred residents should contact Residence Staff on duty. Should there be no acceptable adjustment of the sound level, a Notice of Infraction and/or Sanction Notice shall be issued to the resident as well as an Incident Report submitted to the Residence Committee.

41. RESIDENCE DISCIPLINE

Disciplinary concerns are communicated through the completion of an Incident Report. Incident Reports may be written by any staff member, security guard and/or resident.

An Incident Report does not declare a resident's guilt or innocence. It is simply a factual statement of circumstances surrounding an incident, and includes the names of all persons associated with the situation. After receiving an Incident Report, the Residence Committee will conduct an investigation to determine the resident's innocence or guilt and assign a discipline level, fine and/or sanction, depending on the severity, when appropriate.

Generally, the Progressive Disciplinary System (P.D.S.) is followed. This means that repeated violations of the same policy and multiple policy violations will progress an individual through the discipline system and lead to more severe sanctions. In severe cases, the sanctions may escalate without the gradual steps used in less serious cases. Each step must increase the Resident's awareness of the end result.

The Progression is usually as follows:

1. Oral Warning
2. General Probation
3. Specific Probation
4. Contract Termination Review (Eviction)
5. Removal from Residence

Criminal activities are reported to the police and are subject to prosecution.

41.1 DISCIPLINE LEVELS

Oral Warning:

An Oral Warning is most often used by staff for a minor infraction. The staff member will talk to the individual, request the individual cease the behaviour and explain which rule or regulation is being violated. An ORAL WARNING will be accompanied by the filing of an Incident Report and/or accompanied by a written Notice of Infraction issued by Security or the Residence Clerk and a copy will be sent to the Residence Committee.

General Probation:

A resident is placed on General Probation when an oral warning has been given and a subsequent violation of the same or other policies occurs. Further violations of the same policy or other policy violations will result in moving up to the next discipline level.

Specific Probation:

Residents who are placed on Specific Probation are required to meet with the Student Advisors in Room C-114 at the College. The Residence Committee will be informed, and may request to meet with the resident. Residents on Specific Probation who are involved in further discipline violations will move on to the next discipline level.

Contract Termination Review:

Residents at this level are required to meet with the Supervisor of Student Services and Facilities and/or the Residence Committee and face the possibility of removal from Residence.

Removal from Residence:

Residents may be removed from Residence for a **minimum** of one full term. Returning to Residence is **not** automatic. Re-admittance to the Residence will be determined by the Residence Committee and their decision will be considered final.

41.2 PROGRESSIVE DISCIPLINE CATEGORIES

Fines can be issued by Security, the Residence Clerk and/or the Residence Committee.

CATEGORY I

Staff must speak with residents committing an infraction and must issue a Notice of Infraction. An Incident Report is written up to keep a record of all infractions. Category I infractions require a verbal warning and/or Notice of Infraction. Second time offenders for Category I infractions may be put on General Probation.

CATEGORY I – MINOR INFRACTIONS:

Level of Discipline – Oral Warning to Probation

- Moving furniture out of rooms
- Taking furniture from lounges, kitchen, etc...
- Excessive noise outside of quiet hours
- Violation of storage rules
- Kitchen cleanliness

Sanctions:

- \$25.00 fine
- Special task or project
- Confiscation of equipment
- Change in disciplinary level

CATEGORY II

Category II infractions require only a verbal warning, submission of an Incident Report, Notice of Infraction and/or Sanction Notice. Second time offenders in this category are referred to the Residence Life Advisors and may be put on Specific Probation. Any fines issued of \$50 or more will require a meeting with the Student Advisors.

CATEGORY II – INTERMEDIATE INFRACTIONS:

Level of Discipline – General Probation to Specific Probation

- Unauthorized guests
- Unassigned appliances
- Pets
- Cooking in rooms
- Solicitation or unauthorized use of publicity
- Noise during quiet hours
- Pranks (water fights, etc...)
- Hall sports
- Smoking violations (\$200 fine)
- Removal of fire plans from bedrooms, hallways, etc...
- Removal of approved postings anywhere in the Residence

Sanctions:

- \$50 - \$200 fine
- Special task or project
- Confiscation of equipment
- Loss of privileges
- Change in disciplinary level

CATEGORY III

Category III infractions require immediate referral of the resident to Student Advisors and/or Residence Clerk with a written Incident Report, Notice of Infraction and/or Sanction Notice. Student Advisors and/or the Residence Clerk will submit an immediate referral to the Campus Manager and/or the Residence Committee for a possible Termination Review or Removal from Residence.

CATEGORY III – Major Infraction:

Level of Discipline – Specific Probation to Contract Review to Termination Behaviours which may result in eviction:

- Abuse of staff

- Alcohol abuse
- Accidental sounding of the fire alarm
- Racist behaviour
- Any willful property damage
- Unauthorized room entry
- Unauthorized use or abuse of fire equipment
- Sale of alcohol or drugs
- Possession or use of fire arms or volatile/explosive material
- Throwing objects out of window
- Aggressive behaviour
- Growing or possession of illegal drugs
- Repeated violations of Residence rules

Sanctions:

- Specific Probation
- Prosecution by Law
- Restitution for damages
- Contract Termination/Removal from Residence
- Verbal abuse will be dealt with on an individual basis and may result in immediate eviction

CATEGORY IV

Residents may be immediately removed from Residence if in violation of any Category IV behaviours.

CATEGORY IV :

- Physical Violence
- Sexual Assault – Rape
- Illegal Substance – Possession/Sale
- Any Proven Theft
- Any Willful Property Damage
- Intentional Sounding of Fire Alarms
- Tampering With Any Type of Equipment in the Residence
- Any other infractions contrary to the Policies & Procedures deemed serious by the Residence Committee

CONSEQUENCES OF SETTING OFF FALSE ALARMS

Setting off a false fire alarm in the Residence is considered an act of criminal behaviour. The risk of injury to residents during emergency evacuations and the

severe negative effects of such a disturbance is a serious matter and can be disastrous.

In the case of a false alarm being set off deliberately, the resident may be **immediately evicted from Residence** and is billed for all expenses incurred because of the alarm. Furthermore, his or her identity will be revealed to the police and criminal charges could be laid.

In the event a false alarm is set off by person(s) unknown, the expenses incurred as a result of the alarm shall be divided equally among all residents who will be responsible for his or her equal share, regardless of the circumstances surrounding the false alarm.

41.3 SANCTIONS

Our goal is to protect the residents/Residence at all times. Please keep in mind that sanctions may vary because we recognize that each individual situation is unique. Many factors are considered, including but not limited to:

- Severity of the incident
- Number and severity of previous incidents
- Clarity of the information
- Current discipline status of the resident
- Impact of the resident's behaviour on the larger community
- Educational impact of the sanction on the resident's potential for growth
- Resident's attitude

41.3.1 FINES

Residents are required to pay a fine for the violation of certain policies. A Security Guard or Office Staff member may issue a Notice of Infraction, which will outline the identity of the resident involved, the level and nature of the infraction, and amount of fine. **Fines (or arrangements to pay fines) must be paid to the Residence Clerk 48 hours from their issuance. A late fine payment fee of \$1.00 per day will be added to each outstanding fine until the fine is paid in full. Students who have not paid within 12 days from the issuance of the fine will be put on probation and must meet with the Residence Committee or Student Advisors to explain why they should be allowed to remain in Residence.**

All fines will be deposited to the Residence Activity Fund for the purpose of resident related activities in the Residence.

41.3.2 RESTITUTION

Residents are required to pay the College for any damages incurred as a result of sanctions being levied.

41.3.3 SPECIAL TASKS OR PROJECTS

In lieu of or in addition to paying a fine, residents may be asked to perform such services as clean up, or any College related activities on or off campus as required for a specified period of time. Work sanctions may be related to the infraction committed.

41.3.4 CONFISCATION OF EQUIPMENT

Residents may be asked to forfeit equipment used in violations, i.e., stereo for a certain length of time for repeated noise violations.

41.3.5 LOSS OF PRIVILEGES

Residents may lose privileges such as signing in guests.

41.3.6 REASSIGNMENT

Residents may be reassigned to another floor and must vacate their room by a designated time.

41.3.7 TERMINATION OF OCCUPANCY AT END OF SEMESTER

Residents are required to vacate their rooms within 48 hours at the end of the term unless other arrangements have been made with the Residence Office.

41.3.8 REMOVAL FROM RESIDENCE/EVICTION

Residents are to remove all belongings, vacate the living area to which they have been assigned and move out by a designated time. Individuals may not return to the Residence and /or property without the written approval of the Supervisor of Student Services and Facilities.

42. APPEALS

Residents may file a written appeal regarding a discipline decision for the following reasons:

- Denial of a fair and reasonable hearing
- New information (applied only when there is an acceptable reason why the information could not be presented at the original hearing)
- Excessively harsh or cruel sanctions

Residents have five (5) working days from the date of their discipline letter to initiate an appeal at any level.

HOW TO FILE AN APPEAL:

You can appeal by contacting and arranging to meet with the Student Advisors and/or Residence Committee through a letter, within five (5) working days of having been served with a sanction.

43. SURVIVAL HINTS

- Carry your Northern College Residence ID card at all times.
- Always take your keys with you when leaving your room and/or building.
- Consult your academic Coordinator or Student Life Advisor at the first sign of trouble.
- If you need help or directions, ask someone!
- Carefully study your College handbook.
- Put your name in all of your books and accessories - in ink – only after you are positive you will not be returning them to the bookstore.
- Your professors are your first line of defence when you are having difficulty in class. Utilize them.
- Always have appropriate footwear beside your door in case of emergency exit.
- Your College experience depends on you; become involved!
- Go to a member of the Residence Life Team with any concerns or questions regarding Residence life.

44. REFERRAL PROCESS

There are a number of community resources and services available to assist residents. If you require information regarding these resources, any member of the Residence Committee can assist you in accessing these services. In obvious emergency situations, Security and/or the Residence Clerk and/or the Residence Staff will act immediately by calling police, ambulance, or appropriate emergency service.

A comprehensive list of victim and emergency support services is included at the end of the Policies and Procedures Manual. Referrals to these services can be made on behalf of the resident(s) with permission only.

POLICE

O.P.P.	235-3345
Timmins Police Department	264-1201
R.C.M.P.	1-800-708-1124

FIRE

Timmins Fire Department	360-2626
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HOSPITAL

Timmins & District Hospital	267-2131
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Timmins & District Hospital Emergency Service	267-6340
POISON CONTROL	1-800-268-9017
TELEHEALTH	1-866-797-0000
HEALTH CLINICS	
East End Health Network	235-6900
Located in B108 at the main campus	
After Hours Medical Clinic	268-3558
70A Algonquin Blvd Suite #1 – Timmins	
Walk-In Medical Clinic	264-5555
119 Pine St S. – Timmins	
PORCUPINE HEALTH UNIT	267-1181
SEXUAL ASSAULT HELPLINE	1-800-205-7100
LA LIGNE D’ECOUTE DU NORD – FEMME AIDE	1-877-205-7100
VICTIM CRISIS ASSISTANCE & REFERRAL SERVICES	1-877-264-4208
MENTAL HEALTH CRISIS LINE	1-888-340-3003
DRUG & ALCOHOL (DART)	1-800-565-8603
GAMBLING HELPLINE	1-888-230-3505
OSAP	235-3211 Ext. 7215
CRIME STOPPERS	268-8477
NORTHERN TELEPHONE	360-8555
PERSONA CABLE HOLDINGS	1-866-737-7662
VOLUNTEER CENTRE	264-9765
TIMMINS PUBLIC LIBRARY	360-8469
TIMMINS TRANSIT	360-2654
TAXI (BEAL)	235-3391
(A1)	268-6868

YOUR MAILING ADDRESS: YOUR NAME & ROOM #
Northern College Porcupine Residence
P.O. Box 2008
South Porcupine, ON P0N 1H0

COURIER ADDRESS: YOUR NAME & ROOM #
Northern College Porcupine Campus
4715 Highway 101 East
South Porcupine, ON P0N 1H0

All mail and courier packages are delivered initially to the Main Campus. Residence Staff retrieve mail daily Monday to Friday (except holidays).

Packages sent through Canada Post will most likely be sent to the South Porcupine Canada Post where residents can pick them up once notified of parcel pick up.

FIRE EVACUATION PROCEDURE

Remember To:

1. DRESS FOR THE WEATHER
2. CHECK DOOR TO SEE IF IT IS HOT
3. CHECK HALLWAY AND STAIRWELL FOR SMOKE
4. EVACUATE RESIDENCE QUICKLY AND SAFELY
5. REPORT TO the Gymnasium in the Northern College Campus through the "F" Wing entrance. If it is unsafe to enter the Northern College Campus, please report to the Residence Parking Lot until alternate arrangements has been made.
6. REMAIN AT LOCATION UNTIL NOTIFIED IT IS SAFE TO RETURN to the Residence

Please keep in mind that it is in violation of Northern College Residence Policy **not** to evacuate a building when an alarm has been sounded.

Fire Safety Plans are posted on every room door and must remain posted at all times. These plans are for the safety of every resident and are the property of Northern College Residence. Any tampering, altering or removal of information will result in fines and/or disciplinary actions. If upon your arrival the Fire Safety Plan is missing from your room, please contact residence staff and we will post a replacement.