

NIPISSING

UNIVERSITY

RESIDENCE HANDBOOK • 2021 - 2022





Chancellors House
900 Gormanville Rd.
North Bay, ON P1B 9V2

Founders House
1 College Dr.
North Bay, ON P1B 9T4

Governors House
100 College Dr.
North Bay, ON P1B 8L7

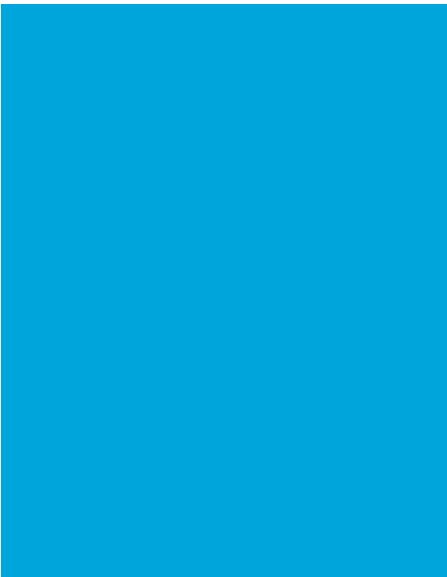
Townhouse Residence Complex
100 College Dr.
North Bay, ON P1B 8L7



For more information about delivery & mailing addresses, see page 21

CONTENTS

WELCOME.....	2
RESIDENCE LIFE TEAM	3
SAFETY & SECURITY	5
RESIDENCE COMMUNITY LIVING STANDARDS.....	7
Pandemic Specific Community Standards	7
Standards.....	11
Administration of the RCLS.....	16
Appeals.....	18
Residence Life Sexual Violence Policy.....	19
RESIDENCE SERVICES.....	21
SERVICE ANIMALS	23
ROOMMATE RELATIONSHIPS	23



WELCOME

Welcome to Residence Life at Nipissing University! It is our hope that your stay in residence becomes one of the most rewarding experiences of your university journey. Our goal is to provide you with a safe, comfortable living and learning environment in which you may grow as an individual and develop long-lasting relationships. Our team is committed to providing you with learning opportunities outside of the classroom that will offer you personal and academic growth, and help ease your transition to university.

This handbook provides a brief introduction to what you can expect from living in residence and the expectations of you as a community member. You'll find valuable information about living with roommates, safety procedures, policies, and contact information that will help guide you through your transition to Residence Life. As you begin your year with us, please know that the Residence Life Team is always available to support you and help you solve problems that may arise.

We look forward to getting to know you.

We hope that you enjoy your experience at Nipissing University and that you will take advantage of all of the opportunities that living in residence provides.

Our best wishes to you at the beginning of this academic year.

Nipissing University's Residence Life department acknowledges that our campus is situated in the traditional territory of the Nibisiing Nishnaabek and within the Robinson-Huron Treaty. As we offer students a place to call home at Nipissing University, and on these lands, we believe it is important to acknowledge the peoples who called this land home before us, and to recognize that we continue to share community with members of Nipissing First Nation and many Indigenous peoples from our region.



RESIDENCE LIFE MISSION

The broad mission of Residence Life is to build a sense of community within our residence system, which facilitates the personal growth and academic development of students.

VALUES STATEMENT

Residence Life at Nipissing University is a significant contributor to the educational experience of our students. The Residence Life department engages students and leaders in a vibrant community to enrich the student experience. To achieve this end, the Residence Life department embraces the following values guided by the knowledge and practices of the student affairs profession:

Integrity. We value integrity, honesty, and pursuit of ethical action. We uphold the dignity of our community and its members by striving for truthfulness, honouring achievements, and helping those among us in need, without judgment. We foster the development of good character and provide opportunities for our community members to grow in support of one another.

Diversity. We value a community that is diverse, based on principles of equity, justice, and tolerance. We challenge community members to recognize the rights of all individuals to mutual respect and acceptance; and to embrace differences of race, culture, religion, creed, educational background, social background, gender identity and sexuality without biases.

Learning. We value learning. We strive to encourage an environment where students and leaders can be inspired to create communities of life-long learning. We develop an environment where academic and educational opportunities allow for personal and professional growth.

Wellness. We value wellness. We strive to create a community that appreciates a balanced lifestyle, one that actively promotes the benefits and practice of safer mental and physical health to all of its members. With the recognition that students will use these skills outside of the residence community, we endeavour to develop strong individuals who are purposefully engaged in their own wellbeing.

Civility. We value civility. We strive to foster a culture of understanding and collective responsibility. In doing so, we challenge our students to understand the responsibilities of, and define, their own citizenship. With the recognition that students will use this awareness outside of the residence community, we promote a greater sense of globalism that extends beyond the university experience.

Innovation. We value innovation. We strive to provide an environment conducive to inquiry, in which innovation and creativity are fostered while addressing the current and future needs of our students and communities.

Quality. We value consistent quality work in all aspects of residence life. We are committed to a friendly and helpful approach. Our exceptional work and leadership will assist and support students while fostering the needs of the ever-changing student.

RESIDENCE LIFE TEAM

MANAGER, RESIDENCE LIFE

The Manager, Residence Life oversees the residence operations to ensure that the residence experience is positive for all students. The Manager is responsible for providing leadership and strategic direction to the organization, and ensuring that residence life contributes to the success of students while at Nipissing University.

Genevieve de Bruyn

genevied@nipissingu.ca

RESIDENCE LIFE & ADMISSIONS COORDINATOR

The Residence Life & Admissions Coordinator is responsible for coordinating all recruitment events, room assignments, and communication processes for the residences at Nipissing University. The Coordinator strives to engage students through a variety of communication methods, including social media. The Coordinator works with other members of the Residence Life Team to ensure a positive experience for students at Nipissing University.

Nancy McParland

nancya@nipissingu.ca

SUPERVISOR, RESIDENCE SERVICES

The Supervisor, Residence Services is responsible for the day-to-day supervision of the residence front desks and service operation at all residence complexes. The Supervisor works with members of the Residence Life Team and supervises the Residence Clerks and Residence Office Assistants to ensure a positive customer service experience for all residents. This role is also responsible for coordinating the off-campus living portfolio.

Valerie Edmunds

valerieed@nipissingu.ca

SUPERVISOR, RESIDENCE STUDENT EDUCATION

The Supervisor, Residence Student Education is responsible for overseeing programs, initiatives, and activities to support residents and student employees in achieving success. The Supervisor is responsible for the development, implementation, and assessment of all community development frameworks, academic initiatives, and living-learning communities. The Supervisor works with the Residence Programming Coordinator to ensure that there are events that encourage student success.

Emily Gibson

emilyg@nipissingu.ca

RESIDENCE PROGRAMMING COORDINATOR

The Residence Programming Coordinator (RPC) advises the Residents' Council to ensure a variety of events are coordinated in each residence throughout the academic year. The RPC is also responsible for ensuring that residents are provided with opportunities to learn outside of the classroom.

Lynne Cotie

lynne@nipissingu.ca

RESIDENCE MAINTENANCE TEAM

The Supervisor, Residence Maintenance, Residence Maintenance Coordinator, and the Residence Caretakers oversee all maintenance and custodial work within the residences. Caretakers are responsible for all maintenance concerns in the residence as well as the general upkeep of the common areas. When a maintenance concern arises students are asked to complete a Maintenance Request Form that can be found at www.nipissingu.ca/residencemaintenance.

SUPERVISORS, RESIDENCE LIFE

Supervisors, Residence Life (RLS) are staff members with extensive training and experience in residence life and working with university students. They directly supervise the Residence Dons, Academic Dons, Living-Learning Community Dons, and Community Assistants. Additionally, they work with students in their assigned residence community to uphold the Residence Community Living Standards, develop a community atmosphere, and are available to assist with issues as they arise.

Armaan Dattani, Chancellors House & Founders House armaand@nipissingu.ca

Jerret Johns, Governors House & Townhouses jerretj@nipissingu.ca

RESIDENCE CLERKS

Residence Clerks provide administrative support to the day-to-day operations for their assigned residence complex(es). Clerks are available at the front desk of each residence complex to answer questions, sign out equipment, and assist students as needs arise. For the front desk contact information, please see page 21.

Charity Cripps, Chancellors House charityc@nipissingu.ca

Andrea Kozuskanich, Founders House andreak@nipissingu.ca

Nicole McTavish, Governors House & Townhouses nicolemm@nipissingu.ca

SUPERVISOR, RESIDENCE STUDENT CONDUCT

The Supervisor, Residence Student Conduct (SRSC) is responsible for upholding the Residence Community Living Standards through educational response to student conduct concerns. The Supervisor is also responsible for evaluating and enhancing residence safety through policy and procedure development, as well as, preventative and harm reduction education and supervising the student On Call Dons.

vacant



RESIDENCE LIFE STUDENT STAFF AND VOLUNTEERS

RESIDENCE DONS

Residence Dons are upper-year students who are responsible for developing a positive community in the section that they live in. Dons are a friendly face in the community, available to provide advice, support, and a listening ear. Additionally, Dons work with students in their section to hold activities, and ensure that the Residence Community Living Standards are upheld. Trained to respond to emergency situations, there is a Residence Don on Duty each weekday evening in your complex between 4:30 p.m. and 8:30 a.m. and throughout the weekend. In the event of an emergency, please contact the Don on Duty at:

Chancellors House.....x 2511 or 705-471-5314
Founders House.....x 2555 or 705-471-5319
Governors Housex 3777 or 705-493-6478
Townhouse Residence Complex.....x 2522 or 705-471-5312

ACADEMIC DONS

Academic Dons are upper-year students who are responsible for enhancing the academic community in residence. They work with other members of the Residence Life Student Team to ensure that there are academic events, initiatives, and study groups that meet the needs of the students in their assigned residence complex. Academic Dons are available at designated times each week in their residence complex and are trained to assist students in connecting to various academic support services on campus.

Academic Don

academicdon@nipissingu.ca

LIVING-LEARNING COMMUNITY DONS

Living-Learning Community (LLC) Dons are upper-year students who, in addition to fulfilling the role of a Residence Don, are assigned to one of our four living-learning communities. LLC Dons work with students in their community to provide events and activities involving the theme for their assigned LLC. These staff members work to ensure that students are engaged in these vibrant themed communities.

COMMUNITY ASSISTANTS

There are one or two Community Assistants (CA) assigned to each residence complex. These student leaders, having been a Residence Don for at least one year, provide support to the Residence Life Team through residence initiatives and administrative assistance. CAs work closely with the Supervisors, Residence Life, to enforce the Residence Community Living Standards and to assist the Residence Life Team in developing community within the complex.

RESIDENCE ON-CALL DONS

Alongside the Dons and Community Assistants, the Residence On-Call Dons participate in the Don on Duty responsibilities and aid the facilitation of a safe and positive residence community through upholding the Residence Community Living Standards.

RESIDENCE OFFICE ASSISTANTS

Residence Office Assistants (ROA) are student staff members who assist with the day-to-day operation of the residence front desk. Alongside the clerks, ROAs ensure that the residence front desks remain open for students to access services throughout the day, into the evenings and on weekends.

RESIDENTS' COUNCIL FACILITATORS

There are two Residents' Council Facilitators (RCF) in our residence system. The RCFs, having a minimum of one year experience as a Residents' Council Executive (RCE), provide support to the RCE and act as a liaison to the Residence Programming Coordinator to provide more support to social programming, events, and initiatives in the residences.

RESIDENTS' COUNCIL EXECUTIVES

The Residents' Council Executive (RCE) members are students who have a passion for programming and are excited to help you make your year in residence memorable. As a member of Council, these students are responsible for providing social programming to build community, responding to the needs of the residents, enriching the student experience, and maintaining a community that fosters mutual respect among individual residents.



SAFETY & SECURITY

The safety and security of our residents is important to us. Throughout this section are summaries of the various safety features in residence and services provided to students on the campus to ensure safety.

To ensure everyone's safety, residents are responsible for following the guidelines listed below, outlined within the residence contract, Residence Community Living Standards, the Student Rights and Responsibilities, and all other Nipissing University policies:

- Keep suite, house, and bedroom doors locked at all times.
- Do not lend complex, suite, house, or bedroom keys to anyone.
- Report lost keys and fobs to the residence front desk immediately.
- Do not leave valuables in a suite/townhouse common areas or visible locations.
- Secure all personal belongings.
- Do not open doors of the complex to any unknown persons.
- Report any suspicious person or behaviour to a Residence Life Team member or security immediately.
- Do not prop open any doors.
- Walk with a friend at night and use only well-traveled and well-lit paths.
- Report all damaged locks and other safety hazards to a Residence Life Team member, security, or the residence front desk immediately.

NIPISSING SAFE APP

The Nipissing Safe App is a mobile application designed for the students at Nipissing University. The app allows students to engage in the safe walk program, access emergency contacts, receive emergency alerts and access important support services. Students are encouraged to download the app to their smart device and review the services and information available through this platform, for reference in the event of an emergency. The Nipissing Safe app can be downloaded for free from wherever you get applications for Apple or Android mobile devices.

CAMPUS SAFETY WALK

Campus Safety Walk is a service that provides escorts in and around campus. Escorts walk you to your destination on campus and are available Monday through Friday between 6 p.m. and 11 p.m. If you would like to use this service, please call 705-494-9192

CAMPUS SECURITY

Campus Security is available on campus 24 hours a day, 7 days a week. Security staff conduct regular rounds of the campus and residences, and are also called in to support Residence Life Team members in emergency situations. Students are welcome to contact Security directly with any questions or concerns in B203, via phone at 705-498-7244 or through the Nipissing Safe App.

CAMPUS WHISTLE PROGRAM

Whistles are available on campus free of charge for your safety. Students may pick up whistles in the Security & Parking Office, or at each residence complex front desks (dependent upon availability).

While on campus, if you feel you are in danger, see a crime in progress, or see someone else in peril, blow your whistle as a sign for others to assist. Blowing your whistle may be effective in scaring a predator away. Whistle-defined programs work on the premise that campus safety depends on individuals caring about the welfare of their neighbours. It is our sincere hope that all students, faculty, staff, and guests of the university will respect the intent of the program. Individuals who blow the whistle as a prank will be followed up with.

COMPLEX, SUITE, HOUSE, AND BEDROOM ACCESS

Security is of the utmost concern to us. Lost, stolen, or broken residence keys or fobs should be reported to the residence front desk immediately. To ensure safety, a Residence Life Team member will then move forward with a lock change and/or deactivate the lost or stolen fob. Keys and fobs are the responsibility of the resident, and should never be lent out to anyone.

Guests who are visiting a suite-style residence may gain access to the complex by using the "call up" intercom function. Residents may let their guests into the building by pushing 6 or 9 on their residence phone, and must then proceed to the lobby to escort their guests into the building. All guests and residents are required to abide by the guest policy and Residence Community Living Standards found in this handbook.

If you are locked out of your suite/house and you can't have a roommate let you in, go to the front desk of your assigned complex (available from 9:30am-10:00pm) and seek assistance. Alternatively, from 4:30pm-8:30am, you may call the Don on Duty phone extension and seek assistance. Your suite/house, bedroom, and student number will be verified before providing access to the suite/house. This security check will ensure that the occupant of the locked room is the only person who can access the space. Students should note that neglect to carry keys resulting in repeat incidents of lock-out may be subject to disciplinary outcomes.

EMERGENCY TELEPHONES

Available in and around campus, in residence, and on Monastery Road are emergency telephones that directly call Campus Security for assistance. For use of indoor emergency phones, push the red button on the panel and it connects you to Security. For use of the outdoors emergency phones, pick up the receiver or press the call button. The outdoor phones will flash a blue light when the phone box is opened and you will be connected with Security. Give all the information you can when speaking with Security. These phones are for emergency purposes only.

MASS NOTIFICATION TEXT MESSAGE SYSTEM

The emergency mass notification system automates delivery of urgent announcements via text and email in the event of a critical situation or campus closure to students. Residents can ensure that they receive these notices by updating their Emergency Notification Contact Info on their WebAdvisor account.

FIRE REGULATIONS

Please refer to the fire regulations specific to your residence for a detailed description of regulations and expectations. Regulations can be found posted near the entrance door in each suite or townhouse, in hallways of suite-style complexes, and near the residence front desks in all complexes. A fire drill will be conducted

in your residence to help you become familiar with the evacuation procedures. All residents, guests, and staff are expected to evacuate during drills or alarms in accordance with the laws of the land. Failure to evacuate will be subject to disciplinary action.

FIRE SAFETY

Each suite and townhouse is equipped with a fire extinguisher, smoke detector and carbon monoxide detector. As an expectation for residing in residence, students, guests, and staff are not to tamper with fire safety equipment within the community. This includes removing or covering detectors or sprinklers, blocking exits, or tampering with fire extinguishers, hoses, etc. Residence staff will attend each suite and townhouse to inspect fire extinguishers monthly to ensure they remain in safe working order.

While cooking in residence, ovens and stove-tops must not be left unattended while in use. In the event of smoke while cooking, residents should activate the range hood on their stove/oven, and open windows in the suite or townhouse. Residents should not open their suite doors to ventilate smoke.

INSURANCE

Nipissing University is not responsible for the loss or damage of belongings while living in residence. The resident is responsible to set up household or content insurance for the coverage of belongings. Please contact an insurance provider to obtain more information.

In the event of stolen items, residents should immediately contact a member of the Residence Life Team, Campus Security, and the North Bay Police Services.

NIPISSING UNIVERSITY ENTRY INTO SUITES, TOWNHOUSES AND BEDROOMS

Nipissing University reserves the right for authorized representatives of the university, at any time, to enter and inspect a student's living space for the following reasons:

- To access maintenance needs or perform maintenance.
- When there is reason to believe a violation of the Residence Community Living Standards may have, or is currently taking place in the suite or townhouse.
- When present danger requires immediate entry.

Authorized university representatives will abide by the following protocol before and while entering a suite, townhouse, and/or bedroom:

- Knock on the door and announce who they are.
- Knock on the door a second time and announce who they are.
- Knock on the door a third time and announce who they are while entering the suite, townhouse, and/or bedroom.
- Lock the door when finished, leaving a note behind or sending an email explaining why they had entered the suite, townhouse, and/or bedroom.

PRIVACY

Your privacy is a priority of the Residence Life Department. To ensure the safety and privacy of all students living in Residence, we do not provide your personal information to third parties, such as parents/supporters, delivery drivers, etc.

If a residence student would like the Residence Life Department to speak freely with a third party, the student will need to complete a Bi-Lateral Consent Request. This request can be obtained from a member of the Residence Life Management Team and submitted to them directly.

WILD ANIMAL SAFETY

Due to our location, there is the possibility of coming into contact with wildlife, such as black bears, deer, etc. Black bears are not normally dangerous animals; however, they are opportunistic omnivores who will eat practically anything that is easy to get at. Black bears are actively feeding from mid-April to late fall in most parts of the province of Ontario. If you find yourself in the presence of a bear:

- Slowly back away, watching the bear.
- If the bear tries to approach you, stop. Be aggressive, yell, throw sticks or rocks, be loud, and look large. Never turn and run.
- If the bear continues to approach you, resume backing away slowly while continuing to be aggressive towards the bear.
- If the bear makes contact with you, do not play dead. Fighting back is the best chance of persuading a black bear to stop its attack.

There may be the possibility of coming into contact with other wild animals. If a sighting of any animal that is of concern is reported, informational posters will be displayed in all residence complexes as well as throughout the campus.

Please report all bear sightings and all other animal sightings that create concern to Campus Security at 705-498-7244 x5555, the residence front desk, or the Don on Duty.

RESIDENCE COMMUNITY LIVING STANDARDS

Nipissing University Residence Community Living Standards (RCLS) are a set of community values, expectations, and policies for all students and staff living and working in residence. The RCLS has been developed for the residence community in consultation with residence students. Living in Residence is considered a privilege and with that privilege comes certain responsibilities that must be followed by all Residence students and their guests. All residents and staff are expected to uphold the RCLS.

The main objectives of the RCLS are to:

- Promote behaviour that creates an environment supportive to academic study and learning among residents.
- Protect residents' well being and property, as well as that of the university.
- Encourage residents to participate in the betterment of their community by behaving and resolving issues in a responsible manner.
- Foster growth, development, and accountability by helping residents to understand how their actions and behaviours impact others around them.

In order to help promote the RCLS, the university employs professional and student staff to act as resources to facilitate education initiatives, and social activities, as well as maintain a safe and accepting living-learning environment. It is an expectation that you will respect all university officials, including student staff, professional staff and volunteers.

In working with students, residence staff emphasize student development and accountability for one's own actions and/or behaviour; therefore, anger, alcohol, or substance abuse will not be acceptable as a reason or rationale for behaviour that does not uphold the RCLS.

All students and their guests residing in Nipissing University residences are responsible for abiding by all federal and provincial laws, the human rights codes of Ontario and Canada, all city by-laws, the university Student Code of Rights and Responsibilities, the residence contract and all other university policies and procedures. For more information on the [Nipissing University Code of Student Rights and Responsibilities](#), please see the webpage.

Residence students will be held accountable for any actions that are deemed not appropriate by the University and Residence policies. Please note that all residence outcomes, policies, and procedures are separate from any criminal charges, and a student who is held responsible for actions that contravene a law of the land, may face charges outside of the residence environment.

PANDEMIC SPECIFIC COMMUNITY STANDARDS

"Students selecting to live in residence for the fall and winter terms of the 2021/2022 academic year are choosing to do so with the understanding that the province of Ontario is currently actively responding to the COVID-19 pandemic, through public health restrictions and regional guidelines for community safety.

The Pandemic Specific Community Standards detailed in this portion of the document supersedes the expectations of the remainder of the Residence Community Living Standards, until such time as the pandemic and related public health guidelines do not require adjustment to campus policies and procedures. As noted in the Residence Contract, the Residence Administration reserves the right to alter and update the terms of the Residence Community Living Standards, on an ongoing basis as required in order to prioritize the health and safety of residents and staff. When alterations or updates are made students will be provided due notice of such. All Residence notices and communications are shared via students' Nipissing University email account. Students are expected to maintain consistent attention to their student email account and should be reviewing email communications daily. All policy changes will take effect immediately or according to the timeline included at the time of communication, and where immediate in implementation will be considered enforceable 24 hours after notice is provided. Failure to abide by these precautions will be deemed to be a breach of Residence Community Living Standards and will be subject to the Administration of the RCLS.

GUESTS

- A guest is defined as any non-resident of the residence complex, or suite/townhouse space they are visiting.
- Residents are not permitted to host guests who do not live in their own residence complex at any time. Any resident caught in violation may face disciplinary outcomes.

GROUP SOCIAL GATHERINGS

Students are only permitted to gather with other students from their own residence complex. When gathering, students must observe the provincial indoor gathering limit of 10 per suite/townhouse. Following public health guidelines it is recommended that students remain masked when socializing indoors, where physical distancing is not possible.

ROOMMATE EXPECTATIONS

In addition to the general roommate expectations and recommendations details later in this document, specific to the period of pandemic, roommates are expected to communicate openly and honestly about factors of household dynamics that may impact one another's safety. A listing of recommended considerations and points for discussion are listed here:

FLOORMATES OR COMPLEX-MATES VISITING

- Are you comfortable with hosting floormates/complex-mates in your suite/house?
- Are there legitimate reasons (health-related, etc.) why you are not comfortable? You will need to be willing to share those with your roommates.

- What is your preferred method of communications? (Group message, text message, DM, face-to-face, notes, etc.)
- What are the cleaning expectations following a guest visiting? (Remember this has to be agreed on by all roommates, so compromise needs to be involved)
- How much notice is required when a guest is coming over?
- How will you all handle someone popping by without notice?
- How will you communicate your household expectations to floormates/complex-mates?

CLEANING OF SUITE/HOUSE COMMON SPACES

- What are the cleaning expectations following a visitor?
- High-touch areas like door handles, faucets, countertops?
- How frequently will each bathroom be cleaned?
- How frequently will the common areas be cleaned? (Kitchen, living room, hallways, dining area)
- Is wiping cupboard handles & fridge door handles expected after every use?
- Will there be a cleaning schedule?
- How will you communicate with each other if cleaning is not up to the agreed upon standard?
- What cleaning supplies will be used?
- How will you share the cost of cleaning supplies?

FOOD & ITEM SHARING

- Will you be sharing food?
- Will you be sharing dishes & cutlery?
- Will you be sharing larger appliances, such as blenders, toasters, coffee makers, kettles etc.?
- If yes, is everyone sharing or just some people?
- If not, how will you divide the space in the cupboards & the fridge for each person?
- How will you communicate with each other about food sharing?

CLEANLINESS & CLEANING

Due to the COVID-19 pandemic, there are heightened expectations of students with regards to cleaning and cleanliness. The Residence Life Department expects that all residents will adhere to the set out cleaning expectations. If individuals feel that they want or need to go above those expectations, they may choose to do so. It is important to acknowledge that not all members of a suite/house will choose to go above the cleaning expectations, and roommates cannot force each other to do that.

IN SHARED COMMON SPACES CLEANLINESS:

All expectations and directives are and will be guided by public health advice, and in accordance with appropriate Federal and Provincial directives. The Residence Life Department is and will continue to provide daily cleaning services to all public/shared spaces within residence (washrooms, hallways, stairwells, door handles, common spaces, etc.) with a particular emphasis on high-touch surfaces.

Signage and educational materials such as cleanliness guidelines for students will also be placed around all residence spaces and provided by the Residence Life Dons to educate students on proper cleaning and hygiene, while highlighting appropriate social distancing in a residence environment.

As a student, please ensure the following when accessing common spaces:

- Ensure that if gloves are being worn, they are single use and disposed of properly
- Maintaining physical distancing at all times
- Masks are worn

IN SUITE/HOUSE CLEANLINESS:

Students are required to bring their own cleaning supplies to residence, including: hand sanitizers, disinfectant wipes, laundry soap, surface disinfectant, etc.

In light of physical distancing and to ensure the health and safety of our students and staff, in-room cleaning services will not be provided in residence. Instead, where possible, cleaning products will be available for purchase to our students through our front desks to sanitize and clean their private living quarters, washrooms and kitchens. Students should maintain the following:

- Cleaning the shared washroom including the shower/tub, toilet, sink, faucets, & door handles is recommended to be completed a minimum of once a week.
- Cleaning the shared kitchen space is recommended after every use. This includes wiping down the counters, cleaning dishes, wiping down faucets, cupboard handles, fridge & freezer door handles.
- Roommates must discuss how frequently the space is vacuumed and mopped. It is recommended to do so once a week.
- The common spaces should be cleaned and sanitized after every visitor, specifically the areas that they touched. This includes door handles, faucets, counters, tables, etc.
- It is recommended that residents clean their laundry once a week
- We strongly discourage sharing of clothing
- Cleaning instructions will be provided for common areas including bathrooms, kitchen and living room in accordance with the public health recommendations.

COMMON SPACE USE

In order to prioritize on-going sanitation of high traffic areas and high-touch surfaces, many common spaces student lounges (tv and study lounges), games rooms, kitchens, assembly rooms and the TRC Community House will not be open for students.

Students will continue to have free access to building lobbies, their living quarters, laundry rooms, and outdoor areas. When using the public common spaces, residents must respect social and physical distancing at all times, as well as wearing a mask according to current public health guidelines.

In all public areas or areas where residents are accessing services such as laundry rooms, lobbies, and front desks, there will be notices posted with instructions for safe interactions in these spaces.

LOBBIES

- Residents are asked to not linger in lobbies.
- Residents can use lobbies to access their mail, the ATMs, vending machines or the front desk services according to the guidelines.
- Residents must respect social and physical distancing at all times while in the lobbies.
- At no time, should residents be hanging out at the front desk for the purpose of socializing with staff. Residents should only be at the front desks if they are accessing services.
- For complexes with elevators, residents are encouraged to observe posted

maximum occupancy, and all riders must be wearing masks. Residents should always engage in hand hygiene (hand washing or sanitizing) immediately following elevator use.

LAUNDRY ROOMS

- Students are permitted to stay in the laundry room while their belongings are being laundered, however, they must maintain physical distancing at all times. Residents should seek to vacate the laundry room immediately upon the completion of their laundry.

RESIDENCE LIFE STAFF INTERACTIONS

Due to the COVID-19 pandemic, there are heightened expectations of students with regard to interacting with Residence Life Staff,

RESIDENCE LIFE STUDENT STAFF

This pertains to On Call Dons, Community Assistants, Academic Dons, and Floor Dons while they are going about the duties of their jobs, including complex rounds.

When you encounter a Don doing a round of your complex, please ensure that you maintain a physical distance of 2 metres at all times where physically possible.

Residents should not be lingering in the hallways with the Dons, while they are completing the aspects of their job. Necessary interactions or conversations may be relocated to an alternate location to avoid obstruction of hallway traffic.

If you are engaging in a Community Assistants' or Academic Dons' office hours, please ensure that you follow the safety instructions provided and follow physical distancing at all times.

RESIDENCE LIFE FLOOR/SECTION DONS

Should a Resident feel the need to speak with their floor or section Don about their mental health, academics, roommate concerns, etc., they are still available, however these conversations may be hosted virtually. Residents must always respect the Don's status board, and contact the Don on Duty in the event of an emergency. If you knock on your Don's door, please take a step back in order to ensure that physical distancing is maintained and you should never enter the Don's space without explicit permission. All conversations will be hosted virtually or in an alternate location, so as not to compromise the safety of the Don's personal space. All in-person conversations will be hosted in a study or lounge and physical distancing must be maintained.

When knocking on your Don's door, please knock and then take a step back so that you will not be in your Don's direct space if they open the door. Should the Don be available for a conversation, please do not enter your Don's suite or house without their explicit permission.

All conversations will be hosted in an alternate location as a Don's suite or house is their home, and they need to maintain the cleanliness of their space. The Don will ask you to join them in a study, lounge or the community house to engage in a private conversation. Please ensure that you are maintaining physical distancing at all times and wear a mask.

Residents may be required to complete the self-assessment screening tool and provide a proof of the results to the staff member hosting the meeting. Those residents who pass the screening are eligible to meet in person. Those residents who

do not, will be required to meet virtually.

If you are feeling unwell, please do not contact your Don in person. Call the Don on Duty with your concern and to report your illness. Please see the Reporting Illness section for further instruction.

RESIDENCE LIFE MANAGEMENT

Should a resident be asked to speak with a professional staff member of the Residence Life Department, the resident should read all emails thoroughly. All instructions for in person meetings with the Residence Life Supervisors or Supervisor, Residence Student Conduct will be explicitly laid out in the meeting request and meeting confirmation emails. Expectations will include physical distancing and wearing a mask.

All conversations hosted in person will be in a space that permits physical/social distancing. All spaces will be sanitized after every use to ensure the safety of all students and staff. Residents are required to complete the self-assessment screening tool and provide a screenshot of the results to the staff member hosting the meeting. Those residents who pass the screening are eligible to meet in person. Those residents who do not, will be required to meet virtually.

If you are feeling unwell, please do not attend the meeting. Email the person you were supposed to meet with to let them know that you are unwell and report your illness. Please see the Reporting Illness section for further instructions.

FRONT DESK SERVICES

Residents are asked to respect physical distancing and ensure that they are not invading the Front Desk Staff's or another student's space. If a resident is feeling unwell, they should not be attending the common spaces of their residence complex, and should report their illness immediately through the illness reporting process outlined below.

Mail & Packages

All mail will be placed in the residents' mailboxes. Each resident will have access to their mailbox through an assigned mail key.

Residents are permitted to attend their Complex front desks to pick up their packages. Residents should only be attending the front desk to inquire about their packages if they have received an email from the front desk notifying them that their package has arrived. Many times, package tracking will indicate that a package has been delivered, but it has actually been delivered to the main campus and may take another day to arrive at the specified Residence Complex. Residents are encouraged to wait until they receive direct correspondence from their front desk about the arrival of their package.

Equipment Rental

To ensure the safety of all residents, Board Games, sports equipment and games room equipment rentals will be subject to safety restrictions. Students are encouraged to observe posted notices and consult with the front desk about loaning these items.

Cleaning tools such as vacuum cleaners and mops will be available for loan through the Front Desk, and will be sanitized regularly by maintenance staff. Students will also be responsible for supporting the sanitization processes for these items after each use, as instructed by the Front Desk staff.

Tuck Shop

The Residence front desks have a variety of items available for sale through their Tuck Shops. Residents will notice that there will be an increase in cleaning & cleanliness supplies available where possible, such as wipes, hand sanitizer, etc. There may also be limits in items previously sold to ensure that the Tuck Shop items can be properly sanitized, and or to ensure that resources are available to a greater number of customers.

Printing & Scanning

The printing and scanning services remain available to students. Residents will still be permitted to print or scan items through the front desk, and will need to follow the money handling procedures as instructed at the desk. Email of printing items is preferred over transfer of USB devices.

MAINTENANCE REQUESTS

When a resident submits a Residence Maintenance Request, a member of the maintenance team will attend their suite/house to complete the necessary work. Maintenance staff members always knock before entering a student space. Residents must wear a mask while maintenance is present and the maintenance staff will be wearing masks or face shields. If the work is in the common space, please stay in your assigned rooms. If the work is in your assigned bedroom, we ask that you temporarily vacate that space and move into the common area in order to maintain appropriate physical distancing.

Maintenance staff will maintain open communication about the timeline of their work and if they need to leave to get other tools or parts, or will plan to return later to complete the task.

MASK & GLOVES USE

REQUIRED MASKS

Residents are required to wear a mask while in the public or common spaces of their complex. This includes, but is not limited to hallways, lobbies, laundry rooms, etc.

Residents are reminded that when wearing a mask, it should be properly affixed over their nose and mouth at all times. Residents should avoid fiddling with or touching their mask unless they are removing the mask or readjusting it on their face. Hand washing and/or sanitization is recommended after, touching, adjusting or removing your mask and at the time of laundering your mask.

For more information about mask washing and appropriate mask protocols, please visit the North Bay Parry Sound District Health Unit's website.

GLOVES

Residents are not required to wear gloves while in public or common spaces of their complexes. Should students feel the need to wear disposable gloves, they can, but need to be aware of the impact.

Disposable gloves are designed to be used for single-use purposes. Typically, frequent hand washing or sanitizations is recommended as wearing gloves while going multiple places or having multiple surface interactions may cause heightened risk of cross contamination. If a resident feels the need to wear disposable gloves, they should wear the set of gloves only for the one specific purpose, then remove the gloves and dispose of them properly in the garbage. Residents should never touch their faces or others while wearing disposable gloves. Used gloves should

immediately be placed in the garbage.

SCREENING PROCESS

Residents may be asked by Nipissing University or the Residence Life Department to complete a self-assessment prior to attending in-person meetings. Residents who do not pass the self-assessment will be required to follow the reporting protocol.

If a resident does not pass the self-assessment screening, the assessment will make recommendations for next steps. Those next steps could include contacting telehealth or the local public health authority, requiring the resident to get tested, requiring to self-isolate for 14 days or relocating to a self isolation space in their assigned residence complex.

Residents should immediately follow the illness reporting process if they do not pass the self-assessment screening.

TESTING

If a resident feels the need to be tested, or is advised to be tested by a health authority, they are encouraged to contact the local health unit to determine their testing options. Information about testing options can be found on the North Bay Parry Sound District Health Unit Website. (www.myhealthunit.ca).

REPORTING ILLNESS

If a resident is feeling unwell, they should take the following steps:

1. Contact the Don on Duty or Front Desk for their complex
2. Inform the person they are speaking with that they are feeling unwell
3. Be prepared that they may be asked to complete screening, provide details about screening already completed and/or contact the local public health authority for recommendations on next steps.

Once a resident has reported that they are unwell, the Residence Life Department will:

- Have a professional staff member contact the ill student to determine that they have contacted the public health authority as requested
- Have a staff member check in with the student periodically to determine how they are feeling, if they are getting better or worse, etc. or to determine risks of community impact

ISOLATION PROCESS

Any resident who has contracted a highly contagious communicable illness (for example, COVID-19, chicken pox, mononucleosis, norovirus, among others), in consultation with Public Health officials, should plan to return home for the duration of their recovery. Where this is not possible, residents who are ill may be required to temporarily relocate to a designated self-isolation space within their assigned complex to ensure that they are not putting others at risk. When this is the case, a Residence Life Professional staff member will communicate this directly with the student.

In the event that a resident becomes ill or travels and is required to self-isolate, they will need to follow this isolation process. Every residence complex has set aside designated isolation zones, so that residents can be temporarily relocated to those spaces as needed.

The Residence Life Department will look to support any students that are required to self isolate or relocate temporarily to a self-isolation space. Residents are encouraged engage delivery services, or to ask friends or peers to help them in the collection of the supplies they may need, such as groceries, etc

If a Resident is unable to have a friend or peer help them, the Residence Life Department will make arrangements on a case by case basis to support those residents in accessing necessary supplies. Students will be required to engage local delivery and shopping services to collect and deliver to residence their needed items, and departmental staff will work with students to ensure deliveries are made to isolation locations, to avoid unnecessary community contact.

STUDENTS WHO BECOME UNWELL

If a resident becomes unwell, they are required to report their illness through the illness reporting process, and will be required to follow lock public health recommendations which may include testing, isolation or other cautionary measures. Students should report illness, and any steps taken toward COVID-19 self-assessment to the Don-on-Duty or the front desk via telephone. The resident can choose to return home, if permitted by public health, or must follow isolation recommendations as provided by public health. Students instructed to isolate must do so until instructed by public health that their isolation period is complete.

CONTACT WITH SOMEONE WHO IS UNWELL

If a resident comes into contact with someone who is unwell, or has been in contact with someone who is later found to be unwell, they are encouraged to stay where they are (refrain from travel) and contact local Public Health Authorities to seek guidance regarding their appropriate next steps. Residents who come into contact with someone who is unwell, or have been in contact with someone who is later found to be unwell, should report and identified risks or requirements to self-isolate to the Residence Life department so that supports can be offered to ass the resident during the isolation process.

If a resident comes into contact with someone who is unwell and returns to residence, they will be asked to self-isolate for 14 days and will likely be asked to return home or temporarily relocate to one of the self-isolation spaces in their assigned complex. Once the 14 days are complete, if the student is well and testing indicates safety to do so, they can return to their assigned residence room.

Where violations of Pandemic Specific community standards take place, these actions are considered to cause risk to the safety of the residence community. Continued violation of these standards will result in expedited escalation of the Administration of the Residence Community Living Standards.

STANDARDS

RESIDENCE SPACES

Each residence complex identifies and categorizes certain areas for residents and authorized university personnel alike. Examples respectively include, but are not limited to:

Private Space

- Resident Bedrooms.

Shared Space

- House/Suite Bathroom(s), Kitchen, Living room/Loft, Storage room(s), and Connective Hallways.

Common Space

- Complex Assembly Room, Complex Kitchens, Games Room, Lounges, Studies, Hallways, Laundry Room, and Community House.

Restricted Areas

- Complex Rooftops.
- Maintenance and Janitorial closets and/or storage spaces.
- Residence, Conference Services, and Maintenance Office and Business premises – unless instructed otherwise.

It is imperative that residents do not trespass on any restricted area.

SAFETY AND SECURITY

Safety and Security are one of the pillars on which Nipissing University bases its success. Nipissing University employees and Nipissing University residents have a shared responsibility to the safe and secure operations of their residence complex. Examples of those responsibilities respectively include, but are not limited to:

FIRE SAFETY

- Residents are not to tamper with any fire or safety equipment in the residence community (e.g. removing or covering smoke detectors, or blocking fire exits).
- Residents are not permitted to place more than one small decoration per resident, on each suite or townhouse front door due to the Fire Code.
- Residents are required by law to evacuate the complex when a fire alarm sounds. Residents must go to the designated safe area for their complex as instructed by the designated residence staff member(s). Residents are not to re-enter the building until otherwise notified by the designated residence staff member(s).
- Residents may not produce an open flame in any capacity or for any purpose within residence. Residents may neither use nor store fuel canisters or any appliance/device that requires the use of fuel canisters to function and/or produce open flame.
- Ovens and stovetops must not be left unattended while in use. In the event of smoke while cooking, residents should activate the range hood fan on their stove/oven and open their suite/house windows. Residents must not open their suite door to ventilate smoke.
- Propping open suite, stairway, or entrance doors is prohibited.
- Bonfires are prohibited anywhere on residence property.

SMOKING

- Residents are prohibited from smoking any substance in any capacity (including

e-cigarettes and vaporizers) anywhere in residence.

- Designated smoking areas are identified at each residence complex. Residents should be advised that legally, smoking may only take place a minimum of 9 meters away from any roofed or unroofed entrances or walkways. For information about cannabis use on campus, please see page 13

KEYS

- Under no circumstances should any resident lend/give their keys to any other person.
- Residents are prohibited from making copies or duplicates of their residence keys.
- Tampering with, including decoration of keys, is prohibited. Any alterations or key tags must be removed prior to key return upon move out.
- If a key or fob is lost, residents are required to report the loss to the Residence Front Desk immediately.

ENTRANCES/EXITS

- Emergency exits are only to be used in an emergency.
- No object or person may enter/exit any residence complex through any window.
- Window screens are not to be removed from windows.

ILLEGAL SUBSTANCES

- While we require all residents to obey all laws of the land during their stay in residence, it is important to clarify the subject of illegal substances. Despite the best efforts of University, Municipal, Provincial, and Federal authorities to educate young adults on the damaging effects these substances can have, they still have the potential to factor into residence life and cause upheaval in the community. As such, Nipissing University Residence Life reminds all residents of their responsibilities concerning illegal substances.

Illegal Substances Use

- Nipissing University Residence Life does not permit any resident having any involvement in the use of any and all illegal substances on residence property.

Illegal Substances Trafficking

- Nipissing University Residence Life does not permit any resident having any involvement in the trafficking or distribution of any and all illegal substances on residence property.

Illegal Substances Possession & Paraphernalia

- Nipissing University Residence Life does not permit any resident having any involvement in the possession of any and all illegal substances or paraphernalia related to illegal substances on residence property.

Suspicion

- Nipissing University residents are required to report any information that would lead them to suspect a community member could be in breach of one of the residence policies towards the use, trafficking, and/or possession of illegal substances.
- Within the context of illegal substance use and abuse, the preponderance of evidence may be met if one or more of the following are present in any residence bedroom, suite, bathroom, or common area of the complex or the grounds surrounding the residence facility: evidence of drug traces, the smell of a prohibited substance on your person or in a specific area, items used in an attempt to remove or mask a smell created by illegal substances, drug

paraphernalia, and/or delayed compliance with university representatives as the incident is investigated.

To ensure that all of our residence communities are properly protected it is crucial that all residents take these responsibilities seriously and follow them accordingly. Any student caught in violation of this policy may face disciplinary outcomes.

ALCOHOL CONSUMPTION

Alcohol consumption continues to factor in the undergraduate university experience across Canada. To ensure that all residents develop and practice safe, healthy drinking habits, Nipissing University Residence Life reminds all of its residents that they are responsible for following the residence guidelines for alcohol consumption.

Underage Drinking

- Residents who are under the legal drinking age of 19 may not consume alcohol in residence for any reason.
- Residents who are of the legal age to drink in Ontario (19 +) may not provide alcohol to minors living in residence.

Over Consumption

- Residents, regardless of age, are prohibited from consuming alcohol beyond the point of intoxication. Signs and symptoms of over consumption can include, but are not limited to, vomiting, loss of motor control, unconsciousness, inappropriate behaviour, etc.

Drinking Games

- Residents are not permitted to participate in any activity or game that promotes or involves peer pressure and the mass and/or unmeasured consumption of alcohol. Examples of drinking games include, but are not limited to, 'beer pong', 'water pong', 'flip cup', 'kings cup', 'shot roulette', app based drinking games, etc.
- Residents are prohibited from having any involvement in the possession and/or use of any paraphernalia that promotes or involves peer pressure and the mass and/or unmeasured consumption of alcohol. Examples of paraphernalia include, but are not limited to, funnels, beer bong, beer pong tables, shot roulette, drinking card games, etc.

Open Container

- Residents are not permitted to consume alcohol in any public area and/or common space on residence property.
- Alcohol may not be transported in any public area and/or common space without a factory seal and/or in a sealed bag and/or sealed single serve container.

Common Source

- Residents are not permitted to possess or distribute common source alcohol on residence property. Common source alcohol is considered any container that contains over 60 oz of alcohol. Examples of common source alcohol include, but are not limited to, kegs, mini kegs, Texas mickeys, etc.

Alcohol Production

- Residents are not permitted to produce any form of alcohol on residence property.

Glass Bottles

- Residents are not permitted to possess or consume beer contained within a glass bottle.
- Of age residents are permitted to possess and consume coolers, spirits, and other

mixed drinks that may be stored within a glass bottle.

To ensure that the entire residence life community at Nipissing University is one that promotes the healthy consumption of alcohol, it is imperative that all residents understand and abide by these responsibilities and guidelines.

CANNABIS USE

The legalization of cannabis has resulted in increased freedoms of use across Canada, however due to the shared nature of the residence community some limitations will apply. To ensure the health and safety of all residents, Nipissing University Residence Life advises all of its residents that they are responsible for following the residence guidelines for cannabis consumption.

Students are expected to adhere to the laws of the land.

Medicinal Cannabis Use

- Students requiring medicinal use of cannabis products, beyond the parameters of these stated expectations, are required to register with Student Accessibility Services and submit a Residence Special Accommodation Form.

Underage Use of Cannabis

- Residents who are under the legal age for use of cannabis may not use or consume cannabis.
- Residents who are of the legal age for cannabis use in Ontario (19 +) may not provide cannabis to minors living in residence.

Possession of Cannabis Products

- Eligible residents are only permitted to possess cannabis products that have been legally purchased through a licensed cannabis retailer.
- For the purposes of verification of legal purchase, residents are required to store cannabis products in or with its original packaging.
- Residents are expected to adhere to legal limits of possession and are prohibited from re-sale of cannabis products.
- Purchases of cannabis products through mail order will not be accepted or distributed through the Nipissing University mailroom, and will be redirected to a local post office location.

Smoking of Cannabis

- Cannabis legislation dictates that persons are not permitted to smoke cannabis in any public areas. Residents should be advised that university grounds are considered public spaces and smoking of cannabis products is strictly prohibited.
- Residents are prohibited from smoking any substance in any capacity (including e-cigarettes and vaporizers) anywhere in residence.

Paraphernalia

- Residents are prohibited from having any involvement in the possession and/or use of any paraphernalia that promotes or involves peer pressure and the mass and/or unmeasured consumption of cannabis. Examples of paraphernalia include, but are not limited to bongs, pipes, items to mask the smell of smoke or other homemade bong-like apparatus.

Carrying and transporting of Cannabis products within Residence

- Cannabis products may not be transported in any public area and/or common space without a factory seal and/or in a sealed bag and/or sealed container.

Cannabis and Cannabis Product Production

- Residents are not permitted to grow cannabis plants in their residence suite or bedroom or on residence property.
- Residents are not permitted to produce their own cannabis oils or concentrates.
- Residents are not permitted to cook with cannabis in residence, or engage in the production of cannabis infused edibles.

To ensure that the entire residence life community at Nipissing University is one that promotes the healthy consumption/use of cannabis, it is imperative that all residents understand and abide by these responsibilities and guidelines.

PROHIBITED ITEMS

While many electronics and personal devices are allowed in residence, Nipissing University Residence Life prohibits the use and possession of certain items on residence property. These prohibitions have been established based on university and legal policy. To ensure that everyone working and living in residence is allowed to do so safely and comfortably, Nipissing University Residence Life prohibits the use and possession of the following items.

Weapons

- Residents are not allowed to use or possess any weapon, replica or otherwise related material on residence property.

Explosives

- Residents are not allowed to use or possess any explosive material, including fireworks, on residence property.

Pets

- Residents are not allowed to own or house any non-human life form other than plants and small fish capable of living in an aquarium holding 10 gallons or less.

Other Items

- Fridges or freezers larger than 5 cu. Ft.
- Waterbeds
- Hot tubs and Kiddie Pools
- Dishwashers
- Washing machines
- Dryers
- Exterior radio aerials
- Exterior television aerials
- Satellite dishes
- Halogen lamps
- Deep fryers
- Live holiday trees
- Wireless routers and Wifi Boosters
- Subwoofers or heavy bass speaker systems
- Candles and Incense
- Command strips

Dangerous and Disruptive Items

- Residents are not allowed to use or possess any item/material that is deemed to be dangerous or disruptive to the university community and/or its members.

To ensure that the entire residence life community at Nipissing University is one that promotes a safe and healthy living environment it is imperative that all residents understand and abide by these responsibilities and guidelines.

COMMUNITY CARE

Building a strong and supportive community is at the root of the residence life philosophy. As community members, each and every resident shares in common responsibilities intended to create the safest and most functional community possible. By following this list of responsibilities and guidelines, we move one step closer to ensuring each and every resident has a safe and successful time in residence.

Excessive Noise

- Residents must not make any excessive noise while residence quiet hours are in effect. Excessive noise is categorized as noise that can be audible between suites, bedrooms, and from a unit into the hallway or stairwell and infringes on someone else's reasonable expectations.
- Standard quiet hours are 11:00pm – 10:00am Sunday through Thursday, and 1:00am – 10:00am Friday and Saturday. Noise should never be audible beyond your room, even when quiet hours are not in effect
- Final Exam quiet hours begin in early December and early April, and end when residence closes for winter break and the end of the year, respectively. During this time residence operates under 23 hour exam quiet hours with one 'relaxed hour' made up of two half hour installments, 5:30pm – 6:00pm and 9:30pm – 10:00pm.

Courtesy Hours

- All Residents have the right to an environment that is conducive to studying and sleep. All Residents have the responsibility to be considerate of their noise.
- Residents must respect and abide by 24-hour courtesy hours while on residence property. Should any resident or staff member politely request that the volume of their activity be reduced, within reason, the resident must comply with this request.
- Residents are to be mindful of the disruptive effect of their noise on others and at all times respect the reasonable requests of others to cease making noise, whether or not the request is made by the student directly or through the Residence Life Staff.
- Courtesy hours apply to all locations on residence property including the outdoor rink and Townhouse Residence Complex circle. Should excessive noise occur in any area on residence property, residents may be required to disband the activity and return to their respective complex or off campus housing facility.

Behaviour

Residents must respect and adhere to all Laws of the Land throughout their stay in residence. It is an expectation that you will respect all university officials, including student staff, professional staff, and volunteers.

- Residents are not to engage in disruptive behaviour that compromises another student's or staff's sense of safety. This includes, but is not limited to, pranks, bullying, threats, intimidation, fighting, riding furniture, etc.
- If a resident engages in behaviour that compromises personal safety (eating disorders, self-harm/self-abuse, suicide, etc.), they will be asked to seek support from a qualified counsellor. The resident may also be placed on a Wellness Agreement which is intended to ensure the resident is seeking additional support and to help minimize the extent to which student staff are providing higher level support.
- All residents are required to abide by the University's policy regarding harassment and discrimination. This policy defines what the University and the Law constitutes as harassment, sexual harassment, discrimination, and other related transgressions of the Human Rights Code. Find the [Harassment and Discrimination Policy](#) on the Nipissing website.

- All residents are required to abide by the University's policy regarding sexual assault and sexual violence. The policy defines what the University and the Law constitutes as sexual assault and sexual violence, among other things. Find the [Sexual Violence Prevention, Support and Response Policy](#) for Students on the Nipissing website.
- All residents must respect and adhere to the University's Acceptable Use Policy for internet access and communications at all times. This policy outlines the regulations surrounding use of University computing resources. Find the [Acceptable Use Policy](#) on the Nipissing website.
- Residents are welcome to decorate their room, using sticky tak only, to create a comfortable place for living. It is the responsibility of each resident to decorate using materials that are not offensive to anyone in our community. Unacceptable materials include but are not limited to, profane language, pornography, material that promotes hatred and/or intolerance of others or promotional materials for alcohol and/or drugs.
- Social media platforms are public spaces for sharing personal information and media. Nipissing Residence will investigate concerns involving social media should they come to our attention and may review information shared in an online space. Residents may be held accountable for any message or material that is deemed by a Residence Life Team member to compromise the safety and/or respect of the residence community or one of its members.
- Residents are strictly prohibited from enabling the entry or exit of another individual into or from a residence complex in an inappropriate or illegal way.
- Permission to enter another resident's space (suite/townhouse/bedroom) must be granted by the individual residing in the space. Access to another resident's space must be granted upon each request for entry.
- Any and all posters hung in the halls or public spaces of the residence complex must receive approval from a residence life professional team member in your complex in advance of posting. Please note, that while you are able to request where your poster will hang, the Residence Life Team will post it where we have space.
- Residents are not to engage in sporting activities in their suite/townhouse, or the hallways, lobbies, lounges or studies of any residence complex.
- All residents are expected to familiarize themselves with these policies. For more information, students are encouraged to consult the [Code of Student Rights and Responsibilities](#) on the Nipissing website.

Student Conflict

- Residents are required to complete a roommate agreement at the beginning of the academic year. Residents must create a new agreement if a resident leaves, or a new resident joins their residence suite/house. Residents must share the roommate agreement with their assigned Residence Don.
- Residents must report conflicts or inappropriate behaviour to their assigned residence life staff member in a timely manner.
- Should conflict arise, all residents must reasonably adhere to the dispute resolution process outlined in the Roommate Relationships section on page 23.
- Residents must make sure that shared and common spaces are fairly shared and respected by all residents who have authorized access to them.

RESIDENCE PROPERTY

Cleanliness Standards

- Residents must maintain sanitary living conditions within their assigned spaces.
- Residents must respect common and shared spaces by cleaning up after

themselves and their guests completely.

- Residents must return any and all borrowed cleaning materials to the front desk as soon as the task has been completed.
- Residents should remove garbage and recycling from suites or townhouses a minimum of once per week.
- Residents must dispose of garbage and recycling in the designated areas.
- Residents must not leave personal belongings in residence common spaces outside of their suite or townhouse.
- Residents are not permitted to move residence furniture from its designated room.
- Residents must respect any and all community decorations/adornments and notices. Residents are not permitted to modify or move any community decoration/adornment. Examples include, but are not limited to, window writers, post-it notes, posters/signs, etc.
- Residents are not permitted to hang, write, or display items or messages in any window unless it is an approved program.
- Residents are not permitted to use tape, stickers, tacks, nails, or adhesive strips or hooks on any surface in residence.

Advertising

- Solicitation for personal gain is not permitted. All solicitation for non-profit organisations, charity or residence fundraisers must be approved by a professional staff member of the Residence Life Department.
- Promotion of any social/party not sanctioned by the department may not be advertised or posted on social media.
- The use of residence property, mailbox, telephone, or data connection for any commercial use is strictly prohibited without written permission from a Residence Life Department professional staff member.

Residence Property Damage

- Residents must not cause any damage to any part of residence property.
- Residents are fully responsible for any damage(s) found in their assigned private room and/or assigned shared areas of their suite/house. Residents are also fully responsible for any damage(s) they are found to have caused in any of the common spaces on residence property. Residents who are deemed responsible for damage(s) will be billed (sometimes jointly) at the end of the year.
- Residents are strictly prohibited from attempting to repair damages done to residence property. Only designated maintenance staff are allowed to repair damages to residence property.
- All furniture is to remain in the suite/townhouse to which it has been assigned. Semi-public furnishings are not to be removed from their assigned locations without permission from a Residence Life Department professional staff member.

Dispute Resolution Process

It is very important to communicate needs clearly and openly when in the midst of a conflict. To ensure that all residents handle any conflicts that may arise in a mature and respectful manner, Nipissing University Residence Life requires each of its residents to uphold the following responsibilities during their stay in residence.

- Should a conflict arise, suite mates or housemates must first openly and respectfully discuss the subject of conflict and attempt to reach a mutually agreeable compromise.
- If the conflict cannot be resolved by the individual suite mates or housemates, the residents must seek out the consultation of their Residence Don. The Residence Don can step in at this time and conduct a 'roommate mediation' in an effort to

resolve the conflict.

- Finally, if the conflict still remains unsolved, the Residence Don will consult with a member of the Residence Life Management Team to discuss options to resolve the situation, as provided by the RCLS.
- Residents should note that a room transfer is the 'last-resort' response to a conflict situation and will not take place until all other avenues of response have been attempted, unless someone's safety is at risk. There may be a fee associated with a room transfer, subject to the terms outlined in the contract.

Guests

- A guest is defined as any non-resident of the residence complex, or suite/townhouse space they are visiting.
- Residents are not permitted to host guests who do not live in their own residence complex at any time. Any resident caught in violation may face disciplinary outcomes.
- Hosts will be held accountable for the actions and behaviour of their guests, including the violations of the Residence Contract and/or the RCLS. Further, the host will be responsible for any outcomes as a result of the violations of residence policies.
- In order to ensure the safety and security of every person who lives and works in residence, as well as residence property, it is essential that all residents and their guests respect the RCLS. Any resident or guest caught in violation of the RCLS may face disciplinary outcomes.

ADMINISTRATION OF THE RCLS

The Residence Life Department acknowledges that the administration of the RCLS is applicable only to residents and their guests. The Residence Life Department has specific jurisdiction to follow up with residents', and accountability they accept for the actions of their guests as noted in the guests section of the RCLS.

Please note that any persons who do not live in the Residence Community are not entitled to participate in the judicial process or entitled to equal consideration, which includes the appeal process. Any persons who do not live in the Residence Community, if found to have engaged in action contrary to the RCLS, may lose the privilege of access to Residence Complexes and/or properties.

Should a resident conduct themselves in a way that is contrary to the RCLS and/or their actions or behaviour has a negative impact on our residence community the following process will be followed:

Documented Occurrences

Reasonable efforts are made to document any student issues, occurrence, or any behaviour that is contrary to the RCLS in a report. This report includes the names of individuals and witnesses involved, along with a detailed description of the issue, conversation, occurrence, action and/or behaviour. Residence Life team members, including student employees, submit this documentation to the Supervisor, Residence Student Conduct (SRSC). The Supervisor, Residence Student Conduct (SRSC) and/or the Community Assistant will engage in conversation with resident(s) as needed.



Follow Up Conversations and Student Conduct Meetings

Within five business days of the documented occurrence, the Community Assistant (CA), Supervisor, Residence Life (RLS) or Supervisor, Residence Student Conduct (SRSC) will contact the resident(s) listed in the report. All communication will be to students' community.nipissingu.ca (Nipissing University) email accounts.

If a resident does not schedule a student conduct meeting within five business days from the initial contact email, they may be issued an outcome in absentia (please see the section on communicating outcomes). During this meeting, the Residence Life Team member will conduct an investigation. The Residence Life Team member may also continue the investigation by requesting to meet with others involved, including residence staff members who reported the occurrence.

Note: Due to operational requirements, another Residence Life Team member other than the Supervisor, Residence Life (RLS), a Community Assistant (CA) or the Supervisor, Residence Student Conduct (SRSC), may complete the conduct process.

In some circumstances, residents ask to bring a support person to their meeting. Residents may bring a support person to their meeting, however the support person cannot speak on behalf of the resident and the student will be required to sign a third party consent form. The support person will be present only to support the resident. Should the resident believe that there is a relevant witness to the occurrence, the resident can provide the name of the witness to the Residence Life Staff member conducting the meeting. Follow-up with named witnesses will be at the discretion of the Residence Life staff member(s).

After the follow up conversation, student conduct meeting(s) and the completion of the investigation, the Residence Life Team member investigating the case will evaluate the severity of the occurrence, consider the information disclosed in the conduct meeting, consider the intent of an action and its impact on the community, and will determine an appropriate educational outcome.

Standard of proof

For violations of the RCLS, the standard of proof has been met if after the report has been reviewed, it is determined that there is a preponderance of evidence in that all credible information shows that the incident is more likely than not to have occurred. This standard of proof is determined by the individual investigating the issue.

Repeat occurrences

Multiple repeat violations of the RCLS may result in more serious outcomes including, but not limited to, being placed on residence probation.

Communicating Outcomes

The resident(s) will receive an email through their my.nipissingu.ca (Nipissing University) email account from the Residence Life Team member investigating the occurrence, detailing the outcome of the investigation (accountable, or not accountable for violating the RCLS policy) and any further requirements the resident will need to fulfill.

Outcomes in absentia

If the resident does not schedule a student conduct meeting within five (5) business days from the initial contact email, an outcome decision in response to the occurrence report will be determined in absentia (without the resident's involvement) based on the facts as they are documented. In this case the resident is not eligible for an appeal of the outcome as they did not schedule a meeting in a timely fashion and did not participate in the conduct process.

Compliance with outcomes

When a resident is assigned an outcome, they will be provided with a deadline for the completion. Should the resident choose not to complete the assigned outcome, they may be assigned further conduct outcomes which may include, but not be limited to, residence probation or residence contract termination. It is in every resident's best interests to follow the stated guidelines of their initial conduct outcome completely.

Possible Conduct Outcomes

Outcomes are assigned to individuals who have been held accountable for violations of the RCLS. Outcomes include, but are not limited to, one or more of the following:

Verbal Warning: Residents receive a verbal warning from a residence life team staff member indicating the policy that was violated and a reminder of the policies within the RCLS.

Written Warning: Residents receive a letter indicating the violation of policy and reminder of the policies within the RCLS.

Reflective Assignment: Residents will receive a letter asking them to reflect on the occurrence, or a part of the conversation they may have had with a Residence Life Team member. Reflection can take shape in many ways and could include, but is not limited to, reflective papers, questionnaires, or community service.

Loss of Privileges: Residents will receive a letter that will temporarily or permanently result in the loss of residence privileges. This may include, but is not limited to, loss of guest privileges, a no-contact order, or loss of privilege to use residence spaces or equipment.

Alcohol Probation: Residents will receive a letter indicating that they have been placed on alcohol probation with specific details on their probation outlined within. Alcohol probation is issued when the resident's behaviour is the result of use/misuse of alcohol. Residents on alcohol probation may not consume or be in possession of alcohol in any residence complex or return to residence after consuming alcohol elsewhere (off-campus, in another residence complex or anywhere else on campus). Residents in violation of their alcohol probation may face eviction from residence.

Restitution: Residents will receive a letter that may require them to pay for any losses, damages, or removal of items that were incurred as a result of a violation of the RCLS or the residence contract.

Behaviour Contract: Residents will be asked to complete a contract that outlines that they agree to modify their behaviour. Continued inappropriate behaviour as outlined in the behaviour contract and/or additional violations of the RCLS will constitute further outcomes.

Relocation: Residents will receive a letter indicating that they have been reassigned to another residence space. The Residence Life Team member may choose to relocate the resident to another residence complex or another suite or townhouse within their specific community. The resident will be assigned an appropriate time frame for the relocation to occur, usually between 24 and 48 hours from the time of the letter being sent.

Residence Probation: Residents will receive a letter indicating that they have been placed on residence probation. Residence probation is a specified period of time in which a resident's eligibility to continue living in residence is

at risk. While on probation, should a resident make any other breach of the RCLS, the residence contract could be terminated.

Writ of Trespass: Students will receive a letter indicating that they have been issued a writ of trespass. Writ of trespass is an outcome given to an individual who is denied the privilege to enter either a specific or any Nipissing University Residence(s) either on their own, or in the company of another student. The individual is also prohibited from attending any events of the specified Residence(s) which occur outside of the complex. A Writ of Trespass can be issued to any individual, resident or not.

If an individual with a writ of trespass against them is found or seen in a Nipissing University Residence building at any time, they will be subject to charges under the Trespass to Property Act. In the case of the issuing of writs of trespass, the professional Residence Life Team members of both Nipissing University and Canadore College may meet to evaluate issues of mutual concern.

Residence Suspension: Residents will receive a letter indicating that they have been placed on residence suspension. Residence suspension is a specified, temporary period of time during which the resident will be asked to leave the residence complex in which they live and find temporary lodging off campus. During this time, the resident is denied entry into any residence complex and all privileges including, but not limited to, attending residence events and activities are removed until the suspension is complete. The onus of finding and covering the cost of temporary housing for the allotted suspension period is on the resident. There will be no refunds or adjustments to residence fees.

Termination of Residence Contract: Residents will receive a letter indicating that their residence contract has been terminated. Should a student's residence contract be terminated, the student will be required to vacate the residence within the time frame provided within the letter, typically 48 hours of the letter being issued. In some circumstances involving severe issues, the resident may be asked to vacate residence immediately.

With the termination of the residence contract, the student is not eligible to live in Nipissing University residences for the next five (5) academic years. Further, a Writ of Trespass is automatically issued that prohibits access to all Nipissing University residences. Residents who have their residence contract terminated will not receive a refund on their residence fees.

Non-residents will be held accountable through the Student Code of Rights and Responsibilities and Nipissing University Residence reserves the right to trespass persons whose conduct compromises the safety of the residence community.

APPEALS

A resident wishing to appeal an outcome issued by a Residence Life Staff member, must do so by completing the online Student Conduct Appeal form located in eRezLife. Please note that decisions made in absentia are not eligible for appeal.

Should a resident choose to appeal a conduct outcome, the appeal must be based on one or more of the following grounds:

1. the process was not followed
2. the outcome is too severe considering the violation
3. there is new information that was not reasonably available during the initial investigation

Please note that appeal forms must be completed online and submitted within (3) business days of the outcome letter email being issued by the designated staff member.

Any resident may choose to submit an appeal of an outcome to the appropriate appellate body who was not involved in the original student conduct decision, as outlined on the appeal form. Due to operational requirements, appeals will be forwarded directly from our central office to a professional team member for their decision. Individuals who act as appellate bodies include:

- *Supervisor, Residence Student Conduct*, for appeals of Community Assistant decisions, and for other campus decisions where they were not involved.
- *Supervisor, Residence Student Education and Supervisor, Residence Services*, for appeals of campus decisions made by Supervisors, Residence Life or Supervisor, Residence Student Conduct when operationally required.
- *Manager, Residence Life*, for appeals including, but not limited to, suspension, relocation, and probation.
- *Assistant Vice President, Students*, for appeals including, but not limited to, termination of residence contracts.

The resident filing the appeal must establish the merit of their appeal within the appeal form. If the appeal request presents no valid argument of reconsideration of an outcome, an appeal will not be granted. The resident will receive email correspondence from the appropriate appellate body within five business days of the appeal form's submission. Decisions reached through the appeal process are final. At the discretion of the appellate body, they may choose to meet with the resident for further information and/or investigation, upon receiving the appeal form.



RESIDENCE LIFE SEXUAL VIOLENCE POLICY

Nipissing University's Residence Life follows the principles of response for sexual violence as outlined in the [University's Sexual Violence Prevention, Support, and Response Policy](#) (hereafter referred to as the Campus Policy).

The Residence Life staff acknowledges that circumstances of sexual violence as unique violations of the campus community and therefore Residence Life will address these circumstances separately from the handling of other conduct under the Administration of the RCLS (as described on pages 11 & 12).

The staff in Residence Life recognize:

- those who have been affected by sexual violence will be treated with dignity and respect;
- when disclosures of sexual violence are made confidentiality will be respected and where there are limits to confidentiality these limits will be clearly communicated;
- survivors of sexual violence have the right to decide what the next steps are, how much they would like to share when disclosing an experience, and what is right for them;
- confidential counselling and support should be available as quickly as possible to any student who experiences sexual violence;
- survivors will always have the right to choose whether or not they file a formal report;
- supports and services are always accessible regardless of whether a person chooses to file a formal report or makes a disclosure of sexual violence.

As per the Campus Policy sexual violence is defined as any violence, physical or psychological, carried out through sexual means, or by targeting sexuality. This includes, but is not limited to: sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video without consent and cyber harassment or cyberstalking of a sexual nature.

Sexual Violence includes, but is not limited to: sexual assault, sexual harassment and stalking. Definitions for these terms can be found in the Campus Policy (section 5).

Disclosing and/or reporting an experience of sexual violence is the choice of the survivor. When a survivor wishes to disclose and not file a formal report there are accommodations options available. Examples for outcome options for both disclosure and formal reporting are detailed below.

Amnesty

The health and safety of every student is of the utmost importance. Survivors disclosing or reporting an experience of sexual violence to Residence Life staff will not be subject to residence conduct outcomes related to consumption of alcohol or drugs at or near the time of an incident of sexual violence.

Disclosure and Reporting

A disclosure and formal report are two separate actions that may be taken by a survivor.

Disclosure: When a survivor discusses an experience of sexual violence with staff or faculty of the University. This is not the same as a formal report or complaint, as outlined below, which can activate a formal report process for Residence Life or on Campus.

Formal Report: The lodging of a complaint with Residence Life or under the

Campus Policy for the purpose of initiating some form of investigation against another member of the University Community for allegedly perpetrating sexual violence. Formal reports may also include an individual's choice to make a report to police.

Supports and services are always available to student survivors whether a formal report is filed or not. The options available will depend on the community status of the respondent, more specifically if the respondent is a student, faculty or staff member. All processes must appropriately provide a fair and impartial process to all parties. Students who disclose sexual violence have a number of possible options available to them. These options are outlined in section 8.3 of the Campus Policy.

The Sexual Violence Prevention and Education Coordinator can help a student survivor in understanding each of these pathways and ensure that the survivor has the information they need in order to move forward as they choose. Students who may wish to make a disclosure, or staff or faculty who have received a disclosure and who wish further assistance, are encouraged to contact the Sexual Violence Prevention and Education Coordinator for more information on supports, services and pathways to reporting. svsupport@nipissingu.ca

For student respondents information and services are available through the Student Intervention Specialist. sis@nipissingu.ca

What to Expect with a Disclosure

If you make a disclosure to a Residence Life student staff (this includes Residence Dons, Community Assistants, Academic Dons, Living Learning Community Dons, and On Call Dons), please know that these student staff are obligated to share disclosures with their Supervisor. This could include the Supervisor on call or the Supervisor of their Residence complex. Disclosed experience of sexual violence will be documented by a member of the Residence Life Management Team with detail limited to what is reasonably required to support the resident disclosing.

The Residence Life Supervisor may follow up with the survivor regarding opportunities for supports, accommodations and safety measures.

Residents are not required to make a formal report about sexual violence to Residence Life in order to access support, accommodations and safety measures within residence. Examples for accommodations available after disclosure are listed here under Accommodations and Safety in Residence. The scope of interim measures as a result of a disclosure to Residence Life may be limited to the current academic year. Possible outcomes from a formal report are listed below under the description for the formal report process.

Confidentiality (Section 7 of the Campus Policy)

Confidentiality is of paramount importance in response to disclosures of sexual violence. The privacy of all individuals involved in a disclosure or report of sexual violence must be respected, and the University will endeavour to maintain the confidentiality of the survivor, respondent and any witnesses, subject to the limitations set out in this section. If the survivor discloses to a University Official, the Official should be aware of legal requirements with respect to information and privacy (e.g. under the *Freedom of Information and Protection of Privacy Act* (FIPPA) and *Personal Health Information Protection Act* (PHIPA)), including who the Official is required to share information with on a need-to-know basis, or under supervisory circumstances.

The following circumstances constitute situations wherein there are limits to confidentiality and the University may be required to provide some disclosure of

information provided by a survivor, respondent, or witness:

- An individual is at serious risk of harming themselves;
- An individual is at serious risk of harming others;
- There are reasonable grounds to believe that others at the University or wider community may be at risk of harm;
- Reporting is required by law or professional practice (e.g., sexual violence towards a minor, sexual violence by a regulated health care professional);
- In the event a formal report is made, information regarding the survivor's allegations, the respondent's response, and information provided by the witnesses may have to be shared with the complainant or respondent by the investigator in order to ensure a full and fair investigation can be conducted.

Instances of limits of confidentiality have been listed above, however, survivors should be aware that there are other instances where information may be shared among staff and faculty in the University in order to facilitate requests for accommodations, support and/or official Reports.

In cases where information has been shared among staff and faculty in the University, a survivor will be kept informed about which individuals have been notified and what information they have been given.

Where limits to confidentiality exist in order to prevent the occurrence of harm, information will only be shared with necessary internal and/or external services, including the Safe Campus Evaluation and Assessment Team (SCEAT). Additionally, the identity of the survivor will not be released to the public. If the respondent is a member of the University Community, and the risk level posed is considered high, the name of the respondent may be released by the University for safety reasons. The nature and degree of information that needs to be shared will be assessed by the SCEAT.

Accommodation and Safety in Residence

Each survivor's circumstances are unique, therefore, accommodations and safety in residence will be tailored to meet an individual survivor's needs. Accommodations and safety, under the residence policy, will be limited to the residence community. This includes accommodations and safety considerations that may encompass a spectrum of spaces including the suite in which a student lives to the residence community as a whole. Accommodations and safety related to residence are detailed below:

Interim Measures may be implemented after a disclosure, during a formal report process under the RCLS and pending final decisions of that process. When utilized, interim measures will be put into place by a member of the Residence Life Management Team or Manager, Residence Life. Measures may include, but are not limited to:

- Separation of the Survivor and Respondent with regard to living situation (see Relocation, page 18);
- No Contact Orders (see Loss of Privileges, page 17) ;
- Writ of trespass (see Writ of Trespass, page 18);
- Restriction of privileges (see Loss of Privileges, page 17).

Formal Report Options

A Formal Report to Residence Life is different than a formal report under the Campus Policy. Outcomes of a Formal Report to Residence Life are specific to the Residence community and will not have campus wide implications.

Filing a formal report with the Campus Policy can have implications within the Residence community. Students are encouraged to review all formal reporting options as outlined in the Campus Policy.

If you have any questions about the formal report process you may contact the Sexual Violence Prevention and Education Coordinator: svsupport@nipissingu.ca or the Manager, Residence Life, who receives formal reports for residence.

To Make a Formal Report to Residence Life

The formal report process to Residence Life does not prevent and is not intended to discourage a student from also reporting sexual violence to the University, to the police or other formal reporting options outlined in the [Sexual Violence Prevention, Support and Response Policy](#).

1. The Manager, Residence Life is responsible for receiving formal reports of sexual violence from survivors living within Residence for violence that may have been perpetrated by another student living in residence. A formal report must set out in writing the name of the Respondent, the nature and details of the circumstances, including specific dates and names of potential witnesses. If a Respondent's relationship with Residence Life ends and they no longer live in a residence community the formal report process under this policy may be suspended.
2. Contrary to the typical administration of the RCLS, there will be no specific or limiting time lines for reports and investigations of sexual violence.
3. The Manager, Residence Life, with competence in conducting investigations related to allegations of sexual violence, will act as investigator to the allegations contained in the report.
4. Upon receiving the formal report the Manager, Residence Life, will acknowledge receipt from the Complainant (via their @my.nipissingu.ca email), review if necessary and seek clarification from the Complainant on the information it contains. The Manager, Residence Life will assess if the conduct falls within the definition of sexual violence as per the Campus Policy. The Complainant will be offered an opportunity to review procedure and ensure possible outcomes are communicated.
5. The Respondent will be invited to a meeting with the Manager, Residence Life via their @my.nipissingu.ca email. The purpose of the meeting will be to review the Formal Report, articulate the procedure of investigation and to investigate the claim.
6. Both the Complainant and Respondent have the right to be accompanied by a support person of their choice at any time during a formal report process as outlined in the RCLS. The support person may provide encouragement and other emotional or moral support and may accompany the Complainant or Respondent to meetings as per the details outlined in section 9.3 of the Campus Policy.
7. After separate meetings with the Complaint and Respondent, the Manager, Residence Life may follow up with any witnesses identified by either party to further investigate the claim.
8. Upon completion of the investigation, the Manager, Residence Life will evaluate the details of the occurrence, consider the information disclosed in the investigation and determine if, based on a preponderance of evidence, an occurrence of sexual violence is more likely than not to have taken place.
9. If it is determined that sexual violence is more likely than not to have taken place, outcomes will be decided in consideration of safety and well being of survivor and community.

RESIDENCE SERVICES

RESIDENCE FRONT DESK

At each residence front desk you can get laundry change, print or scan to email, borrow DVDs or board games, pick-up of packages, or get answers to questions that you may have.

Residents are also able to sign out cleaning equipment (e.g. vacuums, mops/ buckets) from the front desk. In order to sign out equipment, you must leave your Nipissing University student card at the residence front desk. The student card will be returned to you once you have returned the equipment. Check with your residence front desk for other equipment that may be available for sign out.

To contact your residence front desk for printing, please use the front desk email addresses:

Chancellors House: chfrontdesk@nipissingu.ca

Founders House: fhfrontdesk@nipissingu.ca

Governors House: ghfrontdesk@nipissingu.ca

Townhouse Residence Complex: trcfrontdesk@nipissingu.ca

TUCK SHOP

Each residence front desk has a small tuck shop containing a variety of items for purchase that students may need including but not limited to: stamps and envelopes, cleaning products (dish soap, all-purpose cleaner), paper products (toilet paper, paper towels), toiletries (toothbrush, toothpaste), basic school supplies, and some food items (Kraft Dinner, popcorn, mug cakes). The tuck shops accept cash only. The tuck shops are based on student needs and suggestions for more items are always welcome!

LAUNDRY

Our suite-style residences are equipped with coin-operated laundry facilities; washers and dryers are \$1.50 each per load. Laundry change is available at the residence front desk.

Laundry machines at the Townhouse Residence Complex are card-operated. Cards can be purchased in the Townhouse laundry room for \$5.00 upon move in. Students can then add money to their card by using their debit card, MasterCard, or Visa using the same machine. The washers and dryers are \$2.00 each per load; with additional charges for hot water use.

If you have a problem with a machine during office hours, please advise the residence front desk immediately so that the Residence Caretakers can make the necessary repairs. After office hours, please advise the Don on Duty so that a maintenance request form can be filled out and the machine can be placed out of order.

MAIL

Mailboxes are located in the main lobby of all complexes. Mail is delivered daily Monday through Friday. Residents who receive a package will be notified via their

Nipissing University email address from the residence front desk. Each suite or townhouse receives one mail key that is to be shared by all roommates (with the exception of Governors House, where all residents receive their own mail key).

All mail is routed through our central shipping and receiving department on campus, and as such all mail and packages should be addressed with your correct student information as follows:

Residents full name (First and Last)

Complex, Mailbox #

100 College Drive

North Bay, ON P1B 8L7

Purchases of alcohol, cannabis or other items prohibited in residence, through mail order will not be accepted or distributed through the Nipissing University mailroom, and will be redirected to a local post office location.

When ordering food delivery or shared transportation use the physical building address, which can be found on page 0.

VENDING MACHINES AND ATMS

There are vending machines located in various areas around residence. If there are any concerns regarding the machines or products, please contact the residence front desk. In addition to Automated Teller Machines (ATMs) located in academic buildings, there are ATMs located in the lobbies of Chancellors House, Founders House, and Governors House.

MAINTENANCE

The Supervisor, Residence Maintenance, and the Residence Caretakers & Residence Maintenance Coordinator are responsible for completing all maintenance within the buildings. Students may request repairs or services in their suite or townhouse by completing a [Maintenance Request Form](#) online. By completing this form, you are giving consent that a maintenance person has permission to enter your room, suite, and/or townhouse, please ensure that all roommates are aware. For health, sanitary or safety reasons, you may be permanently reassigned to more suitable accommodations if the repairs are extensive or unable to be completed in a timely manner.

PARKING

If you bring a vehicle to campus, please see Security and Parking Services to obtain a copy of their parking policy. Vehicles may only park in the residence parking lots if a valid designated permit has been issued. You may purchase a parking pass from the Security and Parking Services Office located in B203 in the Education Centre or through the online portal.

A resident's guest must purchase a parking pass during ticketing hours and can do so at the automated machines. All residents must read and follow any postings about guest parking and refer to the front desk for questions or clarification.

Plug-in parking is available during the winter months at the suite-style complexes only. Arrangements for plug-in parking can be made in late fall through the residence front desk for an additional fee of \$80.00. Students will be notified via their Nipissing student email when plug-in parking becomes available.

RECYCLING

Residents are responsible for acquainting themselves with garbage, cardboard, and recycling locations within their assigned complex. Residents are responsible for depositing their refuse in the appropriate locations accordingly.

Please sort your recyclable items into the appropriate bins and help contribute to the recycling effort.

INTERNET ACCESS

All bedrooms come complete with both wireless and wired internet. From your room, you will be able to access wireless internet; to access wired internet, you must provide your own ethernet cable. Wireless internet is available in all areas of each residence complex. For technical requirements, additional information, and to become familiar with the [Nipissing University Acceptable Use Policy](#), please visit the webpage for [Nipissing University Technology Services](#). You can also contact Technical Services at 705-474-3450 x4342 or email techsrv@nipissingu.ca

Residents should limit the number of devices connected to the wireless internet to only the devices that are in use in order to ensure ample wireless speed. All capable items should be connected to the internet via ethernet cable, such as gaming systems, printers, etc. As noted on page 14, residents are not permitted to bring their own wireless routers or wifi boosters. If WiFi connectivity problems are experienced, residents must file a Residence Maintenance request in order to have their connection concern reviewed by technology services staff.

STORAGE

Limited and shared storage is available in each suite/townhouse, and use of storage space is to be agreed upon by all residents in each suite or townhouse. Storage is not available during summer months; however, booking commercial storage space within the city is an option for students. Limited storage space is available for returning international students during summer months and must be arranged through a professional Residence Life Team member prior to departure.

TELEPHONE AND VOICEMAIL

A residence telephone is provided in each bedroom. Your residence fees provide you with free local calling and access to our voicemail system.

To reach a residence, outside callers must dial the residence line of 705-474-2526 and know the resident's four-digit extension number to enter at the prompt; there is no directory available. The resident's extension is located on the bottom of the phone found in their residence room. Residents should not unplug the Residence phone provided in their bedroom, as they are used for emergency purposes.

Please note that the Residence Staff are not able to release a resident's phone extension due to the Freedom of Information and Protection of Privacy Act (FIPPA) standards.

Local Calls

Dial 6 + 10-digit telephone number

The voice mailbox from the telephone system is for your own personal use. The first time that you will access it, a user tutorial will help you organize your voice mailbox.

This tutorial will guide you through the first mailbox session, explain how to record a greeting and your name. Please ensure you complete all 3 steps.

Voicemail will be revoked if there are reports of obscenities in greetings or messages.

To access your Voice Mailbox

From your own extension:

Dial 7100 to access your mailbox.

Enter your passcode when prompted.

From another extension:

Dial 7100.

Press the * key when prompted to enter a passcode.

Enter your extension number followed by the * key.

Enter your passcode when prompted.

From an outside line to the automated receptionist:

Dial the automated main line for the campus in which you reside.

Enter your extension and wait for your voicemail, once you hear your voicemail press the * key

Enter your passcode when prompted

User Options:

Once your voice mailbox has accepted your passcode, press 8 to access the user options menu.

Press 4 to change your greeting.

Press 6 to record your name.

Press 7 to change your passcode.

Press 8 to go through the user tutorial.

Press 9 to exit to the main menu or from voice mail.

Voice Mail Restrictions:

Message length 1 minute

Greeting length 30 seconds

TELEVISION CABLE

Cable is provided in the common area of each suite or townhouse, as well as in each student's individual bedroom. Students must bring their own coaxial cord and their own television.

OFF-CAMPUS LIVING

Off Campus Living (OCL) is a program that offers student assistance in navigating living off campus. This program works to provide similar resources and support that students living on campus receive to those students who decide to live off campus, and can be accessed through the off campus living website (ocl.nipissingu.ca), email (offcampusliving@nipissingu.ca) and our social media channels. The website provides students with helpful resources and educational materials, while also connecting students with a site that lists available local rental properties.

SERVICE ANIMALS

There are students in the Nipissing Residence community that require a Service Animal. It is important that individuals respect the boundaries surrounding these animals and their owners. Below are the guidelines to assist you in maintaining a positive relationship with a roommate who may have a Service Animal and to respect the expectations surrounding these animals.

Permissions

Residents who require a Service Animal must follow an extensive process, which can be found on the [Nipissing Residence Life](#) webpage. Service Animals are approved by Student Accessibility Services and Residence Life. Residence will always contact all residents living in a given space to confirm their comfort with a Service Animal. Under no circumstances will Residence ever ask the Animal Owner to tell roommates that they have a Service Animal, there will always be official communication through your Nipissing email from the residence Life Department.

Any resident who brings an animal into Residence, that is not an approved Service Animal, will be subject to conduct follow up based on the Pets and Prohibited Items clauses in the RCLS.

Roommate Responsibilities

As a Roommate, I will:

- Be given the choice to decide if I am comfortable living with a Service Animal. It is my right to decline, if I am not comfortable. I understand that I will be contacted by the Residence Life Department directly about this.
- Review and sign the Roommate Acknowledgement form
- Not take responsibility for cleaning up after Service Animals
- Not be permitted to undertake supervision of a Service Animal for any period of time, even if requested by the Animal Owner
- Not take responsibility for the removal of Service Animals from the residence during fire alarms or evacuations, even in the absence of the Animal Owner
- Report any concerns regarding the Service Animal's safety or neglect
- Report any violations of the Animal Owner's responsibilities

Interacting with Service Animals

Service Animals are a working animal, whose purpose are to support their owner in any way necessary. As these are working animals, Residents should not be interacting with a Service Animal without the Animal Owner's permission.

- Pay attention to the owner, not the Service Animal
- Avoid petting or talking to a Service Animal; the animal is working and must not be distracted from its tasks
- If the animal is off-harness, request permission before petting or talking to it
- Service Animals are not a pet and should not be treated as such. Service Animals are present to support specific residents and are not present for the entertainment/enjoyment of the community
- Service Animals will not be attending residence events unless required by their owner and approved by the Supervisor, Residence Life of their complex

ROOMMATE RELATIONSHIPS

Maintaining positive relationships with roommates requires that individuals commit to communicating clearly and often. Below are guidelines to assist you in maintaining a positive relationship and working through potential conflict with roommates.

Roommate Responsibilities

As a Roommate, I will:

- Maintain a clean and hygienic living area.
- Respect my roommates and my roommates' property.
- Respectfully communicate face-to-face with my roommates.
- Work hard to resolve conflicts, with or without residence staff intervention.
- Allow my roommates to live, work and sleep in a space devoid of disruptive behaviour; including but not limited to: unreasonable noise, harassment, unwelcome guests, etc.
- Allow my roommates complete access to their room and the shared facilities of our house/suite.
- Respect my roommates' privacy.
- Ensure that my guests respect the privacy and rights of my roommates, and take full responsibility for their actions.

Creating Your Roommate Agreement

Creating a strong roommate agreement can help prevent misunderstandings and conflicts between you and your roommates. When writing your roommate agreement, think about the following points and how they apply to your living situation:

- Using each others' possessions.
- Studying in the shared spaces..
- Your sleep schedule.
- Your cleanliness and hygienic preferences.
- Your preferences towards guests.
- Your preferred room temperature.
- Comfortable noise levels in your house/suite.
- The use and distribution of storage space.
- Your own lifestyle.
- How you will dispose of food, garbage, and recyclables.

Getting Along With Your Roommates

- Talk it out. Problems between people often involve a lack of communication. Talking can help prevent differences from being blown out of proportion.
- Listen carefully. Most of us have learned to listen selectively so we can influence or win arguments. Strive for understanding and compromise by listening for words and identifying feelings without evaluating or reacting immediately.
- Be flexible. The way you feel about a given situation today, in the heat of the moment, may differ a great deal from the way you feel tomorrow. Expect contradictions and be flexible with yourself and others.
- Be understanding. Do not assume or expect your roommates to view things as you do. Understand and work to respect each other's differences.
- Cooperate. Working together to be respectful of each other's point of view is the first step to making a roommate relationship work. When you collaborate, your chances of resolving your differences to everyone's mutual satisfaction are much greater.

- **Compromise.** Living with other people challenges you to find ways for everyone to be a winner. It does not mean that anyone has to be less than satisfied.
- **Communicate clearly.** Express yourself in a calm and assertive manner, avoiding sarcasm and exaggeration. Learn to deal with conflict so that minor issues or irritations do not escalate into major arguments. Approach concerns as soon as they occur. Learn to identify and articulate in a pleasant and respectful manner – the key is to be assertive without being aggressive.
- **Review the Roommate Agreement.** Review the previously written Roommate Agreement, and calmly discuss what is working and not working. Try to respectfully address the concerns, and rewrite the roommate agreement with your roommates to reflect your group decisions and compromises.
- **Involve staff when a resolution cannot be found independently.** Occasionally, an agreement cannot be reached between roommates. If you feel that you need assistance in resolving a difficulty with your roommate(s), you may wish to consult your Residence Don or a member of the Residence Life Team. Staff in residence are available to support you in the process of finding a solution.
- **Mediation is available.** If the difficulty persists, your Residence Don may recommend that you and your roommates participate in a roommate mediation. Residence Life Team members are committed to the mediation process as an effective method of reaching a resolution between disputing housemates. When roommates are disputing, each is often interested in a room switch. Room switches are only offered as a last resort, when all mediation opportunities have been exercised, and if there are spaces available within our residence system.

Remember – below are the steps to follow:

1. Talk to your roommate(s) and review the roommate agreement together.
2. Talk to your Residence Don.
3. Talk to your roommate(s) with the assistance of your Residence Don.
4. Participate in roommate mediation.

Residence Reassignment and Consolidation

Residence Life reserves the right to relocate any student in an effort to aid in creating a safe, secure, and sensible living situation for all involved, or if occupants cannot or refuse to engage in effective conflict resolution.

From time to time throughout the year, there may be vacancies that occur in our residences. As such, Residence Life reserves the right to relocate any student to reduce losses in revenue and fill vacancies that may occur. If a vacancy does occur in your house/suite, please:

- Keep the unoccupied room in good condition; allowing for a new roommate to move into the space on short notice.
- Welcome your new roommate with compassion and respect.
- Complete a new roommate agreement together. *Eligenda atem unto ducipsam, cupstate volupta volupta turisin nihitio eles nonsequ asimuscis magnihil molupta eptatur?*

Itatiost, sequam explign atustem iniendit oditia vendi tem is mo magnam am ni quibus qui vid eicatem dolupiet ut fugitatuonto erias dist, sequae parisimo tenime corit, eturisc imoditi orpores tiissit ero dolorem ium dolorat fugit et ipsandi psapit dolut acea dolum qui bea dolupta sedi omnim hit aut omniendae nimil incitem dit, ent.

Il invelia volores cimaion sediaest, sin poriaspe niet deliate odicia plicilles maior acimi, sitatus autem doluptio con num atus eosam, consequis acceptus dolest modignam fuga. Neque optatem re sedipsu ntecat emporetin nonsedit hici dolorem essin non eaque con porehen tiatibusam, aliqui doloris nihil eum remquis estis aut quiae venitas entotat iumque rehendis audiciae id minihic ipiente volum quodi ut ut at iminventio. Ut eost, conseri aestia consedi ciatibus eos et, omnihil lorprestios quis eos prationsenis mo moditatus, ne cum volori beri re sed erum entionseque molorest, nullit re arum cus autemposam est hiliquia cone pro excearum iunt qui omnima que del inus eaqui omnimol





CAMPUS MAP

- Nipissing University
- 1 Nipissing Main Entrance
- 2 Student Centre Entrance
- 3 Monastery Hall
- 4 Harris Learning Library
- 5 Athletic Centre
- 6 Playing Field

Suite-Style Residences (7-9):

- 7 Chancellors House
- 8 Founders House
- 9 Governors House
- 10 Townhouse-Style Residences

- Canadore College
- Canadore College Residence

- P Parking Lots (by permit)
- P Visitor Parking Lot
- ♿ Disability Parking
- Walking/Bike Paths
- T Campus Trails Entrance (20 km)

www.campustrails.com

Nipissing University
100 College Drive, Box 5002
North Bay, ON P1B 8L7
Tel: 705-474-3450
www.nipissingu.ca



