



CANTERBURY COLLEGE

Student Residence Handbook
2013-2014



Canterbury College

Residence Student Handbook

Safety, Policy & College Harassment Policy

Anselm House
2559 Riverside Drive West,
Windsor ON N9B 1B3

Augustine House
172 Patricia Avenue
Windsor ON N9B 3B9

Becket House
2585 Riverside Drive West
Windsor ON N9B 1B3

Cranmer House
2541 Riverside Drive West
Windsor ON N9B 1B3

Kingston House
240 Patricia Avenue
Windsor ON N9B 3B9

Langton House
226 Patricia Avenue
Windsor ON N9B 3B9

Laud House
145 Sunset Avenue
Windsor ON N9B 3A6

Parker House
105 Sunset Avenue
Windsor ON N9B 3A6

Rayson House
210 Patricia Avenue
Windsor ON N9B 3B9

Wake House
165 Sunset Avenue
Windsor ON N9B 3A6

Whitgift House
125 Sunset Avenue
Windsor ON N9B 3A6

Geoffrey Fisher Hall
270 Patricia Avenue
Windsor ON N9B 3B9

Welcome to Canterbury College!

Canterbury College is an independent, academic and residential institution, founded in 1957, and affiliated with the University of Windsor and the Anglican Church of Canada. Our philosophy is to create and provide a community to facilitate academic excellence and social development for our students. Our relationship among ourselves is to be characterized by respect for all people, in a community that exhibits a spirit of mutual support and achievement. Our aim is to develop the complete person; mind, body, and spirit. With these goals in mind, we provide the following guidelines for the welfare of all.

Administration

Principal Dr. Gordon W. F. Drake, FRSC	519-971-3646
Chaplain Rev. Derek Davis	519-971-3646
General Manager Janet Harris	519-971-3646
Residence Admissions Coordinator Brenda Smith	519-971-3646
Student Head of College Ryan Cunneyworth	519-819-7641
Deputy Head of College Sahand Ashtab	226-347-1631
Housekeeping/ Maintenance: Residence Houses	
John Dankoski	519-819-7642
Pam Bratt	519-999-0643
Paul Harris	519 999-0648
Steven Herbster	

Student Council

Head of College

Deputy Head of College

Head of Anselm House

Head of Augustine House

Head of Becket House

Head of Cranmer House

Head of Langton House

Head of Laud House

Head of Rayson House

Head of Wake House

Head of Whitgift House

Head of Geoffrey Fisher Hall

Other Positions elected or appointed in September.

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Section 1 – Houses and Town Houses: General Information

Furnishings

Every room is furnished with a single bed, dresser, desk, lamp(s), chair(s), and bookshelves. The common areas of the house are also furnished. Students should **not** bring extra furniture into the Houses. Basic bed linens are provided as follows: two sheets, one pillow, one pillow case, one blanket. These linens must be returned at departure. Residents may wish to bring an extra pillow, blanket, or comforter. The College provides no extra storage outside of the student room. For your protection, a careful inventory of our furnishings will be made at the time of your arrival (conducted by the Head of House), and before you depart. In this way you cannot be charged for missing items that never existed.

Posters, Decorations, Advertising, Political Signs

Decorative posters that are not offensive may be hung on cork strips or with masking tape only. All tape must be removed at the end of term. Residents will be charged for any damage to the room or furnishings caused by their decorations. For reasons of fire safety, live Christmas trees may not be used for holiday decoration. The College **does not permit** the posting of any political signs, flags, or advertising on College property.

Damage Deposit

A damage deposit (\$100.00) is collected from all Canterbury College residents. When a student leaves the College, if there is no damage or items missing from his/her room or House, the deposit will be refunded by cheque to the resident. The deposit may also be used to cover damages to the outside of buildings or common areas. If major damage to the common areas of the house occurs, **ALL** residents will be charged.

Meals

Canterbury residents are **not required** to purchase a meal plan. Each House has a kitchen with a stove, microwave oven, three or more refrigerators, and an extra freezer. Students may wish to bring extra dishes, cutlery, pots, and pans, but Canterbury college does provide these for the houses, not apartments. Meal plans are available from the University of Windsor Food Services if desired. If a resident has specific allergy or health concerns he or she should notify the Administration as soon as possible. All residents are responsible to clean up after preparing and/or eating a meal.

Housekeeping is not responsible for these duties. Periodic inspections of each house will be conducted and if necessary fines will be imposed for noncompliance

Laundry and Vacuum Cleaners

Every House has a washer and dryer. These are operated with a laundry card which must be obtained at the Administration Office. Cards will be preloaded at the beginning of the rental term at a rate of \$10.00 per month of residency. Additional laundry money can be added to your card using your debit or credit card for amounts of \$10, \$20 or \$50. The cards must be returned at the end of your stay or there will be a \$10.00 fine. The College is not able to refund any unused portion of student laundry cards. A debit/credit card terminal is located in the Canterbury Office and can be accessed during our regular business hours of 9 am to 5 pm Monday to Thursday and 9 am to 4 pm Friday. The College supplies each House with an ironing board and cover, mop, pail, and a vacuum cleaner. Students are responsible for the cleanliness of their own room and shall maintain their rooms in a sanitary and acceptable manner.

Light Bulbs, Toilet Paper and Garbage Bags

Replacement bulbs, toilet paper and garbage bags in single houses will be provided and dispersed through the Head of House. Overhead lights and any bulbs which are difficult to reach will be changed by the maintenance staff. Please report this need to either the Head of House or directly to the Administration Office by completing a maintenance work order form online on our website: www.uwindsor.ca/canterbury > Student Residences /services and support.

Smoking

In compliance with the Smoke-Free Ontario Act effective May 31 2006 smoking is prohibited anywhere on the properties owned by Canterbury College including inside and outside any residence. Smoking is only allowed on the perimeter sidewalk of the Canterbury block. Under the Act failure to comply can result in fines of \$10,000. Violating the Smoking Policy will be treated as a Major Incident and will lead to expulsion.

Geoffrey Fisher Hall apartments are classified as single family homes and are exempt from the Act.

Pets

For health reasons, pets are not allowed in Canterbury College residences.

Section 2 – Geoffrey Fisher Hall: General Information

Furnishings

Every apartment is unfurnished but an electrical stove and a refrigerator are provided.

Meals

Canterbury residents are **not required** to purchase a meal plan. Each apartment has a kitchen that is equipped with a stove and a refrigerator.

On campus meal plan information can be obtained from www.uwindsor.ca/food
(See above section on Houses for more general information).

Section 3 – Arrival and Keys

When you arrive at Canterbury College, you may receive the keys to your room in the following ways:

- a. During office hours (9:00am-5:00pm), proceed to the College office on the corner of University and Sunset Ave. (see map) and the administration secretary will provide you with the keys. Your Residence Agreement must be signed prior to receiving your keys.
- b. Your keys and agreement will be available from the University of Windsor Campus Police (253-3000, ex.1234).
- c. **Nonstandard arrival times not previously arranged will incur \$100 fee.**

Note: You MUST sign your residence agreement before taking possession of your keys.

Section 4 – Telephones, Cable, Internet, and Air Conditioning

Telephones

Each bedroom has a phone jack and it is the resident's option to activate this service directly through Bell Canada. Check with the Administration Office for the street address of your House to advise Bell Canada. They will also need to know your room number. Cords and wires between rooms **must not be used** as this becomes a hazard to safety and/or fire escape. This is by order of the Fire Safety Officer

Cable TV

The College does not provide televisions but there is cable access to the Common Room in each House, should residents choose to subscribe to this service directly with Cogeco Cable. Cords and wires between rooms **must not be used** as this becomes a hazard to safety and/or fire escape. This is by order of the Fire Safety Officer.

Internet Access

All Canterbury Houses are equipped with High Speed Wireless Internet in the common areas. Students are required to register their computer on-line with the wireless system in order to get access. Contact your Head of House for more details. Residents in all other Houses may connect their personal computer to the Internet by modem dial up, or Bell Sympatico on your room phone line (check with Bell for costs). Students agree to comply with the policies of the computer policies of the University of Windsor.

Air Conditioning

Central air conditioning is available in Augustine, Becket, Cranmer, Kingston, Laud, Parker, Wake, and Whitgift Houses. These Houses only are used for Intersession and Summer Session occupancy. Tenants of GFH may use their air conditioner between May through September. A fee of \$25 per month *will* be charged.

Section 5 - Housekeeping/Maintenance

The housekeepers only clean the common areas of your house. They **are not** here to move or wash dirty dishes, pick up newspapers, or move personal items from the bathrooms in order to clean properly. It is the expectation that students maintain their individual rooms in a fashion that reflects the standards of a responsible, mature individual. All residents are responsible for cleaning up after themselves on a daily basis. Fines will be levied to students who do not clean the kitchen or bathroom after use. Please refer to the page # 19.

GFH residents, please advise the office when there are problems with appliances, plumbing, heating, water, or electricity.

Canterbury is set up to recycle appropriate garbage. There are two dumpsters, one near Geoffrey Fisher Hall and the other near Cranmer House. Near each dumpster are blue carts for recyclable materials. The dumpsters are emptied weekly and the blue carts are emptied biweekly. **Residents of each house are responsible for removing their garbage to the proper location. Leaving garbage near the house door will attract skunks, racoons, hornets, bees, flies, and other undesirable visitors.**

Recyclable Materials

Aluminium: All cans (please rinse out). Clean aluminums foil only.

Plastic: Clear or coloured plastic containers (please rinse out).

Paper: *Acceptable:* Envelopes, manila file folders, fax paper, glossy paper, computer paper, coloured paper, NCR (carbonless) paper, newspaper, phone books, magazines.

Not Acceptable: Paper towels, cereal cartons, backs of writing pads, other cardboard, and wax paper

Section 6 – Mail and Deliveries

Mail should be addressed to the student as follows:

Student Name
House Name
Canterbury College
2500 University Ave. W.
Windsor, ON
Canada
N9B 3Y2

Or

Student Name
Apartment #
Geoffrey Fisher Hall
270 Patricia Road
Windsor, Ontario
N9B 3B9

All mail is delivered to locked mailboxes in the lobby of the Administration Building or GFH. The Head of each House is given the mailbox key and will either retrieve the mail each day or assign someone within the House to do this duty.

Special Deliveries or courier mail may be directed to the student at the above addresses as well. The office will receive packages or courier mail for students who are in residence and will contact students as soon as possible to pick up their special deliveries. **Office will not pay if any money is payable prior to delivery.**

Section 7 – Keys and Locks

Students are issued one set of keys which include a Medeco key to the outside door of their residence building and a key to their room/apartment. In some cases students may obtain a key to a kitchen cupboard or a key to the bicycle garage. **Keys are not** to be copied. Lost keys will be replaced at the rate of \$50 for the Medeco key and \$25 for each other key. A student must return the keys at the end of term to the Administration Office. Alternatively, keys may be given to the Head of House or the Head of College. **Locks on the outside doors of all houses must be kept locked at all times.** Make sure that a departing guest does not leave the door unlocked. Fire exit doors do not

allow access from the outside and should not be propped open and left unattended. Parker, Whitgift, Laud and Wake have intruder alarms between the houses at the internal fire doors. **Do not use** these doors except in the case of an actual fire or other emergency.

Each GFH registered tenant will be issued 1 key to their apartment and 1 key to the outside doors of GFH and one key to the mailbox. A \$25 key deposit is required for each set of keys issued. **There will be a \$25.00 fee charged to your account if you are locked out and Campus Polices are called to gain access to your room.**

Section 8 - Insurance

Canterbury College is **not responsible** for the belongings of its residents either owned or rented. Students should check their parent's household insurance policy or make other arrangements regarding personal property insurance. As a precaution, residents are urged to keep their rooms locked when not occupied, with valuables safely put out of sight. Please report any thefts to the Head of House and to Campus Police (253-3000, ex.1234).

Section 9 - Bicycles and Rollerblades

Rollerblades are not allowed to be worn in the residences. Personal bicycles are to be registered with the Administration Office and stored in a designated area, never within a House. Loner bicycles may be available upon request; please contact the Administration office. Canterbury does have a number of bicycles to lend to residents. A \$10 refundable deposit is required. Please inquire at the office.

Section 10 - Parking

Parking permits may be purchased at the Administration Office. Our residents may purchase a permit for their own vehicle only. Vehicles parked on Canterbury property without a current parking pass will be towed after the 10th of September. The College does sell a few permits to non-residents after our residents' parking needs have been met. Driveways, where available, are designated as parking spots and not for the use of residents unless assigned. Driving across the lawns is prohibited. The parking fee is \$30 per month for residents and \$35 per month for non-residents.

The first parking row adjacent to University Avenue is a reserved area for the Administration Office, staff and College business (day or night).. Visitor's passes are available at the Administration Office for occasional special guests or family members. There will be a \$25.00 penalty to refund any unused month of a parking permit.

Section 11 – Residence Rent Policy and Fees

Residence fees are due no later than August 15th for the Fall semester and December 15th for the Winter semester. One half of the total annual fee may be paid in August and the other half in December, or the entire fee may be paid by August 15th to take

advantage of a \$60.00 discount. Interest and late fees will be added to outstanding residence fees after these dates. The Student Council fee of \$75.00 for single students or \$125 for couples living in GFH is collected each August on behalf of the Canterbury College Student Council. Students waiting for OSAP payments should advise the Administration and provide documentation if it becomes delayed.

For GFH, rent is due during the first three business days of each month. A late fee of \$30 will be incurred after the 3rd business day.

A key deposit of \$25.00 per key is applicable.

A damage deposit of \$100 applies to all students.

Laundry Cards are billed at \$10.00 per month of residence.

Student Council fees are \$75.00 per student or \$ 125 per (married) couple in GFH.

Parking is \$30./mo. For residents/ \$35.mo for non-residents.

Please note - Apartments must be vacated by noon on the last business date of the month at the expiry of the lease. Failure to do so will result in overtime cleaning costs to be billed to the lessee. The lessee shall be responsible for the removal of all furniture and any other items not belonging to the College upon vacating the apartment. A fee will be charged to the lessee for the removal and disposal of any items left behind. The College shall not be responsible for the replacement of items left behind. The College will not provide storage for items left behind.

Failure to comply will result in a financial penalty or eviction.

Section 12 – Withdrawals and Apartment/Room Changes

Withdrawals

The single room residence agreement is in effect for eight months from September to April. GFH apartments are rented on a 12 month lease basis. Residents who wish to withdraw must have permission from the College or fall into the categories of “academic withdrawal” from the University of Windsor. See the Residence License Agreement for details. Students who are leaving are asked to inform the Administrative Office of their departure as soon as possible. Fees will be assessed on a monthly basis owing plus a \$500 withdrawal fee.

Room Changes

Room changes may be permitted on an individual review basis for a fee of \$100.00. A resident who wishes to change rooms or Houses should discuss this with the Administration Office. Sometimes rooms are being held for late arrivals.

Section 13 – Babies and Children

If a child is born while the mother resides at Canterbury College, the College policy is to allow the person to remain in residence until the end of the term of lease. The College has no facilities for children and infants. Therefore the College requests that the resident relocate at the end of her lease (or sooner, if she wishes, but with two months' notice). The Administration reserves the right to relocate the resident in order to maintain a suitable academic environment for other residents.

Section 14 - Chaplaincy

Canterbury College is affiliated with the Anglican Church. It provides a Chaplain to the College and to the University of Windsor regardless of religion. The Rev. Derek Davis will provide a schedule of weekly services of worship and provide special services on other occasions in St. Paul's Chapel.

The Chaplain is also available to all residents of Canterbury College and the University of Windsor for spiritual or emotional needs. Rev. Derek Davis is available in strict confidence if you need someone in whom to confide regarding a personal problem, or simply someone with whom to talk at any time.

Chaplaincy can include a supportive presence, listening space, casual conversations, shared meals, spiritual discussion, current events, individual counselling, and engagement in the community and worship services. It also includes a presence at Student-Chaplain events, such as toonie dinners and pizza parties.

We are always looking for voices and musical instruments to assist us during worship services, as well as liturgical events at Christmas and Easter.

Section 15 - Student Council

The Canterbury College Student Council includes the Head of College all Heads of Houses, and Head of Geoffrey Fisher Hall. The Council acts as a venue for community spirit within the College both socially and culturally. It is also a means for maintaining good conduct within the residences to support the College's mandate to uphold residences conducive to the formation of friendships and to maintain the quality of a positive study environment.

Section 16 – Conflicts, Rights, Obligations and Discipline

Canterbury College expects its residents to act as responsible adults. In general, it is mandated that each House will meet at the first of each academic year and review rules

for the House including items such as quiet hours, audio noise, guest visits, kitchen cleanup, etc. **Each resident is required to leave the kitchen and bathroom(s) clean after personal use. It is imperative that students observe the responsibility to stop the spread of communicable diseases.** Should a conflict arise, it is expected that the individuals involved will attempt to resolve the problem in a fair, equitable and considerate manner. If this is not possible, then the Head of House should be approached to seek a resolution either privately or through a House meeting. If there is no resolution, or the Head of House is directly involved, then the Head of College should be asked to seek a resolution. The Head of College may, if necessary, pass the issue to the Chaplain and/or the Principal as a last resort. **The Principal's decision is final.** Additional details are given in the following sections.

Resident's Charter of Rights and Responsibilities

Canterbury College's residence Houses are made up of people, living and learning as a family unit where each person possesses certain rights and responsibilities that must be acknowledged and protected. The following statements outline minimum expectations of rights and responsibilities of residents that are a necessary part of group living.

Rights of a Resident:

1. The right to read and study free from undue interference in one's own room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise or housemates.
3. The right to expect that housemates will respect one's personal belongings.

4. The right to a clean and smoke-free environment in which to live.
5. The right to free access to one's room and facilities without pressure from housemates.
6. The right to privacy.
7. The right to house guests with the expectation that guests are to respect the rights of the host's housemates.
8. The right for redress for grievances and the expectation that the Head of House and Head of College will be available for assistance in settling conflict.
9. The right to be free from fear of intimidation, physical, verbal, and/or emotional harm.

The right to expect reasonable co-operation in the use of shared items such as refrigerators, stoves, etc.

Responsibilities of a Resident:

1. To treat other residents with respect and consideration and to guarantee them their individual rights.
2. To understand all policies and regulations for the residence community and to adhere to those rules found in this handbook. To be responsive and cooperative in all dealings with the Head of House and/or Head of College.
3. To accept responsibility for personal, house, and community safety; i.e. to refrain from misusing safety equipment, damaging property, losing keys, etc.
4. To contribute positively to the community through participation in programs.
5. To avoid breaching sanctions that have been prescribed to enhance the quality of residence life.

Understandings and Agreements

Institutional regulations are established to provide an environment conducive to human growth, to reflect the values to which the University and the College subscribe, to recognize the proximity in which students live with one another, and to recognize the developing capabilities of students as they progress through university. Canterbury residents are expected to maintain an acceptable standard of conduct as responsible citizens. Behaviour in residences, other than that assigned, requires the identical observances of House Rules as one's own. Rules and regulations in all residences have been designed by the students through their Student Council and by the Administration jointly. You are requested to behave accordingly.

Respect for the Rights of Fellow Residents

1. Residents will respect the Understandings and Agreements at all times while in residence at Canterbury College and/or the surrounding area, grounds, or parking areas.
2. Residents shall maintain an atmosphere conducive to study and sleep by adhering to noise guidelines and posted study/quiet hours as determined by these guidelines and the members of the House.
 - a. Stereo, radio, television and other audio equipment must be used at a reasonable volume in the resident's room and not projected towards the exterior of the room/building. It is recommended that headphones be used, especially during quiet hours or during exam time. Remember also that a given noise level seems much louder at night than during the day because the background city noise is typically reduced by a factor of ten.

- b. Courtesy hours are in effect twenty-four hours a day, seven days a week. Residents are always to be mindful of the disturbing effect of their noise on others and cease to make such noise when requested.
 - c. Quiet hours shall be in effect from 10:00 p.m. to 8:00 a.m. from Sunday evening until Friday morning. During these periods residents shall refrain from making noise in their rooms or in the commonly shared areas that may disturb the study or sleep of another resident.
 - d. During University exam periods there will be a 24 hour quiet policy implemented.
3. Residents shall respect the privacy and property of fellow residents and shall not enter another resident's room without the occupant's permission.
 4. No resident may infringe upon the right of others to freedom from threats of, or bodily harm, verbal abuse, and damage to personal property.

Respect for the Houses and Buildings and Their Atmosphere

1. Residents shall have individual and collective concern for the security, maintenance, and preservation of the residence and its grounds. Costs of repairs, replacements, or extraordinary cleaning shall be assessed as follows:
 - a) If the individual(s) involved can be identified, they will be solely liable for the costs; if it is a guest of a resident, the resident shall be held liable.
 - b) If damage occurs in common areas that cannot be attributed to specific individuals, the residents of the House shall be held jointly responsible and damage deposits will not be refunded.
 - c) The resident(s) of the room shall be responsible for any restitution necessitated by repairs, replacement or extraordinary cleaning of the room.
2. **Each resident is responsible for the cleanliness of his/her room and shall maintain the room in a manner that is sanitary and acceptable. The housekeepers clean the commonly used areas of the Houses. It is not their job to move or wash dirty dishes, pick up newspapers, or move personal items in order to clean properly. Residents must cooperate with the housekeeping staff. Each resident is responsible for picking up after themselves on a daily basis or the Principal can impose fines.**
3. Residents shall not remove furnishings from the common rooms, nor from any other areas of the College. Residents must not bring items of furniture into their rooms. The College provides beds. No other beds, futons, or waterbeds are permitted in residence.
4. Residents shall observe all procedures and instructions in case of an emergency as follows:
 - a) Residents will immediately evacuate the buildings when the fire alarm is sounded (Parker, Whitgift, Laud, and Wake) or if a fire is detected (in all other residences), and shall not re-enter the building even if the alarm stops, until permitted to do so by the Fire Department, Campus Police, the Head of College, or College Administration.
 - b) Become acquainted with exits, fire extinguisher locations and other related instructions posted on bulletin boards.

5. Residents shall **do all cooking in designated kitchen areas** for reasons of safety and sanitation, and shall be responsible for the cleanliness of the appliances and the area in general.
6. Residents may use personal electric equipment such as hair dryers, shavers and stereos that do not require excessive power. Residents who overload circuits and disrupt electrical service will be subject to a bond and the cost of resetting the breaker.
7. Residents shall be responsible for ensuring that the screen remains on their windows, free of holes/tears and shall not remove any screen for any reason.
8. Residents shall not throw, drop, or suspend anything from their windows, stairwells, balconies or roofs under any circumstances.
9. Residents shall not have a pet in residence.
10. Thermostats or Hot water Heaters are not to be adjusted by residents. Maintenance should be advised if an adjustment is necessary.

Responsibilities for Residents or Guests Visiting Residences

11. Residents are allowed to have occasional overnight guests with the permission of the House. Any guest staying more than three nights per month will be charged \$50 per night. The topic should be clearly discussed at House meetings to establish a policy within the House. All houses should establish a posted notice board to advise residents of a guests staying in the house.
12. Residents shall abide by the laws of Canada, Ontario, and the City of Windsor, and the regulations of the Canterbury College Residence Handbook. Decisions of the Principal are binding on all residents.
13. Residents may not co-habit with any other person in their room. Cohabitation is described as occupying the room for extended periods of time, in excess of three days or on a regular/repetitive basis. There will be a \$50 per night administration charge to this.
14. Resident host/hostess is responsible for any infractions committed by his/her guest(s), the conduct of the guest(s) and ensuring their guest(s) abide by all residence understandings and agreements.
15. Residents' guests may be requested to identify themselves at any time or may be requested to vacate the residence if their conduct is unacceptable, by the Head of House, Head of College, or Administration.
16. Residents shall not consume or transport open alcoholic beverages in public areas or on College grounds. Residents 19 years of age or older may consume alcoholic beverages within their houses or in areas designated for consumption of alcohol by the Administration.
17. Residents and their guests shall not traffic or possess drugs, either in usable or natural form, anywhere on Canterbury College or University

18. property. Violations of this ruling will lead to eviction and/or other penalties.
19. Residents may not possess any type of weapon or firearm in residence or on Canterbury College property. Violation of this ruling may lead to eviction and/or other penalties.
20. Residents will treat all housekeepers with respect and shall follow the directions of the Head of College, the Head of House, and the Administration staff.

All infractions of the Residence Understandings and Agreements are designated Major or Minor. Major infractions will be reviewed by the Administration Office and by the Principal. Minor infractions may be heard by the Head of House or the Head of College, unless the student is penalized for three separate minor infractions, in which case the student will be referred to the Administration Office.

Major Infractions

Forgery, alteration, misuse, or mutilation of College documents, records, identifications, access codes or property.

1. Conduct which threatens or endangers the physical or psychological health, safety or welfare of an individual or a group of individuals, including, but not limited to, room crawls, drinking games, possession or use of kegs or large volume containers, funnelling, mud games, rappelling, throwing objects out of windows or off balconies, fights, practical jokes, horseplay, or other dangerous behaviour.
2. Interference with the rights of any resident and in particular the right of privacy.
3. Failure to treat all Canterbury College personnel including Heads of Houses and Head of College, with respect.
4. Inappropriate and offensive conduct directed to any member of the College or University community, including but not limited to, conduct which is inappropriate and offensive on the basis of race, sexual orientation, age, gender, religion, or physical disability.
5. Failure to comply with the verbal or written directions of any Canterbury College Officers including Heads of Houses, and Head of College, acting within the scope of their authority, as stated herein.
6. Possession of stolen goods, including street signs, shopping carts and items of a similar nature.
7. Theft, vandalism, and wilful or negligent damage of another person's, Canterbury's, or the University's property or the unauthorized entry, use or occupation of facilities, property, or vehicles.
8. Use or possession of firearms, ammunition, knives, simulated weapons, fireworks, other incendiary devices, or any instrument to cause harm.

9. Tampering with fire equipment, including fire hoses, fire extinguishers, sprinklers, emergency pull stations, emergency exits/signs or any other emergency equipment. **Creating a fire hazard or sounding a false alarm.** Interruption to latching fire doors (no tape on latches).
10. Violation of published regulations of the University of Windsor or Canterbury College including the Residence License, and the Residence Student Handbook.
11. Failure to comply with the Drugs/Narcotic/Criminal Acts Policy as stated herein.
12. Aiding, abetting, conspiring or inciting others to commit any major infraction.
13. Failure to comply with the Smoke Free Ontario Act.

Minor Infractions

1. Any conduct or act that is deemed to be inappropriate and unbecoming by his/her peers, or is otherwise unacceptable to College authorities.
2. Failure to comply with the Alcohol Policy stated herein.
3. Failure to comply with the Guest Policy stated herein.
4. Failure to comply with the Noise Policy stated herein.
5. Failure to comply with the Damages Policy stated herein.
6. Failure to comply with the Keys Policy stated herein.
7. Failure to comply with the Building Policy stated herein.
8. Failure to comply with the Advertising/Poster Policy stated herein

Disciplinary Procedure for Violation of Understandings and Agreements

The spirit of the residence at Canterbury College is one of co-operation, with every resident having the responsibility to comply with these Understandings and Agreements and the duty and right to abide by them. The Administration Office is the official body responsible for dealing with infractions and determining penalties. The Principal of the College shall have the final say. The Heads of House, under the direction of the Head of College, have the authority to enforce the Understandings and Agreements and may make recommendations to the Administration Office regarding penalties.

Penalties for Infractions Include:

Fines: At the discretion of the College Principal. For example, the fine for not cleaning kitchen after use is **\$50 per occurrence.**

Bonds: Money paid as a security against further infractions. If no infractions occur within the bond period, (three to eight months), the money is refunded.

Community Hours: Given the nature of the infraction, the individual may be required to do community service.

Restitution for Damages: For any infraction necessitating repairs, replacements, or extra ordinary cleaning, the costs will be charged to the individual.

Recommendations to the Principal for Further Action:

Disciplinary probation: A probation period during which further infractions will lead to expulsion.

Expulsion: Eviction from residence upon notification.

Notification of Police: for offences which contravene the Criminal Code. Eg: firearms, theft, drug use, common assault, possession of stolen property, etc. The resident will be asked to leave the College.

Jurisdiction

Minor Infractions

Minor Infractions shall be dealt with by the Head of House. If a resident fails to comply with the rules of the House or the request to comply by the Head of House, the infraction should be directed to the Head of College for disciplinary action and the Principal advised.

Major Infractions

Major infractions shall be directed to the Head of College who will bring the matter directly to the Principal.

Discipline

Student misconduct which adversely affects the College community's pursuit of educational objectives is the subject of Canterbury College Discipline. It is dealt with through the Office of the Principal and relates to misconduct of a serious nature which demonstrates a lack of integrity or a disregard of the high standards which must be maintained within the University and College communities.

For the purpose of consistency between the two communities, the College has adopted the form and substance of the University of Windsor Senate Bylaw 54 as a guideline for its use. The Bylaw sets out examples which include dishonesty, cheating on examinations, forgery and alteration of records and documents, obstruction of teaching and administrative activities, abusive conduct, failure to comply with university regulations, improper conduct relating to records and computer software, and other serious matters.

The Office of the Principal of Canterbury College investigates any complaint regarding misconduct at the College and may dispose of that complaint either informally or by laying formal charges against the offending student. Student misconduct at the University is under the jurisdiction of the University's Office of the Administrative Dean of Students and Academic Services. If it is determined to uphold a complaint, sanctions will be imposed following the same standards as set out in University of

Windsor Bylaw 54. They include admonitions, disciplinary probation, restitution, suspension from classes and other privileges for a definite period of time, and expulsion or termination of student status for an indefinite period.

Section 17 – Student Awards

Canterbury College General Scholarship

\$ 1000 x 2 (Academic Performance)

\$ 1000 x 1 (On basis of Need)

The above awards are provided from the General Scholarship Fund in memory of the group of donors listed below:

Charles H. Ramin Memorial Prize

CP Prize

E. Nora & Helen Golden Residence Bursary

Ellen Mary Prize

F. C. McRitchie Prize

George E. Marshall Bursary

Guild Prize #1

Guild Prize #2

Leslie F. Ounsworth Prize

Percy C. Graham Book Prize

Brotherhood of Anglican Churchmen Prize R. Jackson East Prize

Heather Swift Memorial Prize

Other Bursaries

Anglican Church Women Clergy Bursary

Clifford T. Terry Residence Scholarship

Cyril B. Hallam Residence Scholarship (2)

Edward Ernest Carey Bursary

Fred and Catherine Musson Memorial Bursary

Rev. Dr. F. Temple Kingston Scholarship

William M. and Alice Holmes Memorial Prize

More information about the scholarships and bursaries can be obtained from our website www.uwindsor.ca/canterbury/scholarships or from the administration office.

Section 18 - Safety Policy

Smoke Detectors

The College provides working smoke detectors and in some cases heat sensors. Battery operated units which begin to fail (a random beep will sound) must be reported to the office to have new batteries provided promptly.

Note: Smoke detectors **are not** to be tampered with. Residents will be asked to sign a declaration that the smoke detector in their room is functioning correctly at the time of taking occupancy. All detectors will be checked mid-semester and a signed acknowledgement completed by student and Head of House. It is the student's responsibility to request replacement batteries. Any tampering with a smoke detector will be regarded as a major infraction.

Exposed Extension Cords represent a danger which might cause people to stumble/fall, and possibly electrocution. It is the student's responsibility to make sure that cords are free from defects.

Obstructions on Stairways: all stairways, hallways and exits are to be kept clear of obstructions and extraneous items. No bicycles are allowed inside including entrances, stairs and halls.

Locked Doors and Windows

It is the responsibility of all residents to see that their individual rooms and doors are kept locked at all times for the security of the individual and the House community.

Note: It is the student's responsibility to provide insurance for his or her personal property within individual rooms and the residence.

Outdoor Lighting is to be maintained. The Head of House and/or students are asked to advise the office when security lighting outside their building is not functioning.

Horseplay and well-intentioned violence is strictly forbidden on College property.

Poisons for rodents, etc. Students are not to purchase, keep or use poisons or insecticides on College Property. Infestations are to be reported to the College.

Non-resident Access

Students must be responsible about whom they invite into their rooms. **Under no circumstances should keys be loaned to non-residents.** The Head of House should

be advised regarding the identity of non-resident guests and each House have a posted list notice to all residents regarding any occasional guests.

Firearms, Ammunition, and Knives Exceeding Four Inches

These items and other potential weapons such as martial arts weapons are strictly forbidden and are not permitted on College property.

Furnace Rooms

Personal items **may not** be placed for storage in furnace rooms. This is for the safety of all residents by avoiding fire hazards. No activity shall take place within the furnace rooms that may react with natural gas/or related equipment. Furnace rooms in Parker, Whitgift, Laud and Wake must be kept locked. In GFH, to have the temperature in your apartment adjusted, please contact the Office.

Section 19 – Harassment Policy

Policy Statement

The Community of Canterbury College is committed to affirming the dignity and worth of all persons from all cultures and economic backgrounds.

All members of the Canterbury College community including academics, support staff, volunteers, visitors, and residents have a responsibility to create an affirming environment for each other and the Canterbury Community.

Definitions

Discrimination: Discrimination is defined as distinction whether intentional or not, based on grounds relating to personal characteristics of an individual or a group which has the effect of imposing burdens, obligations or disadvantages on such individuals or group not imposed upon others, or which withholds or limits access to, opportunities, benefits, and advantages available to other members of society.

Harassment: Harassment means any improper behaviour by an individual directed at, and which is offensive to, any individual and which that person knew or ought to reasonably have known would be unwelcome. It comprises objectionable conduct,

comment, or display made either on a one time basis or continuous basis that demeans, belittles or causes personal humiliation or embarrassment to an individual.

It includes harassment within the meaning of the Canadian Human Rights Act (i.e. harassment based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or a pardon).

Sexual Harassment: Sexual Harassment means any conduct, comment, gesture, or contact of a sexual nature whether on a one-time basis or in a continuous series of incidents. It includes:

- Any unwanted sexual attention or behaviour by a person who knows or ought reasonably to have known that such conduct is unwanted; or
- Any implied or expressed promise for complying with a sexually orientated request; or
- Any implied or expressed threat of reprisal, in the form either of actual reprisal or the denial of an opportunity for the refusal to comply with a sexually orientated request; or
- Any inappropriate verbal or physical conduct that has focus on sexuality or sexual identity in what reasonably may be perceived as a hostile, intimidating working, living, or educational environment.

The Principal's decision will be final. All allegations must be in writing and signed by the complainant.

Purpose and Scope of the Policy

1. Canterbury College is committed to providing a working and learning environment that is free of discrimination and supportive of the academic achievement and dignity, self-esteem and fair treatment of all members of the College. The College seeks to create a climate that reinforces opportunity and allows for each person to contribute fully to the development and well-being of the community.
2. The College recognizes its responsibility, in accordance with The Ontario Human Rights Code, to ensure that every person in its community is protected from unlawful discrimination and harassment.
Canterbury College is committed to deal quickly, fairly, and effectively with harassment and discrimination, should it take place.
3. A substantiated act of discrimination or harassment may be cause for disciplinary action by the College up to and including the possibility of discharge in the case of an employee or expulsion in the case of a student.
4. Complaints which are trivial, vexatious or made in bad faith shall result in a penalty against the complainant. The severity of the penalty will be determined based on the seriousness and impact of the complaint.
5. In order to protect individuals who make use of this policy from reprisals, the College prohibits reprisals or threat of reprisal against these individuals.

Confidentiality

Canterbury College understands that it is difficult to come forward with a complaint of harassment or discrimination. The College recognizes both the complainant's and respondent's interest in keeping the matter confidential. To protect the interests of all parties, the parties involved in handling the complaint will maintain confidentiality throughout the complaint process to the extent possible under the circumstances and except as required by law.

Confidentiality does not mean anonymity. In the instance of a formal complaint, a fundamental principle is that the respondent must be informed of who has made the allegation at the earliest possible point in the process. (Documents must be signed and witnessed before submission).

Process for Resolution of Complaints

It is understood that complaints which go beyond the informal stage of resolution must be submitted in writing. The College will not act on the basis of hearsay or anonymous complaints.

1. **Informal Resolution:** Complainants are encouraged to avail themselves of informal methods of resolving complaints, including consultation with the Head of House, Head of College, and the Chaplain.
2. **Mediation:** In the event that the informal stage does not yield a satisfactory result for both parties, the College will arrange for an external mediator or a mediation service to resolve the dispute. Both parties must agree to the mediation process. In the alternative, the parties may agree to decline mediation, in which case the College will proceed with Step 3.
3. **Factfinder:** In the event that mediation fails, the College will appoint a Factfinder. The complainant will submit the complaint in writing to the Factfinder, who will have the responsibility of investigating all allegations. The Factfinder's report will be submitted to the College and the parties involved.

The Factfinder's report will be submitted to a Board of Directors' Sub-Committee to receive the report and reach a decision. An appeal of the Board Sub-Committee decision will go to an Adjudicator.

4. **Adjudication:** The dispute will be adjudicated by an experienced adjudicator, appointed and paid for by the College. The Adjudicator will be at arms-length to the College. The Factfinder's report will be entered as evidence. Both parties will be entitled to present arguments and witnesses. Parties will be entitled to representation at their own cost.
5. **Ontario Human Rights Commission (OHRC):** In the event that the complainant is not satisfied by the outcome of the adjudication, he/she may file a complaint with the OHRC.

Section 20 - Pandemic Policy

Pandemic Planning-preparedness at Canterbury College

Canterbury College is actively working on necessary contingency plans in the event of a pandemic or serious outbreak of influenza. The official source of information and direction for necessary action by the College will be from the Medical Officer of Health for Windsor Essex County. The plan includes education, prevention practises and effective communication among our residents. Residents are urged to learn all they can about effective methods of preventing the spread of communicable diseases. Health practises within the residences are to be reinforced through signs, sanitizers and proper hand washing. Heads of houses will be responsible to report to the administration any outbreak within their house within 24 hrs.

Section 21 – Important Phone Numbers

Campus Police	519 - 253-3000 ex.1234 (Non-Emergency) or ext. 4444 (Emergency)
I.T. Services Computer Centre	519 - 253-3000 ex. 4440
St. Denis Athletic Centre	519 - 253-3000 ex.7029
Leddy Library	519 - 253-3000 ex.7023
Academic Writing Centre	519 - 253-3000 ex. 3405
The Lance, Editor	519 - 253-3000 ex.3909
Psychology Services	519 - 253-3000 ex. 7012
Student Counselling Services	519 - 253-3000 ex. 4616

Emergency Number (Fire, Police, Ambulance) 911

University of Windsor Campus Police can be contacted directly by picking up the red phone located in each house or by calling 519-253-3000 ext 1234

Ambulance Dispatch 519 - 258-2155

Fire Department 519 - 258-4444

Hospitals

Hotel-Dieu Grace Hospital	519 – 973 - 4444
Windsor Regional Hospital (Metropolitan Campus)	519 – 253 – 5577
Windsor Regional Hospital (Western Campus)	519 – 254 – 5577
Poison Control Centre	1-800-268-9017
Police Service Windsor (Non-Emergency)	519 – 258 – 6111

Section 22 – Additional Services

Please be advised that there will be a \$25.00 Administration Fee for the processing of any of the following items:

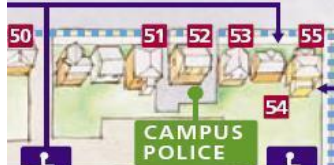
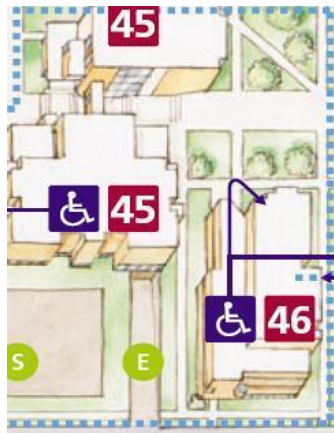
Confirmation of Residence Letters	Letters of Reference
Confirmation of Residence Fees Paid	Copies of past invoices

Payment must be made at the time of request. Letters will be processed within two business days. If an archive search is required processing could take up to 5 business days and an hourly fee will be charged.

Canterbury College Office Hours

September 01 through April 31 - Monday – Thursday 9am to 5pm
Fridays 9am to 4pm

May 01 through August 31 - Monday – Thursday 9am to 4pm
Fridays 9am to 3pm



A: Geoffrey Fisher Hall
 B: Rayson House
 C: Langton House
 D: Rayson House
 E: Augustine House
 F: Becket House

G: Anselm House
 H: Crammer House
 K: Whitgift House

L: Laud House
 M: Wake House
 O: Canterbury College Office & Administration & St. Paul's Chapel

Canterbury Block - 59