

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 Friday 8:30am-4:30pm.

E-mail:

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 9:00pm 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

SECURITY GUARDS

A Security Guard is on duty in the Residence:

Sun Thurs 9:00 pm 3:00 am Fri 7:00 pm -4:00 am Sat 9:00 pm 4:00 am

The Security Guards work with Residence staff to ensure Ray Lawson Hall Community Standards are upheld. Security may as to proof of identification at any time to verify that you live in residence. During the hours listed above, Residence Security can be reached at 705-759-2554 ext. 2685 OR 705-989-6603.

Sault College Campus Security can be reached at 705-759-2554 ext. 2712 OR 705-989-4255.

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 afterrTt1 0 0J0 1 1 regular operating hours.

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,

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

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 P6A 4J3

Mail is delivered to student mailboxes every business day. Mail boxes are located in the main foyer35 389.11 Tmfoye5(a)024 Ro4(tg23.79 Tm.ET1 138[mec2EMC /

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.

RESIDENCE FACILITIES

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 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

RENTALS

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MFAL PLAN

Participation in the Meal Plan is mandatory for all Ray Lawson Hall residents. The meal plan uses a declining balance card system. As you purchase items, the cost is subtracted from the total value of the Meal Plan.

Students with special dietary requirements should make arrangements with the Food Service Director in the Cafeteria.

Please note that students will be given 50% of their meal plan in the fall and 50% winter semester. In the case that the student pays their fees in full, the student must request to Residence Office to have their total meal plan loaded or it will be allocated as stated above.

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



Any search or inspection by any individual not authorized by the Manager, Housing Services or Residence Co-ordinator, 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 19, 2020, whichever is sooner. The Residence is closed from December 19th, 2020 at 4:00 pm to January 9th, 2021. Students with programs beginning on January 4, 2021 may return to Residence after 9:00am on January 3, 2021. Otherwise, living in Residence during the closure period is at the additional residence fees.

Special consideration for extended stays or early move-ins must be requested in writing to the Residence Office by November 29, 2020.

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 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-mailed 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

WITHDRAWAL FROM RESIDENCE DURING THE ACADEMIC YEAR

There are two types of withdrawal: - a student is no longer enrolled in classes at Sault College, their departure

shall vacate the premises within 24 hours. Extensions may be requested by e-mail

Residence fees already paid, plus a withdrawal fee of \$700lf student continues to be enrolled but departs from the Residence, this is considered

the room until a suitable external replacement can be found. When an external replacement enters Residence, s/ he replaces the first withdrawal, regardless of the location of the assigned room. External replacements are applied on a residence-wide basis based on room type. Fee refunds will be calculated from the date that the replacement moves in and will include a withdrawal fee of \$700. If no replacement is found, there will be no refund



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 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 checkout. 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 the spring of 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 readmission 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

Residences exist 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 Coll

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.

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 his/ her 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 bee

- those residents and their invited guests who are of legal drinking age.
- ii. All alcoholic beverages that are transported through public areas (e.g. hallways, stairwells) must be unopened and carried in a bag/ box/ knapsack so it is not easily accessible.
- iii. All private gatherings held in student rooms/ suites must be confined to

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 residences (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. Breach of

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 xt2674** LOCATION

DEPARTMENT Security SUPPORT Reporting PHONE **705-759-2554 xt2712** LOCATION Essar Hall Lobby

DEPARTMENT Health Counselling & Accessibility Centre SUPPORT Student Reporting, Investigations, Health & Counselling Services PHONE **705-759-2554 xt2720** LOCATION Health Centre (A 0170)

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

Stress

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



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.

GUFST 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.

Guests are restricted in Ray Lawson Hall.

All guests will be escorted off the premises and risk trespass charges.

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 roller-blading, skateboarding, water fights, hockey, golf, ball throwing, tennis, etc. anywhere inside the building. Weight benches, punching bags and table-sized games such as foosball and air hockey are not permitted. Small free weights are allowed. Dartboards are not allowed in residence.

Residents are encouraged to sign up for intramural sports and use the outdoor facilities.

Practical jokes resulting in damage, injury, or additional deaning 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 base 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 pursue academic endeavours or to enjoy their living environment. An right to reasonable quiet supersedes 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 Coordinator and/ or Residence Manager. Quiet Hours have been established to provide students a suitable environment in which to study and to obtain adequate sleep. During these hours, residents and guests are expected to keep all noise to a

RESTRICTED ACCESS

The roof, maintenance areas, bike storage, boiler rooms and caretaker rooms are off-limits to students.

Students must not attempt to gain access to, or exit Ray Lawson Hall or individual rooms through unauthorized routes, including windows. Students may not enter vacant rooms or access the furnishings within.

SMOKING

VANDALISM

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

VIOLENCE

Violence or physical aggression in residence will not be tolerated. These behaviours include, but are not limited to hitting, punching, slapping, kicking, pushing, pulling and fighting. The Sexual Assault and Sexual Violence Policy and Protocol is strictly enforced in Ray Lawson Hall.

WEAPONS / HAZARDOUSMATERIALS

Students are not allowed to possess or store weapons in Residence or surrounding property at any time. The

COVID 19 Ì 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.

Please refer to COVID-19 Residence Response Plan. Masks are required in all areas of Ray Lawson Hall.

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.

REPORTING

Staff and students living in Residence will be required to self-assess and not attend campus buildings other than Residence if their self-assessment indicates immediately report it to Residence Staff by telephone or email. Residence Staff members who have been in contact with a confirmed or suspected COVID-19 case are not to attend work and are to report same to their Supervisor immediately, who must then notify Human Resources. Students living in Residence who have been in contact with a confirmed or suspected COVID-19 case are not to attend campus buildings other than Residence and report to Residence Staff by telephone or e-mail. In the event the College becomes aware of a potential COVID-19 case on campus and/ or in Residence in either the student or staff population, Algoma Public Health will be notified immediately.

For the safety of our Residence Community, if you experience COVID-19 symptoms, waiting for test results, or have been in direct contact with a person with COVID-19, you must IMMEDIATELY notify Residence Staff by telephone, or email. DO NOT GO TO THE COLLEGE, (OR ANY FACILITY OF THE COLLEGE).

We ask that you stay in your room for further direction from Residence staff. Residence staff will notify the Manager, Housing Services or designate, who will inform the Director of the department immediately.

Residence Staff Contact Info:

RA Cell: 705-989-6700

Residence Office: 705-759-2554 ext. 2684

E-mail: housing@saultcollege.ca

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

EMERGENCY PROCEDURES

FIRE SAFETY

If you discover a fire in residence:

- 1. Remain calm,
- 2.

LOCK DOWN

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

- 1. 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;
- 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.

IMPORTANT NUMBERS ON-CAMPUS CONTACTS

Residence Advisor 705-989-6700 A ccessibility Services ext. 2493

Sault College 705-759-2554 Student Support

Centre/ Counselling ext. 2703 studentsupport@saultcollege.ca

Campus Watch 705-542-4185 Bookstore ext. 2595

Health Support and Athletics ext. 2709

First Aid Centre ext. 2720

Student Job Centre ext. 2480 IT Helpdesk ext. 2504

Library ext. 2711 SCSU/ Odeno ext. 2767

Residence Office ext. 2684 Residence Coordinator ext. 2598

Residence Manager ext. 2674

Security Residence ext. 2685 OR 705-989-6603

Security College ext. 2712 OR 705-989-4255

OFF-CAMPUS HOUSING

