**New Beginnings**

**Sober Living**

**Student Residence Handbook**

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**Welcome to Residence!**

We are so glad that you have chosen to call us home! New Beginnings Sober Living Student Residence is a very special place, where we value your mental and physical wellbeing, your voice, and your contribution as part of our community. To support you in your academic journey, we have a community of supports here to help you thrive, and our goal is to provide you with the opportunity to learn, grow, and challenge yourself in a safe and supportive environment.

In this handbook, you will find information about the residence, resources, and expectations of our program. We hope you find it helpful as something you can refer to throughout the year.

Once again, welcome! We are so happy you are here!

**Important Phone Numbers**



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**Emergency Services**

**Your New Address**

New Beginnings Student Residence

1015 Highland Ave.

Windsor, ON, N9A 1R6

911

**Windsor Police Services Non-Emergency**

519-258-6111

**Executive Director, New Beginnings**

519-971-0973 Ext. 102

Cell Phone: 519-890-3343

**Director of Operations, New Beginnings**

519-971-0973 Ext. 101

**Clinical Program Manager, New Beginnings**

519-971-0973 Ext. 127

**Resident Advisor**

To be provided upon admission

**Section 1: Introduction**

New Beginnings Sober Living Student Residence seeks to provide a safe, supportive, and hospitable living space for students in which our facility, programs, and services inspire academic achievement, commitment to sobriety, welcoming and inclusive communities, and engaging opportunities.

New Beginnings Sober Living Student Residence is open to any students in post-secondary education who align with our mission, vision, and values, particularly students 18-26 years of age. Our programming, services, and structures are set in place to facilitate the growth of residents and can foster the ability for students to learn how to maintain sobriety, live independently, feel welcome in our community, and achieve optimal physical and mental health. The safe environment of New Beginnings Sober Living Student Residence is a space that is optimal for students and keeps parents/guardians’ concerns at ease because of the level of structure and support in place. We strive to help students achieve an appropriate level of self-direction and independence while accessing support and making meaningful choices.

**Our Vision**: Maximizing potential through opportunities

**Our Mission:** Holistic programs for individuals, families, and communities, providing opportunities for growth and development.

**Our Value Statement:** New Beginnings values every person as unique while promoting growth through individualized, flexible, and collaborative service provision.

**Our commitment to diversity:** New Beginnings Sober Living Student Residence is a diverse community that celebrates people of all races, nationalities, sexes, ages, gender identities and expressions, affectual and sexual orientations, socioeconomic statuses, spiritual practices, and abilities. Every student has equal worth and deserves to be treated with respect and dignity. Any form of abuse, threat, or violence is incompatible with our values, and will not be tolerated.

**Our commitment to sobriety:** All students who live in residence must commit to sober living. Students choose sober living for a myriad of reasons: to support academic achievement, for religious or cultural beliefs, for health and wellness, to maintain sobriety in recovery, etc. Residents must be committed to the expectation that there is zero tolerance for alcohol or drug use, and make this choice freely for themselves. It is critical to the success of this program that each member abide by these expectations.

**Section 2: Programs, Supports, and Services**

New Beginnings Sober Living Student Residence prioritizes connecting, preparing, and supporting students through programming, collaborations, and services that are accessible, innovative, and relevant. All programs, events, and activities hosted by New Beginnings are voluntary but are strongly encouraged. Participation in programs or services will all be assessed if and when you apply for another year of housing, and those who take advantage of the services offered will be prioritized.

The following programs and services are available to all students. Please request a referral from your Resident Advisor, the Executive Director, or the Coordinator of Clinical Services to any of the following:

**Substance Use Disorder & Addictions Counselling**- Educational classes, clinical assessments, individual and group therapy, case management, referrals to specialized services, and treatment modalities including motivational interviewing, CBT, relapse prevention, crisis management, etc. Applicable for substance use, internet, and gaming addiction.

**International Student’s Welcome Program**- education and support to newcomer students as they integrate into Canadian culture. Topics include social and cultural support, financial stressors, mental health and well-being, and how to access services that are available in the community.

**Provincial Youth Outreach Workers**- Assist residents in accessing services and supports in the community to meet their needs and advocate on their behalf. Youth Outreach Workers can help with a variety of issues like finding a job, volunteering, applying for assistance, and meeting other basic needs such as clothing, food, and hygiene care.

**Risk Intervention and Prevention Program Social Workers-** Counselling support for residents who have multiple risk factors and challenges such as substance abuse issues, mental health issues, familial issues, unemployment, education, etc.

**Education Support**- Connection to academic support, help with applications and applying for financial aid, encouragement, support towards academics, promotion of positive study habits and behaviour.

**Life Skills**- Access to weekly classes that teach activities of daily living such as shopping, laundry, housing, financial literacy, sexual health, medical needs, making community connections, and accessing resources.

**Healthy Relationships**- Characteristics of healthy and unhealthy relationships, how to cope with and understand codependent and problematic relationships, and how to evaluate their relationships.

**Art Therapy**- a creative forum for the expression of life challenges and triumphs.  The selection of materials and interventions are interwoven with therapeutic elements aimed at enhancing the physical, mental, and social-emotional well-being of students.

**Employment Support**- Assistance with job search, resume building, and interview preparation; ongoing support once employment has been obtained; intensive support beyond traditional job search and placement opportunities

**Mental Health and Wellness:** We are committed to supporting and promoting the mental health and wellness of our residents through a variety of wellness activities, psychoeducational presentations, and workshops, as well as access to free, confidential counseling services.

**Physical Education, Health, and Recreation:** Provision of access to practical and fun physical and health activities for in-person learning and recreation. Activities include, but are not limited to, basketball, volleyball, healthy eating classes, meditation, yoga, and fitness leadership.

**Youth Outreach Worker**: Personalized assistance in accessing services and supports in the community such as finding a job, completing volunteer hours, applying for assistance, and meeting basic needs such as clothing, food, and hygiene care.

**Section 3: Resident Advisor**

Resident Advisors (RA) encourage and foster the development of the students in all areas of their lives, and provide leadership for New Beginnings Sober Living Student Residence. This student is interviewed and chosen by displaying evidence of our mission, vision, and values, as well as the potential for student leadership. RA’s are trained by and meet regularly with supervisors of New Beginnings. This reflects our commitment to providing a quality atmosphere and experience for students.

The RA lives in residence and provides specific leadership and overall care and management for the residents. This includes leadership, coaching, crisis management, event planning, administrative support, responding to behavioural issues, and conflict mediation. They provide a supportive role and encourage other residents to maximize their student experience. They take part in an on-call program for support during evenings and weekends to assist with incidents such as noise, medical emergencies, conflicts, and to reinforce the code of conduct.

RA’s are trained in First Aid, CPR, and Non-Violent Crisis Intervention. They work to develop lasting relationships with the residents, provide ongoing and individualized support, and maintain communication with the New Beginnings Management team.

The RA may enter any room at any time and may conduct a basic search if they feel there is reason to do so (Ex: suspicion of drug or weapons possession).

**Section 4: Facilities & Spaces**

**Communication**

New Beginnings staff will contact your RA regularly with important information on things happening in and around the residence. This includes activities, maintenance notices, security updates, important dates, and upcoming events. The email address you provide to us upon move-in is what your RA will use to contact you with this information. You will also be invited to a WhatsApp Group chat that will be utilized for mass communication, updates, etc. that apply to all residents.

**New Beginnings personnel entering rooms**

New Beginnings personnel may enter your room or suite without prior notice for the following reasons: to ensure health, safety, or general community welfare, to make repairs to your accommodations and the equipment servicing it, to inspect the condition of your room or suite, to silence an alarm, to reduce or prevent water damage during a flood or pipe burst, and to investigate compliance with and possible breaches of the terms and conditions, including reasonable suspicion of possession or use of any substances such as alcohol or drugs.

**Building Access**

To maintain a safe and secure environment, students will be provided with a fob to enter the facility and a key to their bedrooms. Keys and fobs are not to be shared with anyone. The resident advisor has access to a spare key for each resident’s room.

**Bathrooms**

Two separate bathrooms are located on the residence floor. These facilities include private stalls and showers. Residents are expected to refrain from scrutinizing, judging, or categorizing another person’s gender identity and/or appearance. Residents must clean up any mess made after using stalls, sinks, showers, etc., and must not leave personal items in any shared bathroom spaces. Residents may not claim a shower as their own, as all showers are shared spaces open to all residents using that bathroom.

**Laundry**

Complimentary laundry facilities are located on the residence floor. Students are to supply their own detergent, fabric softener, dryer sheets, etc. New Beginnings is not responsible for any laundry left unattended. Lint filters must be cleaned after each use. Any mechanical difficulties with these machines should be reported to the RA immediately.

**C****ommon Rooms**

Students will find a common room equipped with a kitchenette, dining area, and living room with television and seating. Common areas are cleaned regularly, however, students are expected to clean up after themselves when using these facilities. Food and/or dirty dishes are never to be left after use. Furniture can not be removed from these areas.

The common kitchenette has fridges, freezers, microwaves, dishwashers, and sinks, as well as many other small appliances. Students are expected to use the equipment provided with care, and clean appliances after each use. All students are required to complete the tasks assigned to them on the weekly task list that is posted and monitored by the Resident Advisor. As part of the incentive program, residents will earn New Beginnings points for completing tasks, which can be redeemed at the organization’s Tuck Shop. If a student will be off-site or away for an extended amount of time it is their responsibility to let the resident Advisor know that they will be unable to complete their task so that alternate arrangements can be made.

Additionally, students will have access to a full kitchen on evenings after 6:00 pm, and on weekends. This kitchen is shared with other programs and MUST be kept clean after each use. Non-compliance may result in loss of use.

Shared spaces must be respected and not treated as personal space. Residents are not to sleep in the common areas (Ex: on couches in the living room, on chairs in the study room, etc.) as this does not allow for comfortable and equitable use of space.

**Waste Sorting Bins**

Students are responsible for disposing of their garbage and recycling in the sorting bins available. Please take care to place your waste in the proper bins. Ask for assistance or clarification if you are unsure of what items are recyclable.

**Cleaning Closet**

A cleaning closet is located on the residence floor, supplied with a vacuum, mop, and broom. Students are responsible for supplying their own cleaning agents and are responsible for cleaning their rooms.

**Custodial Services**

New Beginnings Sober Living Student Residence employs a cleaning company to provide cleaning services. Students can expect the custodial team to clean the washrooms and showers, pick up trash, and maintain hallways, lounges, and kitchen, however, they are **NOT** responsible for picking up after students. Students are expected to remove all belongings, papers, books, food, etc. from public and shared spaces. This allows the cleaning staff to use their time effectively.

**Music Studio and Podcast Studio**

There is a music studio and a podcast studio located at New Beginning’s satellite office, located at 1049 Janette, equipped with recording equipment and instruments. Students can access this service in conjunction with another program, such as when working with a Youth Outreach Worker.

**Gymnasium**

Students have access to a full gymnasium regularly. A shared fob to enter the gymnasium can be found hanging up in the kitchen. A calendar of available times will be posted on the gymnasium doors. Students are not to enter the gymnasium outside of the available time slots. Please be respectful of any equipment and follow the posted guidelines for use. Various sporting equipment is provided by New Beginnings and is located in the quiet area/study room. Please return to this area after use.

**Quiet Study Room**

Residents will find a common room designated for quiet academic studying, reading, meditating, etc. The room includes comfortable seating and a coffee bar. For the enjoyment of all, please leave furniture in the study.

**Moving-In Process**

Students will be provided with a scheduled move-in day. Please adhere to your schedule for move-in. There is no guaranteed availability for an early move-in. A New Beginnings staff or the Resident Advisor will complete an entrance checklist with you to assess the condition of the room.

**Moving-Out Process**

Students are required to vacate within 24 hours of their last academic commitment for each contracted term. Upon moving out you must hand in your key to the RA or Program Supervisor. Your room will be inspected for cleanliness and damages. Whether accidental or intentional, the individual accountable for any damages will be financially responsible. Move furniture back to its original position, remove all personal belongings, and dispose of any garbage. Notify your RA in advance if you require access to the service elevator to move belongings. A New Beginnings staff or the Resident Advisor will complete an exit checklist with you to assess the condition of the room.

**Reapplying to Residence**

Watch for signs and email notifications informing you about the process to reapply for residency. Readmission will be contingent upon student conduct history, program engagement, and outstanding fees. Your application will be scored based on these factors.

**Summer Residence Opportunity**

New Beginnings Sober Living Residence provides summer residence for any current or new students who need accommodation due to summer school, job opportunities, etc. Space is limited, therefore, to secure accommodation for the summer months, priority is given to current students and those coming for next Fall. All applications will be accepted on a first-come, first-serve basis. All policies remain in effect throughout the summer.

**Section 5: Security and Safety**

New Beginnings Sober Living Student Residence provides safe and secure accommodation, but we always encourage residents to be alert and aware of their environment at all times. The RA lives in residence and can respond to emergencies as needed. Additionally, there is always a New Beginning’s manager on call. The safety of our residents is our number one priority. The guidelines listed will help ensure everyone’s safety. Compromising security measures in the residence is not acceptable. Criminal activity will be referred to the police.

* Residence rooms should be locked at all times. Residents are responsible for ensuring they lock their doors when they are not present in their units.
* Do not give anyone your fob and do not lend out your key or leave it lying around.
* Do not leave valuables in a visible location.
* Do not open doors or allow guests to enter unless you know the individual and are willing to take responsibility for them when they are in the residence.
* Report any suspicious person or behaviour to the RA
* Do not store large amounts of cash in your room.
* Report all damaged locks, lights, and other safety hazards to the RA
* Turn off electrical devices when unoccupied as they may overheat and cause a fire

**Smoke-Free Residence**

Smoking of any kind, including tobacco, cannabis, e-cigarettes, and vaping is prohibited on New Beginnings Sober Living Student Residence property. Residents who wish to smoke must leave the premises to do so. Act in accordance with the City of Windsor’s **By-Law # 113-2006, which prohibits** smoking on the City of Windsor-owned properties, including parks, conservation areas, marinas, and recreation facilities, as well as any associated parking lot or walkway, and 9 metres from the entrance of a municipal building, such as New Beginnings. In Ontario, under the SFOA, if you smoke or vape where it is not allowed, you may be charged with an offense, and if convicted, subject to a fine of $1000 for the first offense, and $5000 for any further offense.

**Fire Evacuation Procedure**

You must be aware of New Beginnings Sober Living Student Residence evacuation procedures. Familiarize yourself with the location of all emergency exits, stairwells, and fire pull stations. If you discover fire, sound the alarm. If you hear the alarm, evacuate the building immediately. Fire drills are conducted regularly. If you have indicated that you may require assistance evacuating the residence in an emergency, you will be contacted by your RA to develop a personal fire safety plan.

**If you discover a fire**

1. Leave the fire area immediately
2. Close doors behind you
3. Sound the fire alarm: pull the manual station
4. Call the fire department from a safe location: 911
5. Leave the building by the nearest exit
6. Do not use the elevator

**Upon hearing a fire alarm**

1. Leave the building by the nearest exit
2. Close doors behind you
3. In an orderly manner, leave through the exit/stairwell and proceed to the designated meeting area outside as quickly as possible. If a particular exit is blocked, or you see fire or smoke, use an alternate exit/meeting place.
4. Remain outside and away from the building until an announcement is made for you to re-occupy the building.
5. Students who require assistance evacuating should follow their Fire Safety Plan as outlined.

**Fire and Life Safety Equipment in Your Room**

Each room and common area has a smoke detector. Carbon monoxide detectors are located throughout the residence as per Windsor Fire Department guidelines. These detectors are extremely sensitive and a small change in the environment can cause them to go into alarm. Steam, smoking, burning food, aerosol sprays, incense, candles, portable heaters, and talcum powder can all cause the detector to go into alarm. Hair dryers or straighteners that burn hair or hair products can also cause an alarm.

Items that are **NOT** permitted in residence are:

* Candles
* Incense
* Vaping or Smoking
* Open flames of any kind
* Appliances with open coils or burners

**Harassment and Abuse**

Freedom from bodily harm, sexual assault, domestic violence, threats, harassment, or damage to personal property by others is a legislated right. Any student who denies another student or staff member those rights will be in breach of the residence contract and may face immediate notice of eviction and/or criminal charges. There is a zero-tolerance policy for harassment, bullying, and discrimination. Any allegations are taken seriously and handled confidentially and sympathetically.

**New Beginnings Liability**

New Beginnings is not liable, directly or indirectly, for any loss or theft of personal property, or damage or destruction of such property by fire, water, or other causes. New Beginnings assumes no responsibility whatsoever for injury to a student or guest that occurs in the student’s assigned room or any other part of the residence as a result of the conduct of the student or guest, including, without limiting the generality of the foregoing, injuries arising from engaging, participating in, attending, or watching a dangerous, careless, or reckless activity, or fights, contests, games, parties, sporting events, or from assault, impairment, intoxication, consumption of drugs/alcohol, or arising from damage to or the unauthorized alteration, removal, or disabling of any part of the residence. The student releases New Beginnings from any actions, claims, or proceedings in connection therewith.

New Beginnings shall not be liable for the failure to provide accommodation in a room in the residence which is contracted for herein when such failure is caused by fire, explosion, water, Acts of God, civil disobedience, vandalism, war, riot, a pandemic or epidemic, government action or rules, or any other situations beyond the reasonable control of New Beginnings.

**Emergency Contact**

Each student shall provide New Beginnings with and shall allow New Beginnings to contact their emergency contact or next of kin, at the discretion of New Beginnings, in cases of emergency, or in cases where a student’s conduct represents a risk to the safety, security, and/or wellbeing of the student.

**Section 6: Building Services**

**Mail and Packages**

Mail and packages must be addressed to your legal name, and will be delivered to your room daily. Students will receive an email or text message notification when a package or letter is received and/or delivered.

**Delivery and Driving Services**

If ordering food that is being delivered, or making arrangements for driving (Ex: taxi, uber, lyft), please ensure that instructions are given to arrive at the Residence entrance on Erie Street. You must be waiting at the door, or plan for them to contact you at arrival. Food deliveries and car services that arrive at a different entrance will be refused/turned away, as they may interfere with business operations, and staff may be unaware of or unable to get in touch with you.

**Service Requests**

Students are required to report any damage made, witnessed, or observed immediately. To report a maintenance issue, please submit it in writing to your RA. In the absence of an RA, requests are to be made to New Beginning’s Executive Director. We will respond to service requests as soon as possible.

**Residence Fob/Key**

Students will receive one fob that allows for access in and out of the building, as well as one key for their bedroom. You are responsible for your fob and key. Under no circumstances should you lend or give out your fob or key to guests or other residents. You are to report a lost or damaged key immediately to your RA. A $25.00 replacement fee will apply to lost keys and a $10.00 replacement fee will apply to damaged keys.

**Cleaning and Housekeeping**

All students are responsible for the cleanliness of their rooms. Common spaces are cleaned by external staff. Notices may be posted indicating if and when a space is scheduled for cleaning. Cleaning staff regularly clean common areas such as hallways and lounges. It is the responsibility of students to clean up after their personal use of common areas in residence. Students are expected to take shared responsibility in encouraging those responsible for damages or messes to come forward and speak with their RA.

**Internet Access**

New Beginnings Sober Living Student Residence provides wireless access to all bedrooms, lounges, and spaces in the residence. Wireless access points are located throughout the floor. Service disruptions, although rare, do occur from time to time. New Beginnings is not responsible for any loss, cost, or liability caused by Internet services being unavailable.

**Heat/Air Conditioning**

New Beginnings Sober Living Student Residence has a two-pipe air conditioning system. The system will be turned to heating in the winter months and air conditioning in the summer months. You may receive notifications when units or filters are scheduled to be replaced.

**Pest Control**

Keep your bedrooms neat, with no food left uncovered, to avoid attracting pests. If you suspect a pest issue, notify the RA immediately and our protocols will commence. New Beginnings has an established and successful procedure for the unlikely event that a case of bedbugs is confirmed. We will work closely with students who suspect that bedbugs may be present in their rooms.

Mouse Prevention: Mice are attracted to accessible food sources, including crumbs, spilled grains, fruits, and vegetables. They are omnivores and will eat a wide range of food items.

Bugs: Bugs are attracted to food sources, including crumbs, grease, sugary substances, and organic waste. They are especially drawn to areas with uncovered food, dirty dishes, and improperly stored food items. Many bugs are attracted to moist environments, as they require water for survival and reproduction. Cluttered and unkempt areas provide bugs with plenty of hiding spots and breeding grounds. Piles of newspapers, cardboard boxes, and other debris can attract and harbor various types of bugs.

Bed Bugs: Bed bugs are attracted to the warmth and carbon dioxide emissions produced by humans and animals. They are often found in areas where people sleep, such as beds, mattresses, and upholstered furniture. Cluttered living spaces provide bed bugs with numerous hiding spots, making it easier for them to establish infestations and avoid detection. Bed bugs can hitchhike on luggage, clothing, and other personal belongings, allowing them to spread from one location to another. Second-hand furniture, especially mattresses and upholstered items, can harbor bed bugs if not properly inspected and treated before bringing them into a home.

By addressing these attractants and implementing preventive measures such as proper sanitation, moisture control, clutter reduction, and regular inspection, individuals can reduce the likelihood of infestations and pest problems in their environments.

**Section 7: Policies and Procedures**

**Residence Programming**

Residents are required to attend scheduled house meetings as often as possible. The inability to attend a meeting must be reported in advance to the RA, and residents can miss no more than one house meeting per calendar month. The purpose of these meetings is to discuss issues that arise in the course of living in residence. The subject matter is determined by the RA. Students are allowed to raise issues to make sure the needs of the residents are met. Students who miss a meeting will be sent an email reminding them that meetings are mandatory. The resident advisor will take meeting minutes, which will be distributed via email to each resident, as well as the Executive Director. Minutes will indicate the date and time of the meeting, as well as attendance.

**Pets**

All pets are prohibited.

**Substance Free: Alcohol, Tobacco, Drugs**

New Beginnings Sober Living Student Residence is an alcohol, drug, cannabis, smoke, and vape-free residence. All students and guests are expected to refrain from the use of illegal non-prescription drugs, cannabis, alcohol, tobacco, and vaping products while in residence. Possession of alcohol, cannabis, or non-prescription drugs is prohibited. Any suspicion that a student is under the influence must be brought to the RA’s attention.

**Prescription Medications**

All prescription medications must be reported to the RA as soon as they are prescribed, and all medications must be taken as prescribed. All medications must be kept in your room and out of sight in a lockbox. Residents who must handle syringes due to a diagnosed medical condition such as diabetes must never use syringes in front of other residents and must request a sharps container from the RA.

**Weapons**

In partnership with Windsor Police Services, New Beginnings Sober Living Student Residence does not permit weapons of any kind.

**Guests**

Guests are permitted; however, it is a privilege and not a right. The resident advisor must be notified in advance of all guests in the residence, every time. This is to ensure the safety of all residents and to act by fire safety protocols. Students are responsible for their guests and their actions. Do not leave guests unattended in the residence. You must meet your guests at the door to allow them entrance and must walk them to the door to exit.

The laundry facilities are for students only, not for guest use. Guests must abide by all house rules.

Guests must leave by 11:00 pm Sunday-Thursday, and midnight Friday & Saturday.

Hosting guests overnight in residence is not permitted without prior permission from the Resident Advisor or the Executive Director.

Failure to abide by these rules may result in loss of guest privileges.

**Prohibited acts**

All of the following are prohibited in the residence: gambling, prostitution, buying/ possessing/ selling stolen property, operating a business, giving/receiving tattoos or piercings, viewing pornography in a public room or residence TV, pets, bullying, or harassment. Please see the behaviour/conduct section.

**Conflicts**

Any conflict that cannot be resolved between parties should be brought to the RA for mediation assistance. Alternatively, students may bring concerns forward in a house meeting for discussion. Conflicts are not allowed to affect the entire residence.

**Posters**

Posters must be approved by the RA before posting. Students may only use sticky tack when putting up posters. You may be required to remove any material that is deemed to contribute to a negative environment.

**Illness**

Due to the communal nature of residence living, people suspected of being infected with a communicable disease with the potential to infect other residents are required to seek medical attention and inform the RA. To the greatest extent possible, disclosure of such information will be dealt with confidentially. You may be required to self-isolate and recover.

**Behaviour/Conduct**

New Beginnings Sober Living Student Residence is an environment where residents are expected to respect and support one another. Any behaviour that creates an atmosphere that is not conducive to the mission, vision, values, and goals of this program can be considered disruptive behaviour and may result in eviction. Some examples of disruptive behaviour include:

* Repetitive conflicts or uncooperative behaviour
* Disregard for privacy and boundaries
* Lying, stealing, manipulation, lack of trustworthiness
* Being in another resident’s room without permission
* Messiness and lack of cleanliness in shared spaces
* Eating someone’s food or using their items without permission
* Substance use, misuse, and abuse
* Unhygienic or unsanitary practices
* Aggression, intimidation, name-calling, threats of physical harm, physical harm
* Arguing/fighting with the RA or management team
* Excessive noise that is disruptive to a learning environment

**Noise in Residence**

Residence is a place where you meet friends and socialize, but please be respectful of others and understand that excessive or loud noise can disrupt your fellow residents. New Beginnings’ Student Residence has quiet hours to ensure you can sleep and study well. Speakers, TV’s, video games, musical instruments, and conversations should never be audible beyond your room, even when quiet hours are not in effect. Quiet hours are in effect from 11:00 pm-8:00 am from Sunday to Thursday. Quiet hours begin at 12:00 am (midnight) on Friday and Saturday nights and continue until 11:00 am the following morning. Excessive noise will not be tolerated and will result in disciplinary sanctions. You are obligated to respect quiet hours and the Resident Advisor has the right to direct you to cease any disruptive noise. If you find others are being disruptive to your studying or sleep during quiet hours, try and follow conflict resolution protocols and approach them respectfully to explain how the noise is impacting you. If this step does not resolve the issue, please bring your complaint to the resident advisor either individually or in a resident meeting. The resident advisor will speak to the resident causing disruption. If this does not resolve the issue, the Resident Advisor will bring the issue to the Executive Director who will investigate. Disciplinary sanctions may be imposed at this time. It is your responsibility to limit unreasonable noise at any time and to actively request that others do the same. You have the right to ask anyone to be quieter if they are being excessively loud, and you must be quiet if asked by another resident.

**Relapse**

If a resident discloses the use of drugs/alcohol on-premises or relapses in their recovery, the substance use disorder & addictions counsellor and/or the Coordinator of Clinical Programs will work with the resident to ensure protocols are followed. This may include a referral to withdrawal management, alternate temporary shelter accommodations, counselling, a review of a relapse prevention plan, etc. Legal ramifications and/or eviction is a possible consequence, particularly when a resident is not open about their relapse, or is not being truthful about their actions.

**Student Handbook Acknowledgement Form**

The resident handbook describes important information about the New Beginnings Sober Living program. Since the information and guidelines described here may be subject to change, I acknowledge that revisions to the handbook and guidelines may occur. I understand that New Beginnings may supersede, modify, add to, or eliminate existing guidelines. I will be provided with clear updates whenever a modification is made.

I have received these guidelines and reviewed them with either a New Beginnings manager or the Resident Advisor. I acknowledge that I understand them and that it is my responsibility to comply with the guidelines in this handbook, including any revisions made to it. I understand that failure to comply will result in consequences up to and including eviction.

Student’s name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness name (printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Note**: If secondary party is applicable, they must also sign an acknowledgement form