SAULT COLLEGE

Ray Lawson Hall

2023-2024 Handbook

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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 #_____

443 Northern Ave

Sault Ste. Marie, ON P6B 4J3

RESIDENCE STAFF

The Residence Office is open from:

Monday to Thursday 8:30am-8:00pm.
Friday's 8:30am-7:00pm.

E-mail: housing@saultcollege.ca
Phone: 705-759-2554 ext. 2684

RESIDENCE COORDINATOR

The Residence coordinator assists students with any housing concerns they may have, processes Residence payments, and coordinates the admission process. The Residence Coordinator is a frontline resource that will refer students to campus and community services for their personal, financial, or academic needs. The Residence Coordinator is located in the Residence Office.

LIVE-IN RESIDENCE LIFE SUPERVISOR

The Residence Life Supervisor provides programming for students in Ray Lawson Hall, additional support services for students, and is on call for after hour emergency situations. The Supervisor lives in the first floor apartment to provide additional support to students and staff. The Residence Life Supervisor is located in the Residence Office.

MANAGER, HOUSING & STUDENT LIFE

The Manager provides direction and support to the Residence Department staff related to residence operations and the student experience. The Manager can refer students to campus services for their personal, financial, or academic needs. The Manager is also responsible for ensuring community standards are adhered to, is available to answer questions or address concerns, and is on call for emergency situations afterhours. Appointments with the Manager can be made through the Residence Office.

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 a frontline resource to support to students and refer them to campus services for their personal, financial, or academic concerns.

The RA on Duty can be reached at
705-989-6700

Monday – Thursday: 9:00pm – 8:00am
Weekends: Friday 7:00pm – Monday 8:00am

Please only contact the RA phone during the hours listed above.
Students requiring assistance from Monday to Thursday between 8:30am – 8:00pm and Friday from 8:30am – 7:00pm must see Residence staff in the main Residence Office during office hours or contact Campus Security at 705-759-2554 ext. 2712 OR 705-989-4255.

RESIDENCE STUDENT STAFF

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

RESIDENCE FACILITIES STAFF

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

SECURITY GUARDS

A Security Guard is on duty in the Residence:

Sun – Thurs 7:00 pm – 3:00 am
Fri 7:00 pm -4:00 am
Sat 7:00 pm – 4:00 am

The Security Guards work with Residence staff to ensure Ray Lawson Hall Community Standards are upheld. 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 OR 705-989-6603.

CAMPUS WATCH

The Sault College Campus Watch Program is a student volunteer program that is aimed to ensure anyone on campus feels safe and comfortable after regular operating hours. Hours of operation will be posted on campus and within Ray Lawson Hall.

The Campus Watch Program offers three services: safe walk, walk by, and campus watch patrols.

The Campus Watch volunteers do frequent patrols of campus to ensure nothing is unsafe, or needs to be addressed. If you notice something out of the ordinary please contact Campus Security at 705-759-2554 ext. 2712 to report.

Volunteers can be found on campus, or reached by calling or texting the Campus Watch phone 705-542-4185.

To apply to volunteer with the Campus Watch Program, please e-mail campuswatch@saultcollege.ca

RESIDENCE COUNCIL

The Residence Council represents the residents, organizes social activities throughout the year, and helps resolve concerns. The Council may be consulted regarding decisions relating to their accommodations, such as changes in rules and regulations, maintenance, cleaning, and food services.

Every resident is eligible to run for a position on Residence Council. The Council is voted into office every September, and every resident is eligible to cast a ballot for each position. The positions available are: Chair, Vice Chair, Secretary, and Treasurer.

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 Advanced Education and Skills Development. 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.

EMERGENCY CONTACT

All residents of Ray Lawson Hall must provide contact information for a parent or legal guardian or, alternatively, a responsible person. Sault College may contact this individual about health and safety concerns and emergencies, breaches of residence rules, and concerns about the payment of residence fees.

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. 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.

MAIL & PARCELS

The residence address is:
Your Name
Lawson Hall: Room #_____
443 Northern Ave
Sault Ste. Marie, ON P6B 4J3

Mail is delivered to student mailboxes every business day. Mailboxes are located in the main foyer of the Residence. Students are sent notification in their mailbox if a parcel is to be picked up in the Residence Office. Parcels and mail can only be picked up by the resident indicated on the mail. Written permission is needed by the resident if mail is to be picked up by another individual.

Before leaving Residence, please notify your friends, family, and anyone you receive mail from of your new address. Any mail received after a student has moved out will be returned to sender.

Please note that the college will not sign for LCBO packages delivered to campus. Students must be present at the time of delivery, or the package will be brought to the depot for students to retrieve there.

INTERNET AND THE COLLEGE NETWORK

Shaw Communications is responsible for the internet access in the Residence building. This service is provided to each Residence room as well as wireless internet access in common areas of the building. Wireless routers are not permitted in residence as they interfere with the College's wireless service. Students will be on a secured network with a password.

Students must abide by the Sault College Computer Use and Security Policy. Further information is available on the Information Technology Services webpage at www.saultcollege.ca/services/technology/studentcomputing

CABLE

Full cable in each 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 (i.e., to include digital cable, movie channels, etc.) may contact Shaw directly at 310-SHAW (7429), and will be responsible for paying these additional fees. Residence Staff will contact Shaw to set up your cable upon your request. Students can sign out a cable box from the Residence office, and must return it upon move out.

KITCHENS/COMMON ROOMS

Kitchens and Lounges are located on each floor. The kitchens are equipped with a fridge, stove, microwave, toaster oven, Keurig, and sink. Fire Regulations restrict the use of electrical appliances such as toasters to the kitchen only, not in Residence rooms. It is your responsibility to clean your cooking area after you use it, including your dishes. You are encouraged to clean and disinfect before and after each use.

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 so we can make the necessary arrangements for repairs.

Please do not overload the machines as this causes damage. 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. There is one located on 2nd floor and one located on 3rd floor. The study rooms are a great place to do group work or to simply escape the distraction of your room.

RENTALS

• Xbox & Wii – The Residence Office has some consoles, as well as games and extra controllers for residents to borrow overnight free of charge.
• Miscellaneous items – We also have mops, vacuums, tools, yoga mats, DVDs, board games, etc. available to sign out free of charge.

Residence Staff will disinfect after each use, but we encourage students to disinfect before and after each use.

PARKING

Residence parking spaces are available for Residence students for the academic year. Parking permits are also available in semester, monthly, 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 AND KITCHEN CUPBOARDS

A limited number of storage lockers are available in Ray Lawson Hall. 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.

ON-CAMPUS MEAL OPTIONS

Chartwells is Sault College's food service provider. Please visit www.dineoncampus.ca/saultcollege for information regarding on-campus dining.

Odeno is your on-campus pub! Owned and operated by students for the students, Odeno strives to live up to its Ojibwe meaning "where many hearts gather" by creating a relaxed atmosphere and events all year long. You can keep up to date with Odeno by following us on Instagram @odenoslc or Facebook @odeno. Don't forget to check out our menu at www.myscsu.ca/odeno.

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. Students who lose a pod door key are subject to an additional charge. Lost or damaged mailbox keys 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.

Students who request access to their room multiple times by Residence staff due to lost or forgotten keys may be required to complete community service hours or pay a fine.

CLEANING SUPPLIES /EQUIPMENT

Students are responsible for the cleaning of their rooms, bathroom(s), and suite areas.

Students that use the kitchen must clean up and disinfect after every use, and dishes/items cannot be left in the common areas unless stored in a rented kitchen cupboard. 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 conducts 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 room, suite, or bathroom is found in unsafe, unclean, or unhealthy conditions.

Fines are set at $10 per person. The fines must be paid 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, Sault College Physical Resource Staff will clean the area and the student(s) will be billed for the associated costs. Should a student disagree with a fine or warning, they may appeal in writing to the Residence Manager, within 3 working days. The appeal should include the reason for appeal and the desired resolution. The Residence Manager may decide to uphold, reduce, or eliminate the penalty, and the decision is final and binding.

PEST CONTROL

Ray Lawson Hall has initiated a bedbug detection program. At least once during the term of the Residence Agreement, there will be pest inspections of all rooms completed by contract specialists. All Residents must co-operate during the scheduled inspections of their rooms and treatment (if required). The resident is responsible to notify the Residence Office immediately in the event bed bugs (or any other pests) are observed in a room.

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, event of an illegal activity, breach of the Student Code of Conduct, or behaviour that is disruptive to other students. Note that students are required to open their door if requested by staff, and wear a mask. In order to maintain the safety of all staff and students, staff will address the situation outside the student room. However, there may be situations where the staff may require entry inside the room to address the situation.

However, if the request is not adhered to or if no one is home, the staff will enter the room to address the situation.

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, Housing Services, Residence Co-ordinator, Residence Life Supervisor, 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 4:00 pm on December 16, 2023, whichever is sooner. The Residence is closed from December 16, 2023 at 4:00 pm to January 6, 2024. Otherwise, living in Residence during the closure period is at the College's discretion and subject to additional residence fees as per Residence Agreement.

Special consideration for extended stays or early move-ins must be requested in writing to the Residence Office by November 30, 2023.

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 important community information for all residents. It is expected that all residents will make arrangements to attend virtually. Any absence must be communicated to their RA or Residence Staff Member prior to the meeting, and it will be the resident's responsibility to make arrangements to discuss the information they have missed.

MOVING IN AND OUT

MOVE-IN INVENTORY CHECKLIST

An Inventory Checklist will be e-mailed to each student at the time of check-in or room change. Students are to document any existing losses or damages on this form and e-mail it back from your Sault College e-mail to housing@saultcollege.ca 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. Extensions may be requested by e-mail to the Residence Office. The student's obligation will be for Residence fees already paid, plus a withdrawal fee of $700. 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, they replace 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 18-22: Termination and Refunds 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 of Residence prior to March 31st, 2024. A student who has a legitimate reason for staying, and whose behaviour has not been disruptive, may be given permission to stay. 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:

- 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 fees.
- Return all keys (on original key ring),
- 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, and
- 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 held responsible for the damages.

DAMAGE CHARGES

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.

RE-ADMISSION REQUIREMENTS

Priority for Residence occupancy is given to first year students. Online applications are posted on the Residence webpage in February each year. Applications and fees must be returned by the date published. The College reserves the right to determine eligibility for admission to residence.

Please note that repeated or significant conduct issues may be considered in re-admission to Residence.

SUMMER RESIDENCY

Ray Lawson Hall is open to students and community members in the summer months. Please submit requests to stay past move-out and into the summer months by April 1st. Repeated or significant conduct issues may be considered in summer stay requests.

COMMUNITY STANDARDS

Residence exists to assist students to pursue success in academics. By choosing Residence life, you have agreed to adopt a lifestyle which requires respect for the needs/belongings of the other people living in the building, as well as respect 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 the responsibility 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 the 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, Housing Services, Manager, Health, Safety, & Security, or their 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 their 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 (i.e., informing Residence 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 loss to their room or its contents, and also for the cleanliness of the room. All students in a suite are jointly responsible 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 their own health and 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, any other College policy, and/or 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 the Liquor Licence Act of Ontario and/or provincial laws.

B. It is the responsibility of each Residence student and their guest to conform to provincial legislation 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:
   - Any student in possession of glass beer bottles will be subject to a $10.00 per bottle fine.
   - Containers intended to hold large quantities of alcohol, including but not limited to: 60oz bottles, kegs, bubbas, Texas mickeys.
   - Excessive numbers of individual containers or collections of alcohol bottles
   - Beer funnels/hats
   - Home-brewing

   Any of the above mentioned items, if found, will be confiscated and further sanctions may apply.

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 (i.e., 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. Students will be

made to dispose of their alcoholic beverages when found consuming them out of permissible areas.

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, Residence staff, including RA's, or security. Students may be put on guest probation if problems persist.
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 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 and security 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, Housing Services and Manager, Health, Safety & Security, 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.

CANNABIS

The College prohibits:

- the use, possession, distribution, offering, or sale of illicit drugs and other mood altering substances (including cannabis) in all areas of its Residence (including in Residence rooms); and
- the use, possession, distribution, offering, or sale of drug paraphernalia in all areas of its Residences (including in Residence rooms). Residents who require access to cannabis (or any other drug or substance prohibited by this statement) for medical purposes must comply with the above rules unless they have been granted an exemption from the College based on a demonstrated medical need. Residents who wish to seek an exemption shall inform the Manager, Housing Services.

Breach of this statement may be subject to discipline.

DRUGS

Sault College has a zero tolerance for the unlawful manufacture, distribution, dispensing, possession, and/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, on property controlled by Sault College, or at a Sault College sponsored event/ function. Illegal substance paraphernalia is prohibited in Residence.

CONTRABAND ITEMS

Contraband items are not permitted and, if found in Residence, will be confiscated and discarded. Some contraband items include but are not limited to:

- beer bottles & kegs
- wireless internet routers
- personal furniture
- hot plates
- drinking games & funnels
- drug paraphernalia
- candles

SEXUAL ASSAULT POLICY

At Sault College and Ray Lawson Hall, we aim to ensure that all individuals feel safe, comfortable, and aware on campus.

Sexual violence is a reality on campuses across Canada. At Sault College, we are working to ensure our campus community feels safe, comfortable, and educated on the topic of sexual violence. All members of the Sault College community have a right to work and study in an environment that is free from any form of sexual violence. This Policy and its related Protocol sets out the way in which we address sexual violence and ensures that those affected by sexual violence are appropriately accommodated and ensures that the College has a process to respond to complaints that protects the rights of individuals and holds individual members of the College community who have committed an act of sexual violence accountable.

Residents must abide by the Sault College Policy on Sexual Assault/Sexual Violence and should refer to this policy for further details.

Any individual who has experienced or been affected by sexual violence have the following supports available to them:

Sexual Assault Care Centre/Partner Assault Clinic - 705-759-5143

Hours are Monday-Friday 8:30am-4:30pm for counselling for sexual assault or abuse. The Sault Area Hospital Emergency Department (705-759-3434) is the primary number to call in an emergency or after hours (ask to see the Sexual Assault/Partner Assault Nurse on call)

DEPARTMENT TYPE OF SUPPORT PHONE LOCATION

DEPARTMENT Residence
SUPPORT Reporting
PHONE 705-759-2554 ext. 2674
LOCATION Ray Lawson Hall

DEPARTMENT Security
SUPPORT Reporting
PHONE 705-759-2554 ext. 2712
LOCATION Entrance of the Health & Wellness building

DEPARTMENT Health Centre
SUPPORT Student Reporting, & Health & Services
PHONE 705-759-2554 ext. 2720
LOCATION Health Centre (A0170)

DEPARTMENT Student Support Centre
SUPPORT Student Reporting, Investigations, Counselling and Accommodations
PHONE 705-759-2554 ext. 2703
LOCATION E1101

I.M.WELL

Call for 24/7 access to live counsellors 1-877-234-5327. They're there to help. App is available for Android and iOS. App connects you to campus and community resources and live counselling for personal, academic, and social needs such as:

- Stress
- Anxiety
- Depression
- Legal issues
- Life coaching
- Legal
- Relationship
- Financial
- Addiction
- Nutrition
- Health translation and more.

If you or a loved one are experiencing a crisis situation, dial 911 or campus security at 705-759-2554, ext. 2712

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. Residents using the kitchens must clean up and disinfect before and after every use.

DAMAGES

Damage lists detailing unassigned damage in common areas are posted as required by the Residence Office.

Any damages that have occurred in the building are recorded on this list, as well as the cost to residents.

Students should review the damage assessments. If, after three (3) business days, the individual(s) 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. 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. The College has the right to encumber student accounts if payment is not received for damages incurred.

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 "3M" painter's tape or a similar product. Use of heavy tape, such as duct tape, is not allowed. 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 to study, sleep, or live peacefully, or interfere with Residence business. This includes, but is not limited to, excessive noise, hygiene or cleanliness issues, 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. Fire doors will stop the spread of fire if it were to occur. 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. Suite doors found to be tampered with may result in a fine for each occupant of the suite.

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 works with all residents to enforce policies and educate residents in the process.

FIRE SAFETY / SMUDGING

Burning substances of any kind is prohibited in Residence. Students wishing to burn a substance for religious or cultural purposes are asked to complete the Cultural & Religious Burning Planning Form, located in the Residence Office, for respectful community practice planning purposes. Wherever possible, students will be required to perform the ceremony outside of the Residence. Any student found burning anything in Residence including, but not limited to, incense, cigarettes, candles, etc. will be fined $50 and may be given mandatory educational sanctions. 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 be not moved from common areas or used contrary to its intended purpose without permission of the Residence Manager.

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.

GUEST POLICY

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 their guest, and the host must accompany their guest throughout the building at all times. This includes informing them of any relevant policies or standards. Non-Sault College student guests under 18 years of age must be approved prior to sign-in by the Residence Manager. Students are not permitted to host overnight guests during Orientation Week/Weekend or during "22 -hour quiet" exam period unless written permission is granted from the Residence Manager. 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 by 11 p.m. and provide picture identification to the Front Desk upon arrival. Guests will be given a guest bracelet 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 thought 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 the Sault College Policy on Discrimination/Harassment and should refer to this policy for further details.

INDOOR RECREATION

Indoor recreation can cause damages; therefore, there will be no bicycling, rollerblading, 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.

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, or 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, and bass levels must be reasonable.

Residents that regularly play music in excess may be required to forfeit use of their audio system within the building. 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 Residence Life Supervisor, Residence Coordinator, and/or Residence Manager. Quiet Hours have been established to provide students a suitable environment in which to study and 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 techniques that will assist in keeping noise down.

QUIET HOURS

Quiet hours for Ray Lawson Hall are as follows:

- Sunday to Thursday 11:00pm to 8:00am
- Friday and Saturday 1:00am to 8:00am

There will be 22-hour quiet hours in effect two weeks prior to the end of each semester. During this period, a two-hour grace period will be allowed where a reasonable level of noise is permitted. During quiet hours, overnight guests are not permitted.

22 Hour Quiet Hours are:
Daily 8:00pm to 6:00pm

Grace period:
Daily 6:00pm to 8:00pm

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). The Residence Office retains absolute discretion to decide what constitutes a permitted pet.

POSTING

Postings that do not originate from the Residence Office or Residence Life Staff are required to be approved by the Residence Manager 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 from 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. There are no designated smoking areas on campus. Smoking on campus is prohibited. Any student found smoking in a prohibited area will be subject to a $50.00 fine.

ELECTRONIC SMOKING DEVICES

E-Cigarettes/Vaping must abide by the smoking policy. If a student is found using an e-cigarette or vaping in Ray Lawson Hall and/or College property, the device will be confiscated, they will be fined $50, and may be given mandatory educational sanctions. The device will not be returned.

SOLICITATION

No advertising, selling, or commercial solicitation is permitted in the Residence facilities without the prior approval of the Manager, Housing Services.

THROWING MATERIAL

Students cannot 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.

VANDALISM

Vandalism is defined as the willful 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. The Sexual Assault and Sexual Violence Policy and Protocol is strictly enforced in Ray Lawson Hall.

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 guns, paintball guns, air guns, ammunition, slingshots, knives, lethal weapons in any form (including martial arts equipment), or replica/toy weapons are also prohibited. Students who are assigned potentially dangerous equipment as part of an academic course are permitted to store such materials in their on-campus locker or another location off-campus.

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 $100, in addition to any required repairs.

CONFISCATED ITEMS

Any items that have been confiscated due to violation of the Ray Lawson Hall Handbook, and the Student Code of Conduct will be disposed of through Security and will not be returned.

COVID 19 – GLOBAL PANDEMIC

Given the global COVID-19 pandemic, you expressly agree to abide by all advice, recommendations, and instructions of Ontario public health authorities and all College advice, recommendations, and instructions that are intended to address this risk of COVID-19 exposure. You must follow and comply.

To keep our community safe, there are a number of sanitizing wall units and disinfecting wipe stations in various locations in Residence to disinfect any communal areas that you wish. Please use, and report to Staff if any areas are running low. As a reminder, please use sanitizer upon entry in Residence.

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 the building puts not only your own life at risk but the lives of firefighters who may have to rescue you.

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. Ensure the door is locked,
2. Close blinds/windows and stay away from all openings,
3. Turn off lights and lay on the floor, under furniture if possible,
4. Stay in the room and DO NOT answer the door,
5. Turn cell phone to silent and only make calls that are absolutely necessary, and
6. Wait for Emergency Personnel to evacuate you out of the building.

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.

USING AUTOMATIC DEFIBRILLATORS (AED)

If you see someone fall to the ground, find the nearest automatic defibrillator that is installed in the hallways throughout the College. Residence AED is located in the main lobby. Follow the simple directions as soon as possible. Time is of the essence. Shout for help and call 911. Stay with the person.

IMPORTANT NUMBERS ON-CAMPUS CONTACTS

Residence Advisor 705-989-6700

Sault College 705-759-2554

Campus Watch 705-542-4185
campuswatch@saultcollege.ca

Health Support and
First Aid Centre ext. 2720

Student Job Centre ext. 2480

Library ext. 2711

Residence Office ext. 2684
housing@saultcollege.ca

Residence Life Supervisor ext. 2868

Accessibility Services ext. 2493

Student Support
Centre/Counselling ext. 2703
studentsupport@saultcollege.ca

Athletics ext. 2709

Bookstore ext. 2595

IT Helpdesk ext. 2504

SCSU ext. 2767

Residence Coordinator ext. 2598

Housing & Student Life Manager
ext. 2674

Security – Residence ext. 2685 OR 705-989-6603
Security – College ext. 2712 OR 705-989-4255

Emergency – 911

COMMUNITY CONTACTS

Health

Sault Area Hospital……..……..705-759-3434
Poison Control Line……... 1-800-268-9017
Station Mall Clinic……. 705-450-1715
Telehealth Ontario…….…..….. 1-866-797-0000
Westend Walk-in Clinic……..……. 705-450-5339
Good Doctors Sault Ste. Marie Clinic…….705-998-2022
Algoma Public Health…….. 705-942-4646
COVID-19 Assessment Centre……..…...……(705) 759-3434, ext. 7152
Good2Talk (24 hour helpline)…….……..……..……..1-866-925-5454

Transportation

Sault Transit (City Bus)…… 705-759-5438

Taxi Services

Soo Yellow Cab……. 705-942-0005
Union Cab…….. 705-946-1300

OFF-CAMPUS HOUSING

We encourage you to start your housing search now so you can secure the best accommodations for your needs!

For more information and resources for off-campus housing, please visit:

https://www.saultcollege.ca/student-information/campus-life/campus-housing-connections

If you would like assistance with your off-campus housing search, please contact housing@saultcollege.ca