



Box 4000
Three Hills, AB
T0M 2N0
Phone: (403) 443-5511
Fax: (403) 443 3050



RESIDENCE HANDBOOK 2016-2017



Welcome

The Student Development Team welcomes you to your new home! We are committed to serving students within a supportive residential community. This Handbook will introduce you to the residence purpose, requirements, staff, services, responsibilities, discipline and emergency procedures. It also serves as the formal rental agreement between you and Prairie Bible Institute. By applying to live in residence you are agreeing to the responsibilities and conditions described.

Residence Purpose

Residence is much more than a roof over your head or a place to hang your hat. The following principles form the purpose of the residence.

- 1. Provides an economical, healthy and safe living environment.**
The residence is a modest but comfortable and safe home for single students. There is a general economic advantage of living together in a residence community to both students and Prairie through sharing costs and wise stewardship of God's resources
- 2. Supports the academic journey of students.**
Research demonstrates that residential life positively contributes to student retention, academic performance and program completion (e.g. Pascarella and Terenzini, *How College Affects Students*, 2005).
- 3. Offers a context of Christian community.**
The individual Christian matures within the context of the Body of Christ. The residence forms such a context for the life and growth of a Christian faith community. The community is a dynamic expression of Christ's life as students participate in the life of Jesus within His community
Denominational, racial, cultural, gender, age, academic, career interest and socioeconomic diversity provides opportunities for students to appreciate the richness of the Christian community. This diversity contributes to rather than diminishes unity in Christ. Within this diversity students can develop significant relationships and learn the attitudes and actions of maintaining the unity of the Spirit (Eph 4:2-6). Here students can learn from each other, encourage each other, and care for each other.
- 4. Fosters the process of Christian development.**
This community environment influences individual student discipleship and life transformation that cannot be duplicated by private residence situations. In this sense, the residence is a "classroom for life" to develop attitudes and actions that are essential to living and working together with others. For these reasons the residence is actually one component of the educational and formational process at Prairie.

Residence Requirement

Resulting from these residence purposes the following is the residence requirement. Single first year students second year students, and those in full-time flight training are required to live in the residence. The same requirement applies to the spring/summer sessions. Though the following single students are encouraged to live in residence, they are not required to do so:

- Students living with parent/s or legal guardian/s at home in the Three Hills vicinity.
- Students taking 2 courses (6 credit hours) or less within a semester.
- Students 22 years or older.
- Students who are third year or fourth year.

Exemption from this residency requirement may be granted under extenuating circumstances. Requests for such an exemption must be made in writing to the Director of Student Development at least three weeks previous to the semester in which you are requesting exemption.

Living in residence also requires you to purchase the meal plan in the Dining Hall. Application for exemption from the meal plan must be made through our website ([http://www.prairie.edu/Bible-College/Student Handbook](http://www.prairie.edu/Bible-College/Student%20Handbook)) at least three weeks previous to the semester in which you are requesting exemption. Application does not guarantee an exception.

Third year or fourth year students are encouraged but not required to live in residence. Dependent on room availability, third year and fourth year students may apply for a private room within residence at regular room rates.

Residence Staff

Directors of Student Development

The Directors of Student Development are full time staff/faculty positions that provide primary leadership in achieving the purposes of the residence. This includes facilitating ministries such as discipling, reconciliation and restoring, basic community care, character formation initiatives, and general oversight of personnel and programs.

The Directors are:

Women: Shannon Weiss, shannon.weiss@prairie.edu, 403-443-0596

Men: Van Williams, van.williams@prairie.edu, 403-443-0268

Community Life Coordinators

The Community Life Coordinators are temporary part-time positions that provide assistance to the Directors of Student Development in achieving the purposes of the residence.

Impact Leaders

Impact Leaders are trained college students responsible for a ministry of fostering Christian development within the campus community. Each Impact Leader is assigned to a small group of students, called Impact groups. Each student is a member of one of these small groups. Leaders are accountable to the Directors of Student Development. The responsibilities the Impact Leader include facilitating an Impact group community, discipling members of the Impact group, equipping an assistant leader, implementing the Community Covenant and supporting the residential community. You can contact your Impact Leader about maintenance needs, concerns about a roommate, residence issues, or personal problems. Please see the Prairie website for more information on Impact Leaders and groups.

<http://www.prairie.edu/Bible-College/Impact-Groups>

Residence Facilities and Services

Kitchens

There is a kitchen/lounge on each floor of the residence with a stove, oven, fridge, sink and microwave oven for occasional use.

Laundry Rooms

Laundry rooms are supplied with high efficiency coin-operated washers and dryers by an outside company called Coinamatic. A washer load costs \$1.75 or \$2. for "Super Cycle," and a dryer load is \$1.75. Please report any issues to your DSD or CLC immediately so prompt contact can be made for service to take place.

Lounges

These are located throughout the residences for relaxation, visiting, study and reading.

Rooms

Rooms are designed for double occupancy. Each room has two beds (with storage drawers), two overhead cupboards, two closets, and two desks. All of these are built in. Beds are supplied with mattresses. They each have a mirror. The window has a venetian blind.

Room dimensions: 11.5 feet x 13.0 feet

Bed size: 38 inches x 75 inches

Desk top: 40 inches x 30 inches

Window: 66 inches wide x 54 inches high (outside measurement)

Please see the Prairie website [Interactive Campus Tour] for a virtual look at a room.

Storage

There is some room for storage of personal belongings during summer break. In order to store items you must complete a "Storage of Personal Items" form and submit this to the Director of Student Development. Items stored must be well packed, clearly identified, marked if fragile, and claimed within one year of leaving Prairie. You are responsible for all items at all times and are advised to purchase insurance. Prairie takes no responsibility for losses due to water, fire, theft, or structural damages during storage or at any other time.

Technology

Wireless technology is available in the residence with connection to the Prairie system.

Telephones

There are phones in the hallways for outgoing local calls. Dial "8" for an outside line.

Payphones are available to place long distance calls.

Any caller wishing to phone INTO the residence may do so by one of these methods:

- Call switchboard (403) 443-5511 and ask for the four digit extension number. This service is available during switchboard office hours (Mon. to Fri., 8:00am - 5:00pm). For privacy and security reasons switchboard will not transfer calls that request by "name."
- Call directly to the hallway phone by dialing (403) 443 – four digit phone number designated to any particular residence floor.

Upper Room

This is a lounge open to both men and women from 8am until 12 midnight (on Sunday to Thursday) and 8am until 2:00am (on Friday and Saturday). Only women are permitted after these hours.

Vacuum cleaners

Vacuum cleaners are available for you to use.

Washrooms

Each floor of the residence has a washroom with sinks, toilets, and showers.

What to bring

Please see the Student Housing and Residence Page for advice on what to bring. <http://prairie.edu/Bible-College/Housing>

Residence Responsibilities

Absences

For safety reasons, notify your Impact Leader of any departure that involves an overnight absence. You must have permission from your Director of Student Development for any departures during New Student Orientation, Christian Life Week, Global Connection Conference and Days of Prayer.

Bicycles

Bicycles cannot to be stored in residence rooms or hallways. You are advised to lock your bicycle on the outdoor bicycle racks or in indoor designated storage areas.

Cleanliness

You are expected to keep your room in respectable condition at all times in order to promote orderliness as a character quality, provide an environment that shows respect for yourself and others, fire safety, as well as for basic health/hygienic reasons.

Common areas (including spare rooms)

Housekeeping staff and Service Groups regularly clean and disinfect showers, clean washrooms,

and remove garbage from common areas (except kitchens), as well as vacuum hallways, stairwells, and entryways. Your responsibilities include disposing of personal trash into the outside dumpsters (not in common area garbage containers), picking up garbage left on campus grounds, cleaning up after yourself, not leaving personal belongings in common areas, as well as cleaning kitchens, lounges, ovens, sinks, and accidental messes. Do not remove items from common areas.

If permission is granted by your DSD for students to use a spare room for any purpose it must be cared for in the same way a lounge is if the privilege is to be continued.

Curfew and Evening Hours

Students in residence are expected to govern their evening hours in a responsible and appropriate manner.

There is no official curfew for the general populace of the students in the residence. However, student Development staff members have the right to place students under a curfew when it is deemed necessary for issues relating to irresponsibility, immaturity, poor academic performance or conduct. The times when students enter and leave the residence can be tracked and may be used to identify potentially unhealthy patterns. If noted, these patterns can spark conversations to determine if the student is acting responsibly or not. If not, the student will be given the opportunity to change the pattern voluntarily. If the student cannot make that change alone a curfew system will be imposed on the student, until such a time that a successful change in pattern is made.

All students are required to communicate to your IMPACT Leader if you will be coming in later than midnight as a courtesy to him/her. Repeated negligence to do so will result in disciplinary action.

Damage/Maintenance

There is a required room damage deposit that is refundable in whole, or in part, depending on your responsibility in care and cleaning. You are also responsible for all damages you have incurred beyond the damage deposit amount. Upon departure, all non-college property must be removed and all Prairie property must be restored to the room. You will be charged for any missing furniture (e.g. mattresses, desk chairs), damage to the room and its furnishings, lounges, corridors, or other parts of the building or equipment, furnishings, or landscaping that is caused through either intention or neglect. If individual responsibility cannot be determined, residents may be charged collectively for these damages. Therefore, it is your responsibility to report damages as soon as they occur, whether or not you are personally responsible.

Activities that can cause facility damage such as removing windows or screens, playing sports in hallways, water and food fights, rollerblading/skateboarding in buildings, using air soft or paintball guns are prohibited.

Report any damage or maintenance issues to your Impact Leader. Do not attempt your own maintenance.

Dangerous Goods

Any type of dangerous goods (e.g. propane, gasoline, car batteries, fireworks), weapons of any kind with the exception of small pocket knives (ex. Hunting bow, cross bow, swords), firearms (e.g. guns, rifles, paint ball guns, air/pellet guns) must never be stored anywhere in the residence. Tires are a fire code violation and should not be stored in the residence building.

Dress

Be considerate of others with regard to modesty in residence. Be advised that maintenance and housekeeping staff work in the residence during office hours.

Emergencies

In the case of injury:

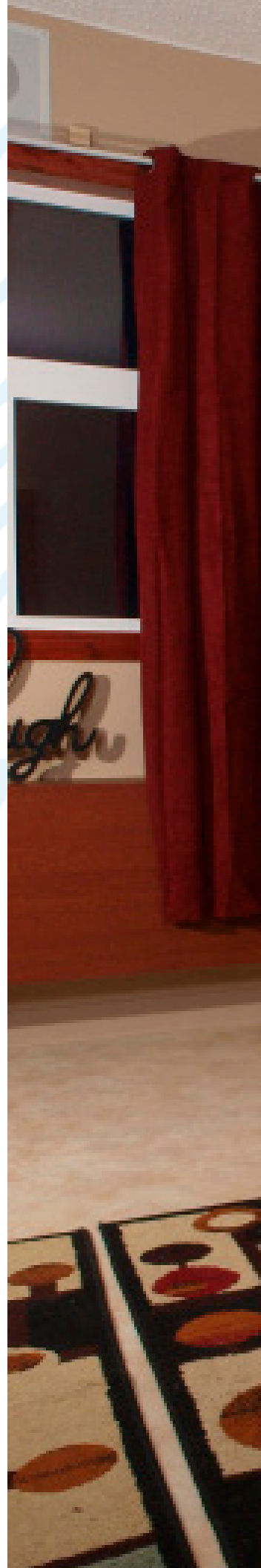
- Contact your Impact Leader. If he/she is not available contact any Impact Leader.
- Contact your Director of Student Development, Community Life Coordinator, or on-call person (numbers located beside all hallway phones).
- If the injury is minor but does require medical attention, the local hospital has a walk-in clinic.
- If the situation is very serious call 911. Generally, call an ambulance when you feel you cannot handle the situation. Definitely phone an ambulance for the following:
 - Any collapse;
 - Loss of consciousness (more than fainting);
 - Head or spinal injury (do not move the person);
 - Severe bleeding (use gloves);
 - Seizures (reason is unknown or epilepsy out of control); or
 - Severe chest pain (difficulty breathing, grey-bluish in color).

In the case of fire:

- Close the window and door of your room as you leave.
- Pull the fire alarm if it is not already ringing.
- Proceed to the nearest exit and go directly to the designated evacuation area.
- Ensure that your roommate is accounted for. If not, communicate this immediately to your Impact Leader or member of the Emergency response team.
- Do not re-enter the residence until official permission has been granted to do so.
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Entertainment

Our residence has specific guidelines because people's interpretations vary greatly. Choices about what is considered admissible in the residence affect a large number of people. Therefore we place all residence students under general guidelines that may appear stricter for some than they are used to (and perhaps more lenient to some).





Movies

We utilize Alberta Film Ratings: Content Descriptors - www.albertafilmratings.ca to help identify whether or not movies are permitted in residence. Many are simply permitted, but we ask that you also obey your own understanding of biblical mandates and follow your conscience. Note here the descriptors that prohibit or make a movie questionable for residence viewing.

Questionable: Any movies with the following descriptors are considered questionable and permission for viewing must be granted from your Director of Student Development or your Community Life Coordinator.

Coarse language, Crude Content, Disturbing Content, Frightening Scenes, Language May Offend, Sexual Content, Sexually Suggestive Scenes, Substance Abuse, Violence.

Prohibited: Movies with the following descriptors simply are not permitted viewing in residence.

Brutal Violence, Gory Scenes, Gory Violence, Gory Brutal Violence, Crude Coarse Language, Nudity, Explicit Sexual Content, Crude Sexual Content, Sexual Violence.

Video Games

We utilize ESRB Content Descriptors to help identify whether or not video games are permitted in residence. Many are simply permitted but, as with movies, obey your conscience under God. Note the following descriptors that prohibit or make a video game questionable for residence play.

Questionable: Games with the following ESRB descriptors are considered questionable and permission for play must be granted from your Director of Student Development or your Community Life Coordinator.

Use of Drugs, Use of Alcohol, Use of Tobacco, Fantasy Violence, Violence, Blood, Blood and Gore, Language, Lyrics, Suggestive Themes, Sexual Content, Simulated Gambling.

Prohibited: games with the following ESRB descriptors simply are not permitted for play in residence.

Crude Humor, Intense Violence, Mature Humor, Partial Nudity, Nudity, Real Gambling, Sexual Themes, Sexual Violence, Strong Language, Strong Lyrics, Strong Sexual Content.

Music

Music is a medium that has a powerful impact and influence on our lives. It should positively contribute to discipleship of the individual and the community. The following principles apply to music that is listened to, played or stored in the residence:

- The lyrics must not violate a Christian world view. The message should not promote, explicitly or implicitly, any philosophy or action that is anti-biblical.
- The music must demonstrate respect, consideration, and deference toward others. The personal conviction of an individual should not be forced on others.
- The volume should not disturb others at any time. Your music should not be heard in other rooms or disturb a roommate. During quiet times particular sensitivity to others should be exercised by using headphones.

Entrance Cards

The residence entrance doors are locked 24 hours a day, 7 days a week, for security and safety. Each student is issued an identification/access card that opens the entrance door 24 hours a day, 7 days a week. The card is for the exclusive use of the student named on the card. You are to use your own card for entry/exit. To maintain security and safety do not use your card to swipe in for other people or be swiped in by other's cards. Lending your card or borrowing another's card is a severe breach of security. Report a lost or stolen card to the Director of Campus Security

immediately.

Fire safety

The following are responsibilities and regulations related to fire:

- Hallways must be clear of any obstructions at all times (even when students are moving in or out) because they serve as the fire exit. Nothing obstructive is to be hung on the hallway ceilings or walls.
- Nametags on the outside of the doors are to be visible and legible.
- Doors cannot be more than half covered with paper or posters.
- There can be no throw rugs in hallways.
- There can be no curtains over doorways.
- Only appliances that automatically turn off can be used in residence rooms (the exception is apartment size fridges). These require a fee of \$50 per semester.
- No matches, candles or incense can be used in the residence.
- Irons are to be used in the kitchen, lounge or laundry room, not in your room.
- Do not tamper with fire safety equipment, including exit signs, fire extinguishers, heat and smoke detectors, alarm bells and emergency lighting.

Guests

You may have an overnight guest in your own room. You will need to receive permission from your roommate and you must contact the Guest Services (located in the Maxwell). There you can obtain a key and a swipe card. You are responsible to inform the guest of the residence expectations and you are fully responsible for the guest's behavior.

Kitchens

You must not leave the kitchen while you have something cooking. Clean up after yourself. Fire regulations prohibit kitchen doors from being left open at any time.

Laundry

Responsibilities include:

- Do not remove another person's clothes from the laundry machines
- Clean the machines each time you use them
- Ensure irons are shut off

You are advised to have your name on all clothing and to remain in the room while your clothes are in the machines. Prairie is not responsible for lost, stolen or damaged items.

Lost and Found

Submit found items to the Institute switchboard in the Maxwell Center atrium.

Lounges

Items (e.g. furniture, TV's or DVD players) are not to be removed. Ensure that the lounge is left clean whenever you leave. TV's and DVD players may be available in these lounges to view movies (that comply within the guidelines of the Residence Entertainment Policy).





Moving in

You may move into the residence up to 24 hours before the time you are expected to be on campus (e.g. Orientation, semester class). You will receive a Room Responsibility Report when you move in. You should meticulously fill out this report, noting any and all previous damage, cleanliness problems or necessary repairs. The Report must be submitted within the first week of moving in to the Director of Student Development.

Moving Out

If you meet the off-campus residence requirements and would like to move out of the residence, this must be done at a normal transition time (end of a term/semester) and written notice must be given to the appropriate Director of Student Development at least one month in advance.

Pets

Pets are not permitted in residence with the exception of fish in tanks of 25 liters or less.

Practical jokes

Caution needs to be exercised so that jokes do not breach kindness and respect. Jokes contravene this basic Christian responsibility if they disturb others, violate moral or ethical standards, cause physical injury, cause property damage, cause hard feelings and/or cause humiliation or other emotional damage.

Privacy

Prairie staff respects the privacy of students. However, staff may enter your room for the following reasons:

- to perform maintenance
- when there is reason to believe that residence policy is breached
- to deliver important notices
- emergency situations
- to assess cleaning and maintenance requirements
- safety or security concerns

If the situation is not an emergency advance notice will be given to you about such an entry. Your door will always be left locked.

Quiet hours

The residence should be quiet during the following times to enable students to sleep, have devotions, or study.

- All days: 10:30pm-8:00am
- Sunday: 1:30pm-4:30pm
- Exam Weeks – all 24 hours

Quiet is defined as limiting any noise so as not to disturb roommates or

other residents. This includes refraining from excessive noise when in outdoor proximity to the residence because external noise can be equally disturbing. During quiet times there should be caution in the use of kitchens, lounges, and showers. Hallway phones are not to be used. There is a fine for repeat offenders of quiet hours.

Rental agreement and payment

Rent is payable in full at the beginning of each semester for the entire semester. The term of the agreement begins when you move into your residence room and ends when you move out. Residence is closed for the Christmas Break but you may leave belongings in your room during this break. If you withdraw from Prairie for any reason, the room must be vacated within 24 hours unless the Director of Student Development has granted special permission.

Room décor/display

The atmosphere of the residence is purposed to engender growth in desire for godliness and goodness. Room décor should not be suggestive, immoral, occultist, pornographic, or even questionable in nature. "R" rated movie posters are not permitted. You may not use tacks, pins, nails, staples or screws to hang items. You may use removable tape that does not damage the paint/walls.

Room departure responsibilities

Each student is responsible to thoroughly clean his/her own room as well as participate in the cleaning of all common areas on the floor as designated by the Impact Leader. Students must vacate the residence within 24 hours of the stated end date of semester. Any extension to that date must be approved by the Director of Student Development. You must return your room key to the Director of Student Development or you will incur a fine. Upon departure, staff will check rooms using the Room Responsibility Report you completed when you moved in to assess any damage/maintenance or cleaning charges.

Room and roommate assignments

Residence rooms and roommates are assigned by the Director of Student Development. Any request for preference should be made in writing to your Director at least three weeks before the semester begins. Room exchange must be approved by the appropriate Director of Student Development and is subject to a fee.

Satellite dishes

Personal satellite dishes of any kind are not allowed in or around the residence.

Security doors

There are security doors between the men and women residences that are alarmed and should remain closed at all times. The doors are used only for emergencies or in extraordinary situations when opened by staff.

Security and theft

Prairie accepts no responsibility for theft, loss or damage of personal property, including losses that are a result of structural damages or accidents. Existing Homeowners Insurance (i.e. parents insurance) may cover losses and you are advised to check with the insurance provider. If this insurance does not cover your personal possessions, you are advised to purchase Renter's insurance.

For your own protection you are advised to:

- retain a minimum of valuables and money in your room

- keep your room door locked when you are not present
- record serial numbers of all valuables in case of theft
- report any theft to your Director of Student Development immediately
- enter another person's room only if you have received permission
- use another person's belongings only with permission (entering into another's room or borrowing without permission is both inappropriate and illegal)
- purchase a personal safe

Upper Room

Please respect this lounge, its contents, and the entryway. Do not move or remove the furniture. The Upper Room is open to both men and women from 8am until 12 midnight (on Sunday to Thursday) and 8am until 2:00am (on Friday and Saturday). Men must vacate this lounge and the Cunningham entryway before the closing times.

The bulletin board in the entrance way is for Student Development use. If you wish to post something request permission from your Community Life Coordinator.

Utilities

Utilities, with the exception of telephone, are included in the rental charge. Wise utility consumption is an environment and stewardship concern. Turn off light and electrical components when not in use. Keep windows closed in cold weather and when you are not in the room. Ensure that windows are closed and heat turned off prior to your departure at Christmas and when you move out of residence.

Discipline

Community Covenant

The responsibilities articulated in the Community Covenant are foundational to all the relationships and responsibilities within the residence. By applying to live in the residence you are agreeing to live according to the Community Covenant as well as by the responsibilities as articulated in this Residence Handbook.

Discipline process

The Corrective Discipline process serves as the foundational manner in which irresponsibility will be addressed within the residence. This may include measures such as appropriate restrictions, accountability, boundaries, counsel, monetary fines or in extreme situations eviction from the residence.

Fine structures will be posted. Please see the Prairie website for the corrective discipline process. <http://prairie.edu/Bible-College/Restorative-Community>

In legal issues (e.g., physical assault, theft, and possession of illegal substances) appropriate authorities will be contacted.

Emergencies

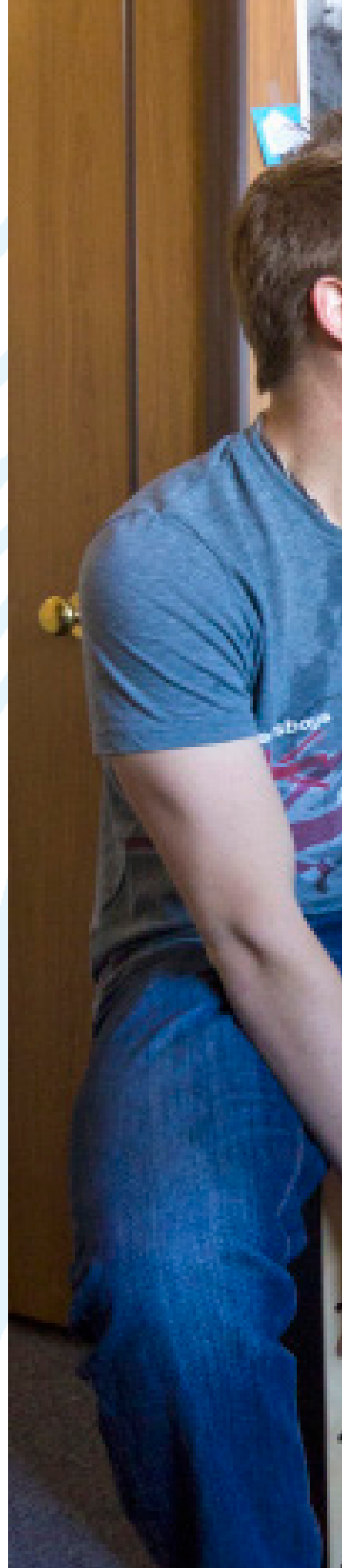
Failure to follow the emergency responsibilities found on page 6/7 including evacuation

procedures is a serious discipline issue.

Eviction

You are subject to immediate eviction from the residence for any of the following, although not limited to this list:

- Vandalism – this includes intentional damage or unreported damage.
- Tampering with safety equipment – this includes actions such as pulling fire alarms, discharging fire extinguishers, or disconnecting smoke detectors without just cause.
- Possession, use or selling of illegal substances.
- Theft.
- Physical assault of a student or staff member.
- Harassment (of any kind), coercion, or intimidation of another person.
- Possession of weapons such as guns, knives, swords, pellet or air guns.
- Breaking and entering or illegal entry.





PO Box 4000 Three Hills, Alberta, Canada T0M 2N0

Phone: 403-443-5511 | Fax: 403-443-5540 |

Toll free: 1-800-661-2425

www.prairie.edu

