



Residence

Rules, Regulations & Requirements



Compiled August 2007/Amended Aug 2011

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Section A – Guiding Principles

AST Mission Statement

“Atlantic School of Theology, an ecumenical university serving Christ’s mission, cultivates excellence in graduate-level theological education and research, creative and faithful formation for lay and ordained ministries, and understanding among communities of faith.”

Code of Conduct

As an ecumenical university and community of faith, Atlantic School of Theology embraces the Gospel of Jesus Christ as it is confessed by the three founding churches of the School and strives to live that Gospel in an ordered manner.

All members of the Atlantic School of Theology community, therefore, bind themselves to live according to the Christian Gospel and to conduct themselves in all matters pertaining to school life (religious, academic, professional), both on campus and off campus, in accord with the Mission Statement and the various policies established by the governing bodies of the school including but not limited to those referred to in the official school calendar.

Failure to observe the Mission Statement and these policies will subject a member of the AST community to appropriate disciplinary action up to and including dismissal from the School or termination of employment as applicable.

Section B – Health & Safety Matters

Security issues and concerns

Security is everyone's responsibility at AST! As we do not have a security officer on duty, we rely on residents to be vigilant. **During 'locked door' hours (5pm-8am Mon-Fri and all weekends and holidays) DO NOT allow strangers into the building!**

If a non-resident comes to the door, and you don't know them, ask who they want to see. Tell them you will try to find the resident. The visitor must wait **OUTSIDE** until you can find the resident.

If you don't know the resident, come speak to the Residence Don's Apartment and s/he will tell you where to find the resident.

If you encounter a non-resident that you don't know, ask who they are visiting and escort them to the resident's room.

Policy on Prevention and Resolution of Harassment and Discrimination

Harassment of any kind devalues both those who harass and those who are harassed. In abusing sexuality, sexual harassment strikes against a critical quality that makes us human. It is an exercise of power that robs people of the capacity for mutual respect.

Our school commits itself to nourish such habits of heart and mind as to build good relations between us. Where these conditions are violated through harassment, we propose to set down terms for redress of grievances.

A copy of the Atlantic School of Theology Policy is provided to each residence room or may be obtained from the President's Office, the Registrar's Office or, the Formation/Program Director's Office. All persons living in Residence are subject to the provisions of this policy.

Fire Safety

Fire Doors must NOT be jammed open. It is contrary to Fire Marshall Regulations & AST administration policy.

Due to Fire Regulations, Candles are strictly forbidden in residential facilities. See Fire Regulations at back of this document.

Emergency Training/Kits:

A number of AST employees and the Residence Don have been trained by St. John Ambulance to assist in a medical emergency. These individuals' names are provided on a list beside the emergency kits provided throughout campus. It is paramount that these kits be fully stocked in the event of an emergency, therefore you must notify the Residence Don if your use of any of the kit's materials causes it to run low on anything.

Accidents must be reported to school administration immediately following the event in compliance with AST's insurance policy. This can be done by advising the details of the event or a written account of the incident to the Residence Don, the Accounts Officer or the Chief Administrative Officer.

Section C – Community Life Matters

Residence Don

The position of Residence Don has been established, "to ensure that the policies of the School, in relation to the Residence, are carried out in a proper and just manner; and to assist residents to live in physical and social conditions as comfortably as possible."

Quiet hours

Further to the above, as respect to your neighbours, it is asked that noise be kept to a minimum after 9:00 p.m.

At all times the volume of stereos, radios and televisions must not be such as to inconvenience to your neighbour(s) in residence. Use of headphones is recommended. **11:00 p.m. quiet time is in effect/may be amended in times of mid and end term exams.**

Informal approach for addressing differences

Resolving differences and clearing up misunderstanding sooner than later improves the quality of our common life and relieves stress for the parties involved. Before pursuing formal procedures which address disputes and grievances, members of the AST community are encouraged to pursue resolution of their differences informally through direct communication.

When a difference has arisen over an important issue, arrange to meet the party concerned in a quiet place at mutually convenient time.

In preparation for a discussion, think through your basic concern so that you can state it very clearly. Outline your understanding of any events which have contributed to your concern. Preparing helps you clarify your own thinking and recognize your expectations or interpretations of events. If you have a particular outcome in mind, state that as simply as possible.

If you are very anxious about meeting to discuss a difference, take notes about what happened to the meeting to keep yourself focused.

When you go to the appointment, take along relevant material which you may want to consult. State your concern clearly and simply. Let the other respond without interrupting. Listen for any misunderstandings or differing expectations at play. Take time to think things through. You don't have to solve everything in one meeting. Reconsider your options in light of the conversation. A second meeting may be helpful to work through a resolution, mutual understanding, or a new way forward.

If there is no satisfactory resolution and if you think you have not been heard, talk with your Residence Don to consider how to proceed. If you remain concerned that an injustice needs to be addressed in a more formal way, please see the Chief Administrative Officer or consult the appropriate policies of the School.

Grievance Procedure

Decisions made by the Residence Council may be appealed to the Residence Don. In turn, decisions taken by the Residence Don may be appealed to the Business Office. If no resolution to disputed items has been achieved at this level, further appeals may be directed to the Chief Administrative Officer.

Furnishing of Rooms

Hot plates, kettles, stoves, microwaves, or other cooking appliances are not permitted in student rooms. New bar fridges (so as to have low voltage requirements) may be tolerated if the combined power draw does not become a burden on the electrical system (i.e. blowing of fuses)

Smoke and Scent Free

The residential facilities are smoke and scent free. *(Province of Nova Scotia Regulations)*

Use of Rooms by Other Persons

Use of a room applies only to the person in whose name the room is registered. Use of rooms by persons other than those to whom it has been assigned (overnight or other extended period) is in contravention to residence and fire regulations. Short-term guests may be acceptable, but their presence must be reported to the Residence Don so that their presence is known in the case of an emergency situation requiring a head-count.

Animals not permitted

Animals are not permitted to live in the residence.

Alcohol on Campus

While the use of alcohol is discouraged, discretionary consumption will be tolerated within the privacy of your room.

Storage rooms

AST has very limited storage available, but if no other storage can be accessed, please ensure all cartons/ boxes/ furniture are properly labelled with: Name, Address, Date Stored, and expected date of pick up. Use of these facilities is limited to existing or returning students and is at the user's risk. AST is not responsible for any damages or loss. Keys can be accessed via the Residence Don or Maintenance Staff

Kitchenette rules

- Please ensure that the doors to the kitchenettes are kept locked.

- Use of the kitchenettes is **not allowed after 9:00 p.m. or before 7:30 a.m.** (unless arranged with the resident in charge) in order to facilitate rest and study time for the occupants of the attached bedrooms. A microwave and kettle are provided at all times in the third floor kitchenette.
- You must be present in the kitchenette when your food is cooking – **DO NOT LEAVE OVEN OR MICROWAVE UNATTENDED WHEN IN USE.**
- You must wash your used pots & pans/dishes & cutlery **immediately** after use and wipe the counter tops after use.
- Shared fridge and freezer spaces mean you should purchase small amounts of food stuffs frequently, so as to not take all the shared space.
- Do not use fridge space to keep non-spoiling dry goods – please use cupboard space or plastic bins and shelving areas to store these items.
- **Failure to abide by these rules may result in restriction of usage.**

Use of AST Facilities

Use of AST Facilities (including washers & dryers) are for the exclusive use of AST residents and AST related functions only.

Garbage & Recycling

Kitchen waste is to be placed in the green recycling receptacle along side the garbage dumpster outside.

- Garbage must not be left in the maintenance closets. Place it in the dumpster outside.
- Paper products (boxes, paper, etc.) can be placed in the smaller dumpster.
- Recyclables (cans, bottles, etc) can be left in the collection bins in the cafeteria or in the bike room.

Parking

Students in Residence: (Paid) parking spots at the back of the lot behind the 1898 building, and the spots marked on the south, west and north sides of the Residence.

Visitors: Library visitors have signed parking; all other visitors should park off campus.

Common Room:

The Common Room is intended to be one of the focal points of life on the AST campus. It serves a variety of functions including: a lunchroom for staff, sometimes used in the curriculum of the school, and also for the shared use of residents.

It is in this last function that the Common Room is hoped to be a source of rest, relaxation, entertainment, socialization, and study for all members of the AST residence community. As with any shared area on this campus, it is expected that everyone will do their part in contributing and caring for this room. We live in community and it is imperative that this room be a place for respect (regardless of differences), sharing of resources and ideas, and hospitality shown to one another. **Also, remember to clean up after yourself AND TURN OFF THE LIGHTS AND CLOSE THE WINDOWS.**

This is OUR common room, enjoy it, share it, and keep it clean and **don't forget to shut off the lights!**

Gordon Room:

The Gordon Room, located in the faculty wing just inside the foyer is available for meetings, prayer and worship:

Daytime usage – 8:30 a.m. – 5:30 p.m. Mon – Fri:

- Room is reserved for AST Classes and Meetings
- Reserve room for use in the Reception Office

Night time usage:

- If the room is not booked for another use, it may be used for study by residents and AST students

Note: please return this room to its original configuration after use and keep the room clean for others.

Library Use:

The library provides students with a number of stations which provide internet/computer access. As well, meeting rooms can be booked at the library front desk for group studies at no charge to AST students or residents.

Section D – Miscellaneous

General Housekeeping

Students are responsible for the cleanliness of their rooms. Vacuum cleaners are provided on each floor.

While it is not the School's place to monitor how residents keep their room/apartments, it is recommended that residents keep their rooms tidy and any food stuffs are kept in plastic tubs/boxes which are available at the Reception office. The reason for this is that we do not wish to experience a pest problem in the building. So for your own peace of mind and out of respect to your neighbours, please keep your room tidy and your food secure.

Lights and Windows

AST is ever vigilant in its attempts to keep its residency costs down through expense control – please ensure that lights are turned off when you leave a room. Although a security lock-up round is performed every evening in the residence, sometimes an individual will use a room after that check is performed. Please also ensure that all windows are closed before a room is exited.

Internet/Wireless Access:

Wireless Access in the residence and library buildings can be obtained by registering with the AST Library. Internet computer stations are also available in the library.

Heating

The heat and hot water at AST is provided by steam boiler system which is based on time sequences and thermostats. When the weather turns cold, the frequency of the heating steam system injection is stepped up to handle the increased demand. When a radiator is opened up to full capacity the resident may be subjected to too much heat for a prolonged period. It is best to start by allowing a small amount of heat to start until you find the right balance for you.

POST THIS NEAR YOUR RADIATOR FOR FUTURE REFERENCE



Procedure to opening the heating valve on the radiator

1. Locate steam valve under bottom right hand side of radiator near floor.
2. Turn counter-clockwise to open.
3. Locate damper knob on front of radiator make sure this is open by turning counter clockwise.
4. If you find the room is too hot, turn back steam valve quarter turns, until you find a comfortable temperature for your room.
5. Heat is not there all the time. It is controlled by a timer system and comes on at various times, so you must have the valve open to get heat.
6. If you find it too cold in your room, contact the Residence Don and he will turn it on manually if required.

POST THIS NEAR YOUR DOOR FOR FUTURE REFERENCE



POLICY: FIRE REGULATIONS**POLICY # XX (A)****ATLANTIC SCHOOL of THEOLOGY**

1. If you discover a fire in the RESIDENCE building:
 - (a) Pull the alarm at the nearest box, located by all doors leading to the stairwells, and at the front and rear doors. The fire alarm signal is a continuing sounding of bells.
 - (b) Use the extinguisher located on each corridor, on a small fire.
Do not try to fight a large fire!
 - (c) Close doors and windows.
2. LEAVE THE BUILDING immediately, by the nearest exit!
3. All residents: go to the walkway intersection (center court) in front of the Residence Building, or directed otherwise by responsible persons (the on site Fire Marshalls are the Residence Don or School Authorities, dependant on the day/time.).
Roll Call will be taken by the Residence Don or a delegate.
4. NO ONE is to re-enter the building without permission of the Fire Department, or from School officials. You have the right to refuse to re-enter.

If you do not comply with these instructions you may endanger your own life and the safety of others.

THESE INSTRUCTIONS ARE WRITTEN FOR THE RESIDENCE BUILDING, HOWEVER, THEY ARE ALSO APPLICABLE FOR OTHER SCHOOL BUILDINGS SUCH AS THE LIBRARY AND THE CHAPEL COMPLEX.

APPROVED BY THE MANAGEMENT TEAM, FEBRUARY 13, 2008

POST THIS NEAR YOUR DOOR FOR FUTURE REFERENCE



POLICY: EMERGENCY SITUATIONS

Policy XX (B)

ATLANTIC SCHOOL of THEOLOGY

Some generic **EMERGENCY guidelines** are:

- Every day vigilance and common sense are our most significant assets in emergency preparedness. **Develop your observation skills** to be able to recognize that something is not the way it should be.
- **Remain calm and act rationally**, this is the best way to ensure your safety and the safety of others.
- Contact officials. **Call 911**, for Police/Fire/Ambulance. Contact School Administrative and Security persons as soon as possible.
- Inform others. **If evacuation is appropriate, pull the Fire Alarm**, regardless of the time of day/night. Follow Fire evacuation plans unless indicated otherwise and relocate to the nearest and safest area.
- Upon the arrival of emergency responders **assist if and as required**, otherwise stay out of the way, and do what you are told by the Emergency responders or School officials.
- **Expect further direction** from Emergency responders or Administrative Staff in due course.

APPROVED BY THE MANAGEMENT TEAM, FEBRUARY 13, 2008