



**ADU 03- Directive pertaining to the Nunavimmi Pigiursavik  
Training Centre Students' Residence and any other residence under  
the supervision of Adult Education Services**

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| <b>Department responsible:</b><br>Adult and Vocational Education Services | <b>Approved by:</b> Director General   |
| <b>Effective date:</b><br>July 1, 2010                                    | <b>Amended on:</b><br>November 7, 2011 and June 2018   |
| <b>Reference:</b><br>CC 2009/10-33  | <b>Other related documents</b><br>Code of Conduct for Adult and Vocational<br>Education Students |

**Mission of the Nunavimmi Pigiursavik Training Centre Students' Residence and other residences under the supervision of Adult Education Services.**

The Kativik Ilisarniliriniq and Adult and Continuing Education Services recognize the importance in providing an environment that is safe, harmonious and favourable to the needs and well-being of all students and staff of the Nunavimmi Pigiursavik Training Centre Students' Residence and other residences under the supervision of Adult Education Services.

In this home away from home, the Residence is part of the educational experience of the students. It provides support along with activities, counselling, guidance, security and safety meeting psychological and social needs of the students.

The Residence is a part of the community and provides the family life linking the student to his peers as well as his environment. Activities and interventions cater to the development and support of the student as an active member of society.

**Respect is the cornerstone for all relationships  
within the Residence and the Community-at-large.**

## **1. General Provision**

### **1.1 Purpose**

This Directive is intended to establish rules pertaining to the proper conduct expected from students, residence occupants, and any other visitors in the Nunavimmi Pigiursavik Training Center's Student's Residence or other residence. These regulations also identify the measures to be applied when inappropriate conduct occurs.



## 1.2 Definitions

In this directive, the following words or expressions are defined as;

- a) **Bootlegging:** to produce, distribute, or sell alcohol;
- b) **Bullying:** a combination of power and aggression occurring when a person maliciously and repeatedly intimidates another person verbally, physically, or psychologically;
- c) **Child :**
  - I. A child of the student
  - II. A child of the student's spouse or of both
  - III. A child living with the student for whom legal adoption procedured have been undertaken
  - IV. A child who has been adopted in accordance with Inuit tradition and duly registered as such
- d) **Common area:** cafeteria, lounge, laundry rooms recreation areas, etc.;
- e) **Drugs:** a controlled substance, as set out in the *Controlled Drugs and substances Act* and any other substance used as an intoxicant;
- f) **Occupant:** a person entitled to room and board in the Residence;
- g) **Physical assault:** the intentional application of force, directly or indirectly, in any degree at all, to a person without that person's consent;
- h) **Residence:** the Nunavimmi Pigiursavik Training Center students' residence and its surrounding area and any other residences under the supervision of Adult Education Services;
- i) **Residence Manager:** the Residence Manager of the Nunavimmi Pigiursavik Training Center Residence or in this absence the Principal of the Center,
- j) **Spouse :** person who :
  - I. Is married to the student,  
Or
  - II. Has been living with the student in a conjugal relationship for at least 12 consecutive months
- k) **Student:** a student living in the Residence;



- l) **Trafficking:** giving, exchanging, selling any illegal substances;
- m) **Vandalism** : deliberate damage of property;
- n) **Weapon:** anything used, designed to be used, or intended for use in causing injury or death to any person. It can include objects which can be used as weapons such as rocks, pocket knives, or tools if displayed to threaten or intimidate.

## 2. Requirements

### 2.1 General rules

All Residence occupants and visitors must:

- a) demonstrate respect and consideration for other persons and property;
- b) respect quiet time and curfew as established by the Residence Manager;
- c) maintain the rooms, furniture, equipment and common area in a clean and good condition;
- d) not smoke inside the Residence or near entrance areas;
- e) abide by local community by-laws and any other laws.

### 2.2 Unacceptable forms of behaviour

The following forms of behaviour are unacceptable and not tolerated in the Residence and its surrounding area:

- a) bullying and violence;
- b) theft;
- c) vandalism;
- d) drug trafficking and bootlegging;
- e) assault (physical or sexual) on another person;
- f) conjugal violence;
- g) possession of any weapon, drugs or alcohol within the Residence and its surrounding area;



- h) being under the influence of alcohol or drugs;
- i) any behaviour that may be detrimental to the well-being of the students and any other individual of the Residence;
- j) any violation of School Board policies, laws or municipal by-laws.

### **2.3 Agreement**

All students must sign the Student Agreement as provided in Annex A. This Agreement is kept in the student's file.

### **2.4 Pets**

No pets allowed in the Residence.

## **3. Corrective Measures**

### **3.1 Unlawful acts**

Any incident of theft, violence, and unlawful acts will be referred to the Kativik Regional Police Force.

### **3.2 Sanction**

An occupant who violates any of the rules set forth in this Directive is subject to:

- a) verbal warning of a first incident;
- b) written warning for a second incident and a meeting with the center Director or the manager of the residence;
- c) for the third offence: a final written warning.
- d) Possible eviction from the Residence.

However, an eviction or temporary withdrawal may be applied immediately by the Residence manager depending on the seriousness of the incident. Such measures must be preceded by a consultation with the Principal of the Centre or, if not available, with the Director of Adult Education Services.

### **3.3 Eviction**

The Director of Adult Education may also evict an occupant from the Residence namely when:



- a) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct, or
- b) The occupant's presence remains harmful to the welfare of the residence, occupants, staff or any other person.

### **3.4 Damages**

Occupants will be held responsible for any damage caused by their dependants or guests to their rooms, furniture and residence property, other than the normal wear and tear.

### **3.5 Inspection and search**

The residence staff may enter a room any time it is deemed essential to the operation of the student housing unit or to the safety of the residents.

To ensure the safety of all residents, The Board may also conduct searches in bags, lockers, rooms and other areas when there is reasonable suspicion that the law or that this Directive is being breached namely regarding the possession of drugs, alcohol and weapons of any kind. Those found in violation of a law are also subject to criminal prosecution.

When entering the room to conduct such searches, a Residence staff should be accompanied by a witness. After completion of the search a report of the event shall be sent to the Director of Adult Education.”

## **4. Other Provisions**

### **4.1 Visitors**

All occupants are responsible for their visitors and will be held responsible for any damage caused by the visitors.

Visiting hours are determined by the residence.

- a) No overnight stay is allowed;
- b) No visitors may enter the Residence with bags or knapsacks;
- c) Visitors under the age of 18 are not allowed on the second or third floor of the residence unless accompanied by their parents.



#### 4.2 Quiet time

All residents are expected to show consideration to fellow students at all times to maximize quietness in the Residence in order for occupants to have a good night's sleep and assist them in attending classes every morning.

- a) The designated quiet hours are 9:00pm – 8:00am throughout the week;
- b) The stereo system must be turned off at 9:00pm on the floors;
- c) The Residence front door will be locked at 12:00 midnight.

#### 4.3 Responsibilities/occupants

All occupants are responsible for:

- a) Keeping the Residence and their room in good condition. Any damage must be reported immediately
- b) Cleaning after themselves in the cafeteria, lounge, laundry rooms and recreation areas;
- c) Doing their laundry;
- d) Their personal belongings;
- e) The key of their rooms. Any loss must be reported immediately and there might be a cost of replacement;
- f) Not moving furniture in and out of rooms and common areas without permission;
- g) Other household chores.

#### 4.4 Responsibility for children

Residence occupants are responsible for ensuring at all times that their children, if any:

- a) Are under the supervision of a person of at least 10 years old, at all time anywhere in the residence;
- b) Do not disturb the other occupants;
- c) Attend school if of school age.



#### **4.5 Cafeteria**

Eating utensils, cups, dishes etc. that belong to the kitchen must be returned. The cafeteria is at the exclusive use of the occupants, but for occasional guest, a student can pay for his guest a cost per meal and shall inform the kitchen staff at least 3 hours in advance thereof.

#### **4.6 School hours**

Students must be in school at all time and are therefore allowed in the residence during regular school hours only in the following circumstances:

- a) Medical reasons for themselves or their spouse or children;
- b) Unforeseen disasters (fire, flood, snowstorms, shortage of water, etc.);
- c) Appointment or commitment for medical or legal reasons'
- d) Death of a family member;
- e) Returning home.

#### **4.7 Phone**

When the phones designated for the occupants are used, the calls must be brief and without any long-distance charges.

### **5. Application of this Directive**

#### **5.1 Residence manager**

The Residence manager may establish complementary rules and procedures in order to ensure the good functioning of the Residence.

#### **5.2 Previous provisions**

The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners, where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.

#### **5.3 Responsibility**

Any person referred to in this Directive must abide to all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Adult Education Services is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.



## Annex A

**Kativik Ilisarniliriniq Adult and Vocational Education**  
**Student Agreement**

I, \_\_\_\_\_, agree to:  
(Print Name)

- 1) attend all the scheduled courses of my Program;
- 2) complete all required assignments;
- 3) meet with the Education Consultant or Centre Director, when required;
- 4) abide by the policies and directives applicable to Adult Education students;
- 5) respect the travel arrangements made for me by the Kativik Ilisarniliriniq.

**And,**

- 6) I understand that:
  - a) I might be withdrawn from any Adult and Vocational Education Programs and Adult Education residence for an undetermined duration namely if I:
    - am absent without a valid reason;
    - do not fulfill my everyday duties in compliance with the course;
    - do not respect the Directives of the Adult and Vocational Education Department.
  - a) when there is reasonable suspicion that I have breached the law or a Board Policy namely regarding the possession of drugs, alcohol and weapons of any kind, the Board may conduct appropriate searches in my bags, lockers, classrooms, residences, etc.





I have read and understand the above and all of the requirements pertaining to the *Code of conduct for Adult and vocational Education Students (ADU-01)* as well as if applicable, the *Directive pertaining to the Nunavimmi Pigiursavik Training Centre Students' Residence and other residences under the supervision of Adult Education Services (ADU-03)* and I agree with them.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\*This Agreement is kept in the Student's file and a copy is given to the student.***