



Sutherland Residence Village

Student Handbook



2011 - 2012

**MESSAGE FROM
RESIDENCE LIFE MANAGER
AND
THE DIRECTOR,
HOUSING & CONFERENCE SERVICES**

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Welcome to the Sutherland Residence Village. We are extremely pleased that you will be part of the residence community while you are pursuing your academic studies at Fleming. The residence is designed to foster freedom of thought, unconventional opinions, and encourages a community of difference.

We aspire to the ideal of openness, to the creation of an atmosphere that allows for differences, but recognizes that diversity is the virtual core of residential life. Please join us in this affirmation of our common humanity. Living in our residence community will be enjoyable and rewarding if you take an active part in the community's activities.

The Residence Community Standards was developed in partnership with students and staff at Fleming College. The policies have been designed to protect the rights and property of residents and to foster mutual respect and co-operation.

We hope that the Sutherland Residence Village will offer you a variety of activities that aid in your social, emotional, and academic well being. I hope that the programs will increase your sense of responsibility and self-worth. There are several upper year student staff that are available to assist you in this life transition.

I hope you enjoy your residence experience at Fleming and we encourage your feedback.

Chad Munday

Chad Munday
Residence Life Manager

Travis Doak

Travis Doak
Director, Housing & Conference Services

A resident is defined as a Fleming student who lives in a College Residence Building as a full-time.

The Residence Management reserves the right to amend this document for additional regulations or policies as the need arises. Students will always be informed in writing when such changes occur.

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RESIDENCE LIFE STAFF

The Residence Life Staff at the Sutherland Residence Village are here to assist you with your residence life experience. Staff members have been trained in several areas, which will assist them in answering your questions or referring you to the many resource people at the college, and in the community. We look forward to working with you in planning a variety of programs to create a positive social and academic community. Your Resident Assistant and Senior Resident Assistant will likely be the first people you meet when you arrive. The Residence Life Staff are committed to maintaining a positive and appropriate living atmosphere, so we would encourage you to get to know them.

DIRECTOR OF HOUSING & CONFERENCE SERVICES

Travis Doak, Director of Housing & Conference Services, is responsible for the overall operations of Residences and Off-Campus Housing at Fleming College. The goal is to develop a community based on respect, individual responsibility and involvement in which programs, activities, and discussions take place formally and informally that assist, you, the student to make informed decisions in your life.

RESIDENCE LIFE MANAGER

Chad Munday, Residence Life Manager (RLM) is responsible for the day to day operations of the Sutherland Residence Village and works towards ensuring student success through engaging programming initiatives. The manager organizes programs in residence, such as Alcohol Awareness Week, Orientation activities, etc., as well as administering the Residence Community Standards governing the residence.

RESIDENCE LIFE ASSISTANTS

Cathy Rutherford and Rachel Datlen, Residence Life Assistants play an active role in developing a community at residence as well as assisting the Director of Housing & Conference Services in the day-to-day running of the residence. If you have questions or issues about the college, residence or community come and see them in the office.

RESIDENCE LIFE STAFF

Residence Life Staff are student leaders that live in residence to support students through peer helping, program planning and discipline issues. They receive extensive training to serve the needs of all residents.

SENIOR RESIDENT ASSISTANTS (SRA)

The Senior Resident Assistants can be viewed as a liaison between the residence administration and the residents. He/she is responsible for the safety and good order of their building as well as dealing with discipline issues as governed the Residence Student Handbook. The SRA is a resource person for students living at Sutherland Residence Village, and is available to answer questions about campus life, to handle emergencies, and to help out as needed.

RESIDENT ASSISTANTS (RA)

The Resident Assistant represents the residents living on his/her floor. They work closely with the Senior Resident Assistants, the Residence Life Manager and Residence Life Assistants to maintain a safe learning environment for all residents. They are resource people and will also interpret and enforce college and residence policies. They will be stopping by your suite on a regular basis to promote activities and ensure everything is going okay.

RESIDENCE COUNCIL

Residence Council consists of elected students who advise and assist the residence in matters concerning residence life. They also organize residence events and activities. You are encouraged to get involved in your community, as it will increase your satisfaction in your living environment.

IF YOU HAVE A PROGRAMMING IDEA

Contact a member of the Residence Life Staff.



LIVING IN RESIDENCE

BARBECUE

A barbecue will be supplied for the residents' use. When cooking, please follow safety rules, respect all resident's usage time and make sure both the safety valve and the tank are turned off each time. Barbecues will be stored (and not available) during the first half of the winter semester. Barbecue lighters are available at the Residence Life Office.

BICYCLE STORAGE

Limited bicycle racks are provided for your convenience in the bicycle area, located in Atlantic House. Please ensure that you lock your bicycle to the racks provided, as the college is not responsible for lost or stolen items. Remember to include your bike when purchasing content insurance. Bicycles are not to be secured to trees, signs, etc. **Please be reminded that bicycles are not permitted in bedrooms, suites, common areas, hallways, or the laundry rooms.**

CABLE

Cable service is supplied in all living rooms within the residence. This service includes both the Basic and Variety Value Pak, which has a line-up of 65 channels; upgrades are available at your expense. Cable jacks have been installed in each bedroom. Students who wish to have cable in their private bedroom will have to make their own hook up and financial arrangements by calling Cogeco at 1-800-267-9000. **UNAUTHORIZED CONNECTIONS (splicing or running living room cable to bedroom(s)) WILL BE CONSIDERED THEFT OF TELECOMMUNICATIONS UNDER THE CRIMINAL CODE AND THE SUTHERLAND RESIDENCE VILLAGE RESIDENCE COMMUNITY STANDARDS.**

CAUTION FEE

Residents are required to pay a \$350 caution/key deposit once they have been accepted for occupancy at the Sutherland Residence Village.

Any damage or cleaning charges recorded on your final move out bedroom and common area assessment form will be deducted from your deposit at the completion of your stay at residence. **Charges for repairs during your stay at residence must be paid within 30 days of an invoice being issued.**

Don't forget your deposit also covers your guests, so please ensure that they respect the facilities. Please refer to the following checkout procedures and damages under Residence Community Standards section.

LIVING IN RESIDENCE

CHECK-OUT PROCEDURES

You are required to vacate your room within 24 hours of your last official exam/project or scheduled class. We encourage you to plan early for your departure from residence at the end of each semester. This policy is in place to ensure all students completing academic requirements have an environment conducive to studying. *(In exceptional circumstances an extension of a few days may be granted. Extensions will only be granted to students who can demonstrate a legitimate need and who are in good standing with the Residence Life Office. Students who have academic requirements which go beyond their final exam can apply for an extension with a written note from their Program Coordinator).*

The residence will be closed at 2:00 p.m. on the last day of each rental period. Residents **MUST** vacate, as the residence will be locked between rental periods (i.e. between end of term in December until start of term in January). Residents must make other arrangements for accommodation during this time. Please refer to the Residence Agreement for exact dates.

Those residents in programs that start or end on dates different than the rental periods must make arrangements with the residence office for early arrival or late departure. The residence fees for these dates will be based on a weekly occupancy rate and must be paid in advance.

Residents are required to clean their bedroom/suite, remove all personal belongings and hand in their keys prior to the final bedroom inspection. Anything left behind will be disposed of. Students are encouraged to take time to ensure their bedroom/suite are in excellent condition before staff do the final bedroom/suite inspection (*cleaning includes refrigerators, stoves, washrooms, etc.*). Refunds will be processed once the inspection reports are completed.

At the time of checkout, the staff will determine, on the basis of the following scales, the cleaning charges that will be deducted from the caution fee of each resident. You will be mailed a summary of the charges and a copy of the bedroom/suite inspection form after check-out (*i.e. if the residence staff determines that your bedroom is in fair condition and that your suite is very dirty, the total cleaning charges deducted from your caution fee will be \$80*).

Residents will be responsible for any charges incurred by the residence on behalf of third parties.

LIVING IN RESIDENCE

CHECK-OUT PROCEDURES

Remember that you are responsible for your bedroom and collectively for your suite. Suitemates can all leave at different times. Work with your suitemates to ensure your suite is in excellent condition to avoid any charges.

It is important to remember that there is often a turnover of students at the end of each semester. Because of this change in students, each suite is required to have their living room, kitchen and bathrooms looking as clean as they did during your move-in for any new students moving in over the break. If, over the semester break, management deems your suite is not up to an acceptable standard of cleanliness, the suitemates in that suite will be billed equally for the cleaning that is required.

Bedroom Cleaning Assessment				
Excellent	Good	Fair	Dirty	Very Dirty
n/c	\$15	\$25	\$35	\$55
Common Area Cleaning Assessment (per student in suite)				
Excellent	Good	Fair	Dirty	Very Dirty
n/c	\$15	\$25	\$35	\$55

Bedroom Wall Damages Assessment						
# Chips	0-3	4-7	8-11	12-20	20-30	30>
Charge	n/c	\$15	\$20	\$25	\$35	\$55
Common Area Wall Damages Assessment (divided per student in suite)						
# Chips	0-3	4-7	8-11	12-20	20-30	30>
Charge	n/c	\$15	\$25	\$45	\$65	\$105

LIVING IN RESIDENCE

CLEANING SERVICE

The cleaning staff will ensure that the hallways, stairways, laundry rooms and the offices are maintained. We do ask for your co-operation in picking up your refuse and depositing it in the waste containers provided. All residents have the responsibility to ensure that their bedroom and suite are kept in a sanitary manner. Periodic room inspections will be made and due notice will be given to all residents. Vacuum cleaners are available on a loan basis. Improper sanitary conditions in individual bedrooms, suites and common areas could result in a **LEVEL ONE OFFENCE**. If you have a repair that needs attention, please come to the office and fill out a work order. Please leave your suite tidy after each semester in case there are new students moving in.

Inspections will occur during week seven of each semester.

COMMUNICATIONS

Got a problem? Communication is key! We recognize that whenever people live together in close quarters, conflicting situations arise. It is hoped that most of these situations within the residence can be resolved directly in a mature manner by the parties in conflict, or with the help of other residents or Residence Life Staff. Here are a few suggestions to assist you in resolving conflict:

- Complete a suitemate contract at the beginning of each semester. Ask your RLS for details.
- Have a start-up suite meeting to set the norms/rules for the suite.
- Discuss your concern directly with the other resident.
- If the issue concerns the entire suite, call a suite meeting to get things ironed out.
- Your Resident Assistant and Senior Resident Assistants are valuable resources to give advice or assist in running a suite meeting.
- Don't let things build up; it is better to clear things up at the time than allowing the issue to become too large.
- Come to the office and see the Residence Life Manager or the Residence Life Assistants.
- **Be part of the solution, not part of the problem!**

LIVING IN RESIDENCE

ELECTRICAL DEVICES

Electrical devices in residence should be used with discretion and must be C.S.A. or Ontario Hydro approved. The residence administration reserves the right to inspect and remove any electrical device that does not meet these standards. Radios, televisions, stereos and CD players are permitted, but each resident is responsible for keeping the volume low enough to avoid disturbing others. No antennas may be installed inside or outside of the residence buildings.

Residents may use electric clocks, razors, blankets, hair dryers, fans, humidifiers and personal computers in their rooms; however voltages can fluctuate within the system, so residents with stereos and personal computers should invest in a C.S.A. surge protector. **The college does not accept liability for any damage to electrical equipment.**

The use of any portable heating units and halogen lamps are prohibited in residence.

ENVIRONMENTAL ISSUES

We encourage residents to follow the simple practices outlined below to help keep utility costs down. Presently, a significant percentage of your residence fees provide the electricity, water and gas to keep your bedrooms/suites operating comfortably. Conserving energy does not mean making great sacrifices. By observing these simple tips you can help keep the costs down...

Please:

- ✓ turn off lights, stereos & appliances when you leave your bedroom/suite
- ✓ use natural light during the day
- ✓ during the winter, open your curtains to let the sun in during the day, and close them in the evening to retain heat
- ✓ have lights on only in the room which you are using
- ✓ report any leaking faucets or running toilets to the office

LIVING IN RESIDENCE

ENTERING RESIDENCE ROOMS

Residence staff reserves the right to enter bedrooms/suites from time-to-time to perform maintenance and installation functions. Wherever possible, 24 hours notice of such entry will be given to a resident. Any maintenance request made by a resident regarding a specific problem will be deemed as permission to enter that bedroom/suite to rectify the situation.

We will not permit anyone to access your bedroom/suite at any time, (*i.e. Cable*) unless you have made a written-signed request in person at the residence office.

Although the college wishes to assure the privacy of each student, it reserves the right to enter a bedroom/suite at anytime in case of emergencies, or to inspect bedrooms/suites when notice is given to the resident. The Residence Life Manager will determine the notice period.

In rare cases, where the safety of a resident is in question or that reasonable directive to open a door by a resident staff or security person is denied, staff members/security may enter a bedroom/suite to ensure the resident is safe and the Residence Community Standards is being respected.

The Fire Department may enter suites and/or rooms at anytime without notice.

EQUIPMENT LOANS FROM THE RESIDENCE OFFICE

The residence has vacuum cleaners, shovels, booster cables, recreational equipment and board games available for your use. Come to the residence office or talk to the residence staff to borrow items such as DVD movies, board games, and sports equipment. You will be required to leave your **Photo ID card** when borrowing equipment. All equipment is to be returned immediately after you have finished using it.

Please, take note that you are held responsible for any damages or losses to the equipment you borrow. Late charges of \$2.00 per day may be levied.

FAX MACHINE

Faxes can be sent to the residence office, Monday to Friday, 8:00 am to 4:30 pm. Charges will apply for this service. Faxes are in a secure area during these times only.

Sutherland Residence Village - 705-749-5104

LIVING IN RESIDENCE

FREEDOM OF INFORMATION

The information contained on your Sutherland Residence Village application and subsequent forms in your file is used for administrative and statistical purposes at Fleming College and the Ministry of Colleges & Universities, as established by Section 5 of the Ministry of Colleges & Universities Act. 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 (i.e. family member) on your behalf, we must receive written authorization from you.

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

Emergency Contact Number

The resident is authorizing the Sutherland Residence Village to contact the said person in the event of an emergency as determined in the sole discretion of the Sutherland Residence Village.

INSURANCE AND PERSONAL PROPERTY

The college assumes no liability for lost, stolen or damaged items of personal property, no matter how it is caused. It is the responsibility of each resident to arrange for insurance coverage for personal property brought into the Sutherland Residence Village or the college. We encourage all residents to contact an insurance company to arrange for Tenant Insurance or check your parent's policy, as it may cover your property.

KITCHEN FACILITIES

Each suite is equipped with a 22 cubic foot refrigerator, stove/range and microwave oven. Residents are permitted to bring a compact refrigerator and/or small freezer to be stored in their bedroom. These units must be no larger than 5 cubic feet and energy efficient. Small freezers can be stored in the common area as long as all suitemates agree. All recycling and garbage containers must not be stored near the stove as per Fire Department regulations.

Dishwashers are not permitted in residence. All cooking appliances must be stored and used in the kitchen and not in the bedrooms.

LIVING IN RESIDENCE

LAUNDRY ROOM

Coin-operated laundry facilities are available for residents' use at a cost of \$1.50 - \$2.00 per load. Change is available in the office and in the laundry rooms. 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. **The residence is not responsible for any damaged, lost or stolen articles from the laundry rooms.** We do not check the washers and dryers after others have finished their laundry, it is your responsibility to check the washers and dryers before you use them.

MAIL

Each resident is provided with an individual mailbox located by the office. Mailbox keys will be issued to residents at the mandatory meeting within two days after move-in. If you lose your mail key, report it to the office immediately. A replacement key costs \$25. The office staff will not provide access to your mailbox if you do not have your key. Mail is delivered and picked up daily at the residence. If residents receive a parcel, registered mail or a purolated parcel, a notice is placed in their mailbox. Bring the notice to the office to pick up the parcel. We cannot accept C.O.D. parcels. The office often puts notices and messages in your mailbox; it is our way of communicating with you. Please check your mailbox daily. Stamps and envelopes can be purchased at the college bookstore.

Your mailing address is:

**Your Name
Sutherland Residence Village
Room Number
Fleming College
1 Residence Circle, P. O. Box 4375
Peterborough, ON K9K 2N7**

Upon leaving the residence, please notify your family, friends, business contacts, etc., of your new address as we cannot be responsible for forwarding mail.

LIVING IN RESIDENCE

PARKING - PERMIT/SHORT-TERM/GUESTS

Residents who are bringing a vehicle to residence must purchase a parking permit. This permit includes a "hanging tag" that is to be displayed at all times in the front window area of your vehicle. Residence parking is limited and permits will be issued on a first-come, first served basis. Parking permits can be purchased at the college Information Kiosk. Please inform them you will be living in residence. Notices with instructions will be posted for parking lot snow removal. There are no plugs for car block heaters.

The college assumes no responsibility for automobiles or their contents while on campus.

Maintenance or repairs to automobiles will not be permitted in any college parking lot. There is no snowmobile or ATV parking at residence.

Guests of residents are able to park in the "R" parking lot during the following hours: Monday to Thursday, 7:00pm to 10:00 a.m. and on weekends from Friday at 4:00pm to Monday morning at 10:00am. Those vehicles parked in the R lot outside of these times without parking permits will be ticketed and/or towed away. Guests visiting at other times must park in a coin-operated lot.

Residents who require temporary parking (minimum one month) can purchase a short-term "smart card" from the Information Kiosk at a rate of \$3.00 per day. Parking anywhere on the Residence Circle is prohibited and tickets could be issued. Refer to the college Parking Policy and application forms available at the Information Kiosk and distributed in the registration packages.

PHOTO IDENTIFICATION

Each student will be issued a Fleming photo ID card. ***This ID should be carried at all times***, and will be deemed the only acceptable identification in residence.

You will need this ID for borrowing equipment, key replacement etc. You will also need it when asked by staff members or security for identification as this will assist us in maintaining the security of the premises. Non-residents with a completed guest pass are welcome.

LIVING IN RESIDENCE

RECYCLING PROGRAM/GARBAGE COLLECTION

Residents are responsible for the disposal of their garbage and recyclable materials in the ECO Shed located near the residence buildings. There are regular pickups and we encourage disposing daily. The environmental depot is organized to handle all recyclable materials. Residents are required to sort their waste into the proper containers: fine paper, newspaper, cans, glass, plastic, compost and other waste. We also have a vermi-composting program and compost bins are in all suites. Batteries and printer cartridges can be recycling in the residence office. We encourage all residents to participate in our effort to reduce trash and conserve our natural resources.

Please note: Do not let recycle or garbage containers in your suite overflow as it may be a fire hazard especially in the kitchen area. All recycling and garbage containers must not be stored near the stove as per Fire Department regulations.

RESIDENTIAL NETWORK (RezNet)

Every bedroom is directly connected to the Fleming College network, providing access to email and Internet 24 hours a day, 7 days a week. Though intended primarily for academic-related usage, residents are able to use the Internet to chat with friends and family, get involved in online culture, or take part in other forms of recreational surfing. RezNet is included in the residence fees. RezNet volunteers are available to help you get connected to RezNet and answer any questions you might have. **RezNet Policies & Procedures must be followed at all times.** All you need to take advantage of RezNet is a computer that meets the minimum system requirements (see below):

RezNet Minimum System Requirements

- Ethernet Cord/Cable (not provided by the college)
- Pentium 4 or better processor
- Windows XP or Vista (Resident **must** have own OS CD-ROM)
- 128 megabytes of RAM
- CD-ROM or DVD-ROM Drive
- SVGA Monitor
- 10/100 Ethernet Adapter
- Anti Virus Software installed

Windows 7 PC's and MacIntosh computers can be connected to RezNet. Technical assistance from RezNet staff is on a best effort basis.

All students in residence MUST have up-to-date virus protection software running on their computers. Students can borrow a CD from the office to install AVG Anti-Virus software.

LIVING IN RESIDENCE

RESIDENTIAL TELEPHONE (VoiceNet)

Every bedroom comes equipped with a state-of-the-art IP Telephone. Each telephone has multiple ring settings, caller id, call history, hands-free speakerphone, call mute, and call hold. Along with each phone account, residents will receive a fully configurable voicemail account with message storage. This telephone system technology is included in the residence fees.

Long distance calls can only be made by students using calling cards.

For more information about RezNet or VoiceNet, please contact the RezNet/VoiceNet Office at 705-749-6100 ext. 77411 or send an e-mail to reznet@flemingc.on.ca

ROOM INSPECTIONS

To ensure that health and safety standards are maintained, the staff at the residence will conduct bedroom/suite inspections as necessary, or at a minimum of once per semester. Students will be advised at least 24 hours in advance of inspections. Garbage and recycling left at breaks will be removed at occupant's expense.

The inspection consists of the following:

1. Fire alarms and smoke detectors will be checked.
2. You will be advised of the cleanliness of your suite, or any improper health conditions, such as the build-up of garbage and/or recycling.
3. Any repairs will be identified so a request can be made to have the work completed.
4. Ensuring the Residence Community Standards is upheld (i.e. pets in residence, decorating policy, bicycles in bedrooms/suites, etc.).
5. Give the residents the opportunity to discuss concerns they may have about their bedroom/suite.

Please remember improper sanitary conditions in individual rooms or suites could result in a **LEVEL ONE OFFENCE**.

LIVING IN RESIDENCE

ROOM TRANSFERS

Although very rare, room transfers may occur to provide students with a living environment that they feel is more conducive to their academic success at Fleming. Room transfers may be granted by the Residence Life Manager after the second week of each semester. Requests must be made in writing for consideration. Under no circumstances are residents to arrange their own bedroom change or switch without permission.

Room transfers will be considered final only after authorization has been received from the Residence Life Manager and communicated to all parties. There is a \$50 administrative fee for room transfers, and up to three business days to have your phone reconnected.

SOLICITATION

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

STORAGE

Sorry, we have no extra storage space at the Sutherland Residence Village. Please arrange to have trunks, etc. sent home to your permanent residence when you move in. Hockey and sports equipment, with the exception of bikes, will need to be stored in your bedroom.

SERVICES

BUS SERVICE

The Peterborough Public Transit offers service from Fleming to most other areas in Peterborough. Beyond the scheduled hours, bus service is available once an hour after 6:15 p.m. at the main bus terminal. The last one leaving the main bus terminal from Monday to Friday is 10:15 p.m. (705-745-0525, or www.peterborough.ca/Living/City_Services/Transportation/Transit.htm)

Greyhound Canada offers bus service to many locations in Ontario. The terminal is a one minute walk from the city bus terminal at the corner of Simcoe and Aylmer. Go to www.greyhound.ca/home/ for exact times and routes.

For other travel arrangements, check the Residence Council ride board by the residence office or the ride board on campus beside the kiosk in the front lobby.

CAFETERIA

The main cafeteria, located on the lower level of the main campus, serves hot breakfasts, lunches and dinners from 7:30 a.m.-7:00 p.m. Monday to Thursday and 7:30 a.m.-3:00 p.m. on Fridays. Hours change during the summer semester. "Breaktime Express" is located off the main entrance and is open until 8:30 p.m. Monday-Thursday featuring a wide variety of gourmet pastries, muffins, coffees, cold sandwiches, salads and hot soup. The cafeteria offers some meal plans. If you have questions regarding the cafeteria service or meal plans please contact Patti Gowing, Unit Manager of Chartwells (a member of Compass Group Canada Ltd.) at pgowing@flemingc.on.ca or 705-743-5575. There are vending machines located in the residence laundry rooms. Report any problems with these vending machines to the residence office.

CAREER SERVICES

Searching for a job while at school can be a stressful task. The only thing more unnerving is the thought of looking for a job after graduation. Relax, there is help available to you.

Whether you are searching for part-time work during the school year, a summer job between semesters, or that all-important career-related job after graduation, Career Services staff (room 409) are available to help. Some of the services provided are:

- Online job posting system
- Annual Job Fair
- Interview Techniques
- Job search skills
- Resume and cover letter critiquing service

SERVICES

COLLEGE HANDBOOK – SAC HANDBOOK

You will receive a college Student Handbook during the first week of classes. This handbook is an excellent tool to help you plan and organize your time. The many questions you have regarding college life, academic regulations, and campus resources (i.e. library, computer rooms, bookstore hours, and recreation), social events, time management tips, etc. will be answered in the handbook.

COUNSELLING

Qualified counsellors are available to help students resolve issues relating to academic, career, personal concerns or disability accommodations in a **supportive and confidential environment**. Success is enhanced by early implementation of suitable supports, so make an appointment to see a college counsellor as soon as you can. To make an appointment with a counsellor, call 705-749-5527 or ext 1647 or go in person to the Student Access and Referral Services in the Learning Commons (room 471).

HEALTH SERVICES/FIRST AID

Brealey Health Services is located in room 181A across from the cafeteria. A Registered Nurse is on campus Monday-Friday, 8:30 a.m.-4:30 p.m. All health-related questions are welcomed and treated in a confidential manner. An on-site Physician service is available two days a week. Contact Health Services at extension 1504 for specific days. Appointments are required and your health card must be shown at each visit. An extended health plan is available through SAC.

Other medical resources available are:

Telehealth Ontario for free access to a Registered Nurse, 24 hours a day, 7 days a week, 1-866-797-0000

Peterborough Day Clinic 705-740-6880

Peterborough County-City Health Unit/Sexual Health Clinic 705-748-2021

Peterborough Regional Health Centre- Emergency Department

The residence staff is trained in First Aid and CPR. All residence staff have a First Aid Kit on their floor and there is one located in the office. We do suggest that each suite have some bandages, gauze, etc. on hand in case of an accident.

To access (First Aid Support Team) F.A.S.T. call security 8000, who will activate a call to the team.

SERVICES

HEALTH SERVICES/FIRST AID Continued

PLAN OF CARE & SAFETY PLAN

Before starting college, it is important that students develop a Plan of Care and Safety Plan for issues which may develop while away from home.

For those who have identified concerns of an ongoing nature, such as Medical issues or Mental Health issues, developing a Plan of Care and Safety Plan will significantly support their success at school.

Students need to be aware that they are significantly responsible for their own safety and that if they have any health concerns requiring special support, equipment, care, or medication that they should develop a plan of care with their Health Provider prior to attending college.

They may need to connect with local professional support agencies prior to moving to the area. They may need to make an appointment with the counsellor, nurse, program coordinator, or residence manager...to share or fine-tune their Plan of Care and Safety Plan.

RECREATION

The Athletics & Recreation Department provides programs and activities for all students. Some of the programs include: intramurals, varsity sports, aquatics and fitness. If you are a full-time student and have a current student card you may access the Peterborough Sport and Wellness Centre (located by the ball diamonds, 775 Brealey Dr.) and participate in the aquatic, fitness centre and member programs. Weekly schedules of activities are on the website and are also posted at the PSWC and the residence. There is a variety of sports equipment available for your use that can be signed out with a student card. Visit our website for up to date information on Athletic & Recreation programs and PSWC activities. **GET INVOLVED!**

<http://fleming0.flemingc.on.ca/ssr/rfl/rfl.htm>

SERVICES

SAFETY ON COLLEGE GROUNDS

The college is at all times concerned for the health and safety of the students. The college grounds are considered to be private property and any access is by college permission. After dark students are encouraged to walk only in lighted areas around the residence and main buildings. The security service hired by the college will provide "Safe Walk" assistance. Emergency phones on the residence and main campus grounds are connected to an emergency telephone answering service.

Any questions you have regarding the use of the college grounds please contact the Facilities Office (room 403).

Remember that personal safety should be considered at all times.

Here are a few tips:

- ✓ At night, try to stay in well-lit areas and use routes that appear more heavily travelled.
- ✓ Avoid walking alone through isolated areas; avoid shortcuts through parking lots, parks and deserted areas.
- ✓ Use a buddy system; when with a friend at a party or pub, agree to watch out for each other, leave the event together or in a group.
- ✓ Use the "Safe Walk" program when you feel uncomfortable walking alone. Familiarize yourself with these services, call (extension 8000) or visit the information kiosk in the front foyer.
- ✓ Lock your suite and bedroom doors.
- ✓ Do not let strangers into the buildings.

SERVICES

SECURITY

The college has security staff who, make regular routine patrols of the College and residence and are available to assist residents. Other security features include our security key system and lit walkways. The Manager of Security & Safety can be reached in room 405 (across from the bookstore) or by calling ext. 1191.

Residents are encouraged to notify the Resident Assistants, Senior Resident Assistants, Residence Life Assistants, or Residence Life Manager of any security concerns in order for us to address the safety of our residents. Please notify the residence office if a red light appears on key card lock.

Lock Down Procedures

If you see or hear of someone carrying a firearm, or, see or hear a message to "LOCKDOWN".

Follow "lockdown procedures:

- Lock yourself in the nearest room
- Barricade the door, turn off the lights
- Sit quietly on the floor out of view
- Do not exit the building until advised by police
- Do not pull the fire alarm

VIDEO SURVEILLANCE

All main entrances to the residence buildings are subject to video surveillance to ensure the maintenance of a safe environment for our residents. The surveillance cameras are clearly identified with signage at each location and are not located in any private areas (i.e bedrooms, washrooms etc.). Personal information collected in video surveillance is collected under the authority of the Ministry of Colleges & Universities Act, R.S.O.1990 c.M.19,s.5 and will be used only to maintain security in the Sutherland Residence Village buildings. Questions about the collection, use and/or retention of this personal information should be addressed to the Manger of Housing & Conference Services.

RESIDENCE COMMUNITY STANDARDS

By choosing residence life, you are accepting the 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.

1. The Residence Community Standards of the Sutherland Residence Village applies to and covers all residents and their guests.
2. Every individual is equal in dignity and worth and should be provided with equal rights and opportunities without harassment and/or discrimination.
3. Each resident living in residence is guaranteed the active right to the peaceful enjoyment of his/her bedroom.
4. The objective of the Residence Community Standards is to promote responsible behaviour among residents and their guests. This creates an effective study and learning environment, which ensures the physical safety and emotional well-being of the resident as well as the protection of personal and residence property.
5. It is the responsibility of each resident to familiarize him/herself with the Residence Agreement, the Sutherland Residence Village Handbook that outlines the Residence Community Standards, the Student Rights & Responsibilities Policy, the Harassment & Discrimination Policy, the Information Technology Services (ITS) Appropriate Use Policy and the RezNet Policies & Procedures and to behave in a manner consistent with the provisions of these policies.
6. All municipal, provincial, federal and college polices apply at residence.
7. Failure to attend discipline meetings set by the residence office may result in a student being issued an appropriate sanction in absentia, or may result in further disciplinary sanctions. These sanctions will only be issued under the direction of the Residence Life Manager.

Upon your acceptance of accommodation at the Sutherland Residence Village, a student is deemed to have agreed to be subject to the Residence Community Standards of the residence and the sanctions imposed for violation of this code.

RESIDENCE COMMUNITY STANDARDS

The Residence Life Manager, through the Resident Assistants and Senior Resident Assistants (Residence Life Staff), enforce the Residence Community Standards. Those responsible for any infractions to the Residence Community Standards will be subject to disciplinary action. The Residence Life Staff are responsible for writing the incident reports involving an infraction of the Residence Community Standards. Students may not necessarily be notified at the time of the incident that an incident report is being written. Verbal warnings are not required to be given prior to an incident report being written. If the offence is deemed serious enough or is repeated, the individual(s) will be evicted from the Sutherland Residence Village. Residence is not a sanctuary and students are reminded of their obligation to abide by the laws of the land (municipal, provincial and federal statutes). Violation of these laws may lead to in-house and/or criminal charges. It is important to note that residents are responsible for their guests.

ALCOHOL POLICY

Provincial law prohibits the possession, selling, furnishing or giving of alcoholic beverages to anyone under the age of nineteen (19). All federal and provincial liquor regulations will be enforced at the Sutherland Residence Village. For safety reasons, beer bottles are banned in the residence. Residents and/or their guests cannot bring beer bottles onto the Sutherland Residence Village property.

The following are in effect at the Sutherland Residence Village:

- ✓ Beer bottles are not permitted on residence property.
- ✓ Possession of, or consumption of, alcoholic beverages by persons under the age of 19 is not permitted.
- ✓ Alcohol is not permitted in public areas including the stairwells, hallways, laundry rooms, or anywhere outside of student suites.
- ✓ Alcohol is not permitted on college/residence grounds (outside).
- ✓ Home brewing is prohibited in residence.
- ✓ Kegs or other devices used for mass consumption are not permitted in residence. (Any container which holds 3 or more litres is prohibited).
- ✓ Drinking games (i.e. century club, funnelling, beer pong including water pong etc.) are extremely dangerous and therefore drinking games and their paraphernalia are not permitted in residence.
- ✓ Collection and storage of alcohol containers are not permitted (i.e. beer case walls, shelves of liquor bottles etc.). A fine will levied.

To transport alcohol it must be in a box/bag/knapsack/etc. so that it is not easily accessible.

RESIDENCE COMMUNITY STANDARDS

ALCOHOL POLICY

Being under the influence of alcohol is not an excuse for other unacceptable behaviour. Know your limit. If you choose to drink please do so responsibly.

Refer to Social or Community Disturbance section about gatherings.

DAMAGES

You are financially responsible for damages in your bedroom/suite and for its furnishings. When you move in, you will receive a **Bedroom Inspection and Common Area Report** to complete. Take the time to record any damages or problems that exist in your bedroom/suite so that you are not liable for damages already incurred.

You are personally responsible for the condition of your room and collectively with your suitemates for other areas of the suite (living room, kitchen and washrooms). Residents are financially responsible for any damage to the hallways, common area outside of suites, stairwells, etc., within their building. If a resident and/or their guest do not admit responsibility, the repair costs will be assessed and shared by all occupants of the building in which the damage occurred, regardless if you were present when the damage occurred. In the areas of the mail boxes, laundry rooms and bike area where residents from **all** buildings have access, the repairs will be assessed to all residents unless responsibility is admitted.

Please report any repairs or damages by filling out a work order at the residence office. Any maintenance request made by a resident regarding a specific problem will be deemed as permission to enter that bedroom/suite to rectify the situation.

Residents **MUST NOT** attempt to repair any damage in their bedroom or suite. Please see chart in the Check-Out Procedures section.

Keep in mind that a majority of damage is caused by those not living in residence. Therefore be careful as resident hosts are held responsible for the behaviour of their guests and will be liable for any damages incurred by their guests.

RESIDENCE COMMUNITY STANDARDS

DECORATING

Residents must not decorate their suite with paint, wallpaper, etc. Posters or pictures are to be affixed to the walls with white adhesive that does not remove paint. Please read the instructions on the package for fastening and removal guidelines to avoid paint being removed from the wall. The use of all tapes, pushpins or screws and nails to attach posters, pictures or other items to the wall or ceiling is prohibited. Many students have deductions from their caution deposits due to decorating incorrectly. Please do not use artificial snow as it is difficult to remove and stains the paint.

Any form of decorating which is hung in living rooms, hallways, lobbies, stairwells, bathrooms, exterior suite or bedroom doors, or any interior area of a bedroom that can be seen from an open door must not display any form of pornography, sexually offensive pictures or any other inappropriate gender-related material (i.e. Sunshine girl/boy, Sports Illustrated swimsuit editions etc.).

Residents are asked to respect the standards of the residence community by using only the window draperies supplied by the residence. The windows at the Sutherland Residence Village are made with heat absorbing glass to allow for maximum efficiency. It is important that residents do not cover or partially cover the windows with any type of decoration, as uneven heating could cause a thermal break in the glass.

Advertisements, adhesive stickers, bumper stickers, alcohol-related materials are not permitted. No residence decorations should violate the college Harassment and Discrimination policy. You will be asked to remove these items immediately.

FAILURE TO RESPOND TO REASONABLE DIRECTIVES

Failure to respond to, or failure to follow, the reasonable directive of a college employee will be dealt with under the Code of Conduct. All residence staff (Director of Housing & Conference Services, Residence Life Manager, Residence Life Assistants, Senior Resident Assistants, Resident Assistants and security staff) are employed to assist in the provision of a safe, secure and comfortable living environment. As such, the staff work with all residents to enforce policies and educate residents in the process.

This could result in a **LEVEL TWO OFFENCE**.

RESIDENCE COMMUNITY STANDARDS

FALLING OBJECTS

Littering, throwing, dropping or displacing any object(s) either to and/or from roofs, windows or stairwells is strictly prohibited. Any action or behaviour that could cause potential harm to bystanders or damage to property is not permitted. Removing window screens is a **LEVEL TWO OFFENCE**.

FIREARMS AND WEAPONS

Students are not allowed to possess or store weapons in any building or property of the college or the Sutherland Residence Village 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, highly flammable materials or archery equipment.

Possession/discharge of BB or air guns, ammunition, slingshots, knives or any lethal weapons in any form (including martial arts equipment) is also prohibited. This does not include instruments or equipment which are normally used as part of an academic course of instruction, provided that the student does not intend to use such items as weapons. Contravention of this regulation may result in eviction.

FIRE SAFETY and PERSONAL SAFETY

Fire Safety: Tampering with, discharging, damaging or removing fire extinguishers or any part of the fire alarm system (including covering smoke and fire detectors), setting off a full alarm due to cooking without closing the suite door or violating fire safety and fire protection procedures is strictly prohibited. Anyone found initiating a false alarm will be evicted from the Sutherland Residence Village. It is provincial law that all residents must evacuate during a fire alarm; persons found not evacuating will be prosecuted under the law and/or will be found in receipt of a **LEVEL TWO OFFENCE**. Please refer to the Fire Evacuation Procedures posted on the bulletin boards. Please ensure that all suitemates evacuate. Let's take care of each another. Do not place furniture in stairwells or hallways and keep all flammable materials off all stoves at all times.

PLEASE NOTE - The discharge from fire extinguishes can cause irritation. It is the responsibility of the resident(s) to advise the residence staff immediately if a fire extinguisher has been discharged.

RESIDENCE COMMUNITY STANDARDS

FIRE SAFETY and PERSONAL SAFETY continued

Burning incense and candles must be attended to at all times and must be used safely (not near flammables such as curtains, clothing, papers, etc.) and in proper receptacles. Halogen lamps and lamps requiring combustible fuel are prohibited. Suitemates must mutually agree upon the use of candles and incense in the event of allergies. Real Christmas trees are not permitted due to fire safety.

Personal Safety: Actions that place another person(s) safety in jeopardy will not be tolerated. Actions that may endanger others include, but are not limited to, such things as pranks, broken bottles, dangerous use of appliances, throwing objects etc.

Infractions of this policy could result in a **LEVEL TWO OFFENCE**.

GUEST POLICY

The guest policy is designed to protect the rights and privileges of all residents. When a resident invites a guest, he/she is responsible for that guest at all times and in all respects, for the duration of their stay at residence. Guests must sleep in your room and not in the living room.

Overnight guests are not permitted without all suitemates' signed approval and signed authorization from the residence office 24 hours in advance. If a guest is unexpected and an overnight guest registration form has not been completed, the resident must notify a Senior Resident Assistant or Resident Assistant prior to the guest staying to obtain authorization. These forms are available on each floor from your RA and SRA and in the residence office.

An overnight guest form must be completed for any non-resident staying in residence after quiet hours (Sunday to Thursday: 11:00pm, Friday and Saturday: 1:00am).

A guest must carry their guest pass and be prepared to show it if asked by a staff member. If a non-resident is in the residence past quiet hours and are not in the possession of a guest pass, they will be asked to leave the village. Guests must be accompanied by a resident at all times. Resident hosts are responsible for the behaviour of their guests and will be held liable for any damages incurred by their guests.

An overnight guest must be at least 16 years of age. Each resident is allowed a maximum of two guests. There is a maximum of six guests per suite allowed overnight and the duration of their stay cannot exceed 72 hours. Special cases extending either the duration of stay or number of guests may be discussed with the Residence Life Manager. One form must be used for each visit.

An overnight guest without proper authorization is a **LEVEL ONE OFFENCE**.

RESIDENCE COMMUNITY STANDARDS

HARASSMENT & DISCRIMINATION

Fleming College is committed to providing a learning and working environment that is free of harassment and discrimination. Every individual has the right to an environment characterized by mutual respect. Every individual has the responsibility to treat all members of the college and residence community with respect and without harassment. Harassment is defined as any attention or conduct (oral, written, electronic, graphic, or physical) by an individual or group who knows, or ought to reasonably know, that such attention is unwelcome/unwanted, offensive or intimidating. The Ontario Human Rights Commission's list of sexual harassment or inappropriate gender-related conduct includes "display of sexually offensive pictures, graffiti or other materials". Displaying, or making available for viewing, pornographic material in the hallways, common areas, lobbies, stairwells, bathrooms, exterior room doors, or any interior area of a bedroom that can be seen from an open door is prohibited and is considered a form of harassment.

Any and all forms of harassment or discrimination are unacceptable and will not be tolerated in our residence or college community. Ignorance, anger, alcohol or substance abuse will not be accepted as an excuse, reason or rationale for such behaviour. Furthermore, it is expected that if a student is aware of a problem that he/she would advise a member of the Residence Life Staff so that steps may be taken to prevent the situation from escalating. For further information refer to: <http://fleming0.flemingc.on.ca/hod/hd/welcome.htm>

ILLEGAL DRUGS IN RESIDENCE

Possession, sale and/or use of any illegal drug or possession of drug paraphernalia are strictly prohibited. Drug paraphernalia means anything that is used in conjunction with an illegal substance to facilitate the consumption of that illegal substance. **This policy applies to your guests** (you will be held accountable for their behaviour).

Without restricting the generality of the foregoing this shall include items commonly known as roach clips, power tokers, syringes, spoons, bongs and other like items.

Any student who violates federal, provincial, municipal or college laws regarding drugs or controlled substances can expect that such behaviour will result in disciplinary action up to and including cancellation of the residence agreement and/or prosecution by the police. Any incident involving illegal drugs in residence or on college property, regardless of circumstances will be documented in the student's residence file. Any infraction of these policies will result in **EVICTION**.

RESIDENCE COMMUNITY STANDARDS

INDOOR RECREATION

Indoor recreation causes many problems and damages; therefore there will be no roller-blades, hockey, golf, ball throwing, tennis, etc. anywhere inside the buildings. Weight benches, punching bags and table-sized games such as fozzeball 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 (tennis courts, basketball court/hockey surface, beach volleyball, baseball diamond). Participating in indoor recreation could result in a **LEVEL TWO OFFENCE**.

KEYS

Residents will receive four (4) keys, which consist of a suite key, bedroom key, mailbox key and a proximity card (for access to main entrances and common areas). There will be a \$25 replacement fee, for any lost keys or cards, which can be paid or deducted from your key deposit.

Remember to carry your keys/card with you at all times as there may be a charge of \$1.00 during the day and \$5.00 after 1:00 a.m. if a staff member needs to open your bedroom/suite/front door. Mailboxes will not be opened if you have forgotten your key. The residence prides itself in providing a safe living environment for all the residents.

It is a **LEVEL TWO OFFENCE** to loan your keys to anyone. Duplication of residence keys is not allowed.

LOCK REPLACEMENT

If a student loses their bedroom keys and the lock needs to be replaced, the student will be charged \$100, plus any charges for missing keys. If a bedroom or suite lock needs to be replaced a \$50 per lock charge will be applied.

RESIDENCE COMMUNITY STANDARDS

NOISE POLICY

QUIET HOURS

11:00 p.m. - 8:00 a.m. Sunday to Thursday
1:00 a.m. - 10:00 a.m. Friday and Saturday

All other hours are **consideration hours**. Quiet hours may be extended, but not shortened. Failure to abide by the quiet hours may result in a **LEVEL ONE OFFENCE**. There is a 23 hour Quiet Policy in effect throughout the entire exam period (including the weekend). Normal noise level during this time is from 6:00 – 7:00 p.m.

It is expected that residents would have reasonable noise levels at all times to provide a living environment which is conducive to academic success and peaceful enjoyment of **all residents**.

- If there is a conflict about suitable volume levels, the resident owning the equipment may be requested by the residence staff to use headphones.
- If the preceding conditions are not met, the Sutherland Residence Village reserves the right to request that the equipment be removed from the residence.

The use of all audio-visual equipment such as stereos, CD players, sub-woofers, televisions, computers, video games, etc. is a privilege which must not be abused. In order to provide guidelines for the use of such equipment, the following apply:

- Excessive noise at any time will not be tolerated.
- The volume must be at a level, which does not disturb any other resident(s).

Going home for the weekend?

Please be sure to turn off stereos, CD players, televisions, **ALARM CLOCKS** and turn down telephone ringers so other residents are not disturbed. Don't forget to close your window.

PETS IN RESIDENCE

We love pets too; however, residents and their guests are prohibited from bringing pets into residence. The only exception will be fish in an aquarium no larger than thirty (30) litres. The local Animal Control Officer will remove animals found at large, chained on the grounds, or tied to trees. Please remember that your guests must also adhere to this policy.

REPAIRS

If you require repairs of any kind in your bedroom/suite, come to the office to complete a work order form. **Residents MUST NOT attempt to repair any damage in their bedroom or suite.** Any repairs to your bedroom/suite, which are not reported, will be charged to you when you move out of residence. We anticipate normal wear and tear in the bedrooms, suites and buildings; however, repairs required for damages caused by other means will be your financial responsibility. **Some students have had deductions from their caution deposit from doing home repairs that did not meet the residence standards.**

SMOKE FREE ENVIRONMENT

We are pleased to provide a smoke-free environment to our residents. This policy includes all areas of the residence (bedrooms, suites, washrooms, hallways, laundry rooms, stairwells and entrances). A **LEVEL TWO OFFENCE** will be levied against a resident if they are found in violation of this policy. If a resident is found in possession of an ashtray containing cigarette butts in their bedroom/suite, this will also constitute a violation of the non-smoking policy and will result in a **LEVEL TWO OFFENCE**. Residents and guests are required to refrain from smoking within four (4) meters of any residence building. A **LEVEL ONE OFFENCE** could be levied if a resident or their guest is found not using the ashtray urns for cigarette butts or in violation of our 4-metre rule.

SNOWBALL POLICY

Throwing snowballs in the vicinity of the residence, or at the residence building(s), could result in a **LEVEL TWO OFFENCE**. Any damages incurred will be repaired and charges for repairs levied to the resident.

SOCIAL OR COMMUNITY DISTURBANCE

Physical abuse, verbal threats of violence or conduct unbecoming (including harassment and discrimination) that threatens the health or safety of any person will not be tolerated at Fleming College. Such conduct may lead to disciplinary action including eviction from the Sutherland Residence Village and, where appropriate, to campus disciplinary action or legal prosecution.

Any social gathering will be shut down, if it is determined by the residence staff that the behaviour associated with it is threatening the personal safety of the residents and/or the physical plant of the residence buildings.

**FAILURE TO ABIDE BY THE
RESIDENCE COMMUNITY
STANDARDS MAY RESULT IN . .**

RESIDENCE COMMUNITY STANDARDS

LEVEL ONE OFFENCES (Minimum Fine \$25)

Level One offences may result in a verbal warning, written warnings with fines, probation or eviction from the Sutherland Residence Village and, possibly, the college if the behaviour is repeated.

Level One offences are considered to be any actions or activities that infringe upon the rights of others to peaceful enjoyment at the Sutherland Residence Village including living rooms, suites, and individual bedrooms.

- a) Making excessive noise. Normal sound level is defined as that level of noise resulting from activities of living such that the study, rest or sleep of the residents will not be disturbed. Normal sound levels apply except during quiet hours from Sunday to Thursday, 11:00 p.m. 8:00 a.m. and on weekends, 1:00 a.m.-10:00 a.m., as well as 23-hour quiet time during exam periods.
- b) Misusing common facilities (i.e. leaving dirty pots, pans, dishes etc.) around for extended periods of time, misusing appliances.
- c) Failing to maintain one's own bedroom and/or suite in a clean, orderly and safe state during the academic year.
- d) Throwing refuse or food in any way other than into a designated container (i.e. cigarette butts) as an appropriate refuse container (i.e. leaving garbage in residence hallways or stairwells).
- e) Having a guest stay overnight without prior permission of suitemates, and/or without following proper overnight guest registration procedures.
- f) Making an unauthorized bedroom or suitemate transfer.
- g) Use of a waterbed.
- h) Bringing in sofas, futons, other large pieces of furniture or table-sized games without the manager's prior approval.
- i) Keeping bicycles or motorized cycles inside of bedrooms, suites, stairwells and other areas within the residence.
- j) Smoking within 4 metres (12 feet) of any building.
- k) Any decorations/objects to windows and or draperies which violate the decorating policy.
- l) Removing screens from windows.
- m) Suite cleanliness
- n) Participating in drinking games

RESIDENCE COMMUNITY STANDARDS

LEVEL TWO OFFENCES (Minimum Fine \$75)

Level Two Offences are those through which an individual or individuals create a significant nuisance for other individuals or endanger the safety and security of any individuals through such activities that may be harmful or potentially harmful. Sanctions for Level Two offences include a written warning with fine, probation or eviction, depending on the seriousness of the action.

- a) Contravening provincial liquor laws. It should be noted that carrying open alcoholic beverages or drinking outside residents' living quarters (i.e. in hallways or lobby areas of the residence) is illegal. Kegs are not permitted in residence. Beer Bottles are not permitted on residence property. Selling alcohol without a license and/or outside of a licensed area is prohibited, as is advertising of such selling. Individuals found drinking or selling alcohol, outdoors or in unlicensed areas anywhere on campus, are subject to prosecution, as are individuals found advertising such activities.
- b) Possession of, or consumption of, alcoholic beverages by persons under the age of nineteen (19).
- c) Contravening municipal by-laws with respect to noise/unauthorized parties.
- d) Contravening federal laws with respect to drugs and paraphernalia (as outlined in the Illegal Drugs in residence section of this book), i.e. possessing, using or selling illegal drugs in residence or college property. You will be evicted from the Sutherland Residence Village.
- e) Refusing to comply with the residence **NO SMOKING** policy. Smoking in any area of the residence including being in possession of an ashtray containing cigarette butts.
- f) Discharging, tampering with, or operating any fire prevention or detection equipment (i.e. extinguisher, detector, hoses, alarms) for any purpose other than the control of a fire.
- g) Failing to follow fire emergency procedures during a fire alarm (all occupants must know the posted emergency procedures during a fire alarm and follow those procedures immediately at the sounding of the building's fire alarm system).
Causing a full alarm by leaving suite door open when cooking.
Setting open fires, whether inside the building or out-of-doors elsewhere on campus.

- h) Storing or using firearms, weapons, explosive substances (i.e. firecrackers) or chainsaws in the residence. This includes any item which is intended as, or may be construed as, a weapon or firearm (i.e. sling shot, pellet gun and martial arts equipment).
- i) Tampering with residence safety equipment (i.e. intercoms, doors, fire pull station).
- j) Having halogen lamps, storing combustible fuels, unsafe candle/incense use.
- k) Deliberately destroying college or residence property or property of other individuals.
- l) Theft or possession of stolen property.
- m) Threatening, harassing or assaulting others (as outlined under Harassment & Discrimination in the Residence Community Standards section of this Handbook and the college's Student Rights & Responsibilities and the college's Harassment & Discrimination). Other infractions of personal safety.
- n) Physical altercation (shoving, fighting) that could constitute physical abuse or assault.
- o) Entering a bedroom or suite without the expressed permission of the occupant(s).
- p) Failure to respond to or failure to follow the reasonable directives of Residence Life Staff/Security.
- q) Participating in and/or running an illegal gaming or gambling operation.
- r) Gambling for profit.
- s) Loaning or duplication of keys.
- t) Indoor recreation and/or water fights.
- u) Throwing or allowing to be thrown, any objects from residence, outside windows etc.
- v) Throwing snowballs at an unwilling participant or at the residence building(s) or within the residence vicinity.
- w) Keeping of pets of any description (other than fish in an aquarium as outlined under Residence Community Standards) on residence property.
- x) Disorderly Conduct: Any actions, (including pranks) that impact a resident's ability to use college facilities, or create damages to college property. This also includes actions that impact the quality of life for other residents.
- y) Reznets Violations.
- z) Urinating in Public

RESIDENCE COMMUNITY STANDARDS

REPEAT OCCURRENCE

If you receive a second Incident Report for a repeat occurrence it will be levied at the next level offence, and an additional fine and/or a special task within the residence or community service will be assigned. Repeat occurrences could result in eviction.

DISCIPLINE SANCTIONS

The Residence Community Standards and policies have been developed to protect the rights and property of residents and to encourage mutual respect in our residence community.

Residence staff will request and expect compliance with the standards of our community and residents must quickly come to appreciate the needs for such guidelines. Discipline will be applied in a progressive manner in most cases; however more serious incidents, third level offences or repeat occurrences do not require verbal warnings.

VERBAL WARNING

A Residence Life Staff member for a first-time violation most often uses a verbal warning. The staff member(s) will request that the individual cease the behaviour and the violation will be explained.

Please note: Verbal warnings will not be used for more serious offences, repeat offences, and third level offences or at a point in the semester when no verbal warning should be required.

INCIDENT REPORT

An incident report, which is written by Residence Life Staff, will include the date, time and nature of the offence; a clear statement indicating the behaviour which caused the offence that is unacceptable; a description of the consequences and fines if the behaviour is repeated. Continuation or repetition of conduct found to be in violation of the Residence Community Standards may be cause for more severe disciplinary action if another violation occurs within a stated period of time. A copy of the written incident report will be kept on file.

RESTITUTION/FINES

Circumstances may arise where charges (recovery of cost for damage) are levied against a resident. Depending on the specific circumstances, fines appropriate to the given violation may be assessed in addition to the damage/recovery charge (i.e. damage to residence property will be charged at the cost of replacement (material and labour) to the resident(s) who is/are responsible and a Level Two fine assessed for damage to college property).

Failure to pay restitution or a fine in the 30 days prescribed may result in further disciplinary action and transcripts withheld from the resident until all fines are paid in full. The caution deposit will be accessed for any monies owed to the residence.

SPECIAL PROJECTS OR TASKS

Residents may be asked to perform such services as working with a Senior Resident Assistant or Resident Assistant on programming or while on duty, for a specified period of time. Educational sanctions and/or special projects assigned may be related to the infraction that was committed.

BEHAVIOURAL CONTRACT

A behavioural contract is a mutually acceptable agreement between the college/residence and the resident, which specifies certain behaviour with which the resident must comply. If the contract is broken, and the fact that it is broken is determined by due process, the resident may be evicted from the Sutherland Residence Village. A behavioural contract may also involve alcohol probation.

PROBATION

The Residence Life Manager has the authority to place a student on probation in residence. When such a sanction is levied, the Residence Life Manager will communicate the sanction in writing to the resident. A copy of the letter will be placed in the resident's file at residence and a copy may be sent to the appropriate College Leader. Once a resident has been placed on probation in residence, any further offence of any kind may result in suspension or eviction from the Sutherland Residence Village.

Probation will normally last until the end of the academic year and, in exceptional cases, probation status may be extended to the subsequent year.

PERSONA NON GRATA (No Trespassing Policy)

Any person declared persona non grata would not have the right to enter the Sutherland Residence Village. Such a person found in the residence is liable to be charged with trespassing. A "No Trepass" form is filed with the Peterborough Police Department.

APPEALS

It is the expectation of the Residence Life Department that any disagreement between a resident and any member of the residence community will be resolved within the residence structure without the need for formal intervention. This policy deals with the procedures to be followed in those exceptional cases when a resident is unable to resolve a disagreement with the residence staff. It presumes that the resident has discussed the situation with the residence staff involved.

Decisions of the Resident Assistants and Senior Residence Assistants can be directed to the Residence Life Manager. A meeting can be scheduled through the Residence Life Office to discuss any concerns a resident may have.

Decisions of the Residence Life Manager may be appealed to the Director, Housing & Conference Services. Appeals relating to a resident eviction are to be submitted in writing within 5 business days using the Residence Eviction Appeal Form, which can be obtained from the Residence Life Manger. The decision to authorize an appeal is based on either of the following factors; new information is being submitted, discipline sanction is deemed too severe for the behaviour.

RESIDENCE COMMUNITY STANDARDS

EVICTION

Sutherland Residence Village believes that all residents are equal and the following are prohibited in and around the residence.

A resident may be required to vacate the residence for any default under, breach of contravention of the Sutherland Residence Village Agreement, the Residence Community Standards, the Student Rights & Responsibilities Policy, the Harassment & Discrimination Policy, the Information Technology Services (ITS) Appropriate Use Policy and the RezNet Policies & Procedures. The resident would be given written notice forty-eight (48) hours in advance. This notice period may be less if a serious violation of the Student Rights & Responsibilities and/or Harassment & Discrimination Policy occurs.

Evictable offences may include but are not limited to:

- illegal drugs or drug paraphernalia in residence or on college property
- possession of, or consumption of, alcoholic beverages by persons under the age of 19
- alcohol containers 3 litres or greater (i.e. mini kegs, Texas Mickey's)
- vandalism
- assault (physical and/or sexual)
- weapons including, but not limited to, firearms, explosive devices, ammunition, sling shots, knives, fireworks, firecrackers or highly flammable materials etc.
- tampering with life safety equipment
- gambling for profit
- harassment and discrimination in any form

Evictions or administrative cancellation of a resident's contract will be implemented by residence administration only. A financial penalty may apply. When such a sanction is levied, under the direction of the Director of Housing & Conference Services, the Residence Life Manager will communicate the sanction in writing to the resident. The letter will indicate the reason(s) for the sanction and will include conditions of the eviction. The resident must leave by the date prescribed for this sanction.

TELEPHONE NUMBERS

Dial "8" from the bedroom phones when calling 911

Ambulance – Emergency	911
Fire – Emergency	911
Fire – Non Emergency	705-745-3281
Police – Emergency	911
OPP – Non-Emergency.....	705-742-0401
Peterborough/Lakefield Community Police – Non-Emergency..	705-876-1122
Peterborough Regional Health Centre	705-743-2121

Community Resources

Alcoholics Anonymous	705-745-6111
Canadian Mental Health Association.....	705-748-6711
City of Peterborough	705-742-7771
Coach Canada	1-800-461-7661
Cogeco (cable).....	1-800-267-9000
Community Counselling & Resource Centre	705-742-4258
Crime Stoppers	1-800-222-8477
Four Counties Addiction Services	705-876-1292
Kids Help Line	1-800-668-6868
Legal Aid Ontario	705-743-5430
Narcotics Anonymous Helpline	1-905-434-2020
National Eating Disorder Centre.....	1-416-340-4156
Oshawa Ministry of Health & Long Term Care	705-755-4600
Parn – AIDS Resources	705-749-9110
Peterborough County City-Health Unit/Sexual Health Clinic	705-748-2021
Peterborough Day Clinic	705-740-6880
Peterborough Public Transit.....	705-745-0525
Peterborough County-City Health Unit	705-743-1000
Post Office.....	705-743-7705
Rape Crisis Line - emergency	1-866-298-7778
Rape Crisis Line – office	705-748-5901
Salvation Army Family Services	705-742-4391
Sexual Health Clinic	705-748-2021
Telecare	705-745-2273
Telehealth Ontario.....	1-866-797-0000
Women’s Health Care Centre	705-743-4132

TELEPHONE NUMBERS

College Resources

Main Number.....	1-866-353-6464
Main Number – local call.....	705-749-5530
Aboriginal Centre	749-5530 ext 1311
Admissions.....	705-749-5500
Bookstore	705-749-5539
Career Services	705-749-5548
Chartwells (Cafeteria)	705-743-5575
Counselling (Career, Academic & Personal).....	705-749-5527
Disability Services	705-749-5527
Financial Assistance.....	705-749-5530
Last Name starting A-F	Donna Hayes ext 1638
Last Name starting G-N.....	Claudia Barton ext 1166
Last Name starting O-Z	Janet Bradley ext 1643
Health Services	705-749-5557
Learning Support Services	705-749-5527
Liaison.....	705-749-5546
Off Campus Housing.....	705-749-5504
Recreation	705-749-5552
Residence Office.....	705-749-5100
Residence Fax	705-749-5104
Residential Network (RezNet)	749-6100 ext. 77411
Residential Telephone (VoiceNet).....	749-6100 ext. 77411
Student Administrative Council	705-743-4460