



Student Handbook 2024 - 2025

Nunavut Sivuniksavut
Student Support

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“To know where you are going, you first have to know where you have come from.”

Inuit Proverb

The story behind Nunavut Sivuniksavut

The initial program was simply called the “TFN Training Program,” but in the second year, students recommended that its name be changed to “Nunavut Sivuniksavut” or “Our land is our future.”

Our program started in 1985, when Inuit from the eastern Northwest Territories were working on land claims with the Government of Canada. These discussions took nearly 20 years! Finally, the Nunavut Agreement (NA) was signed in 1993. This Agreement also promised to create the Nunavut territory in 1999.

Our program was created by the Inuit negotiating group, the Tungavik Federation of Nunavut (now NTI). Its first goal was to train fieldworkers who could go back to their communities to share and gather information about the land claims discussions. Over time, the program grew into a wider educational experience because of the positive feedback from the young Inuit who attended.

At first, the program was called the “TFN Training Program,” but in the second year, students suggested changing the name to “Nunavut Sivuniksavut,” which means “Our land is our future.”

We began with two teachers and ten students. As we got more funding, we were able to accept more students. This also allowed us to hire more staff, offer more activities, and develop into the program we have today.

Life at NS

Our curriculum

NS provides Inuit youth with a unique learning experience that combines college-level academic studies with the development of Inuit cultural knowledge, communication skills, as well as independent living and leadership skills.

In Year 1, the focus is on having students learn their own collective story from the point of view of the Inuit experience. Students take courses in Inuit History, Land Claims, Inuit-Government Relations, Contemporary Inuit Issues, Inuktut, English, and Cultural Studies.

The focus on the relationship of Inuit with the rest of Canada, with the loss and then regaining of a measure of control and independence, is the unifying theme that is central to NS' Year 1 course material and pedagogy.

In Year 2, students expand on topics that are introduced in Year 1 but through a much international perspective. Year 2 is made up of the following courses: Introduction to Research, Research Methods, Community Development, Intro to Circumpolar Studies, Circumpolar Peoples, Land Claim Implementation, Political Science, Northern Public Administration, Inuktut, and Cultural Studies.

Year 2 is also an integration into university level studies; both Political Science and Northern Public Administration are Carleton University courses, delivered in-house by Carleton University professors.

Special Activities

While Academics is a central focus at NS the Cultural Studies course allows students to maintain an attachment to their culture through practicing a variety of skills. Students take part in weekly cultural studies classes as well as special workshops and a culture week in the fall.

Meet the NS Team



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NS CAMPUS

NS CAMPUS

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Ottawa, K1N 5Z4
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Nunavut Sivuniksavut College Hours

Monday to Friday 8:30 a.m. - 6:00 pm.

Doors automatically lock at 5pm and are locked on statutory holidays.



OUR VALUES



Nunavut Sivuniksavut

Mission

Nunavut Sivuniksavut is characterized as a silattuqsarvik ('a place and time to become wise' in Inuktitut). At NS we are dedicated to providing Inuit youth with the best possible post-secondary academic and cultural learning experiences. Throughout the length of our program, students participate in activities designed to support the development of a vital set of knowledge, skills, and positive attitudes that will allow them to successfully contribute to the world as young adults aligned with instilling the Inuit Qaujimagatuqangit values.

Values

Nunavut Sivuniksavut has developed an approach to education that is firmly grounded in a set of values that have proven to support a positive, global life-changing learning experience for students.



Student Bill of Rights

Statement of Student Rights and Responsibilities

Membership of the College Community implies acceptance of the principles of mutual respect for the rights and responsibilities, dignity, and well-being of any member of the College community. With respect to students and prospective students, these rights, and responsibilities that accompany them, include, but are not limited to, the following:

1. You retain all your ordinary RIGHTS, under applicable laws of Canada and Ontario, when you become a member of the College Community. By the same token, as a student, you continue to have the RESPONSIBILITY to abide by all Federal, Provincial and Municipal laws, regulations and by-laws, in addition to College policies. The College may decide to impose and enforce its own discipline procedures, pursuant to its policies, in addition to any enforcement procedures of civil authorities.
2. Subject to availability of College resources, you have the RIGHT to participate, unhindered, in the academic, intellectual, cultural and social life of the College. You have the RESPONSIBILITY to respect the rights of others to the same participation by refraining from actions that threaten or disrupt the academic, intellectual, cultural and social life of the College.
3. Pursuant to the laws of Canada, Ontario and College policies, you have the RIGHT to the safety and security of your person in an environment free from harassment, intimidation, discrimination or assault. You have the RESPONSIBILITY to treat others with respect and refrain from acts of harassment, intimidation, discrimination or assault.
4. Subject to your compliance with College policies and rules, you have the RIGHT to the free and peaceful use of College property, grounds and facilities for all legitimate purposes. You have the RESPONSIBILITY to respect and preserve property, grounds and facilities so they may be equally available to others.
5. You have the RIGHT to fair process and an expectation that the principles of natural justice will prevail in official procedures. This implies the provision of: impartial arbiters; advanced written notice of all complaints; sufficient time to prepare oneself for a hearing, if accused of a policy violation; opportunity to testify, present evidence, know, respond and seek clarification of evidence presented by Witnesses; timely access to information and documentation upon which judgments are to be made; the right to an advisor; the right to timely resolution of issues following guidelines set out in College policies. You have the RESPONSIBILITY to recognize and respect the legitimate exercise of authority by a College Official or authorized agent. This includes, but is not limited to, the authority of a faculty member in a teaching environment, and the authority of any official, agent or Employee carrying out duties as assigned by or on behalf of the College.



Thank you for not smoking

This is a clean air campus, smoking
and vaping are prohibited



Emergency Procedures

Evacuation

Evacuation is a valid and effective response to any internal situation where the circumstances are dangerous and it is safe to evacuate. In the absence of any specific directions, any occupant faced with a dangerous situation should not hesitate to evacuate, ensuring that persons or students for whom you are responsible evacuate as well.

Evacuation should be initiated in various circumstances that include:

- Discovery of fire
- Hearing the fire alarm
- Critical violent act (shooting, stabbing, bombing, riot, etc.)
- Chemical spill or threatening atmosphere
- Dangerous physical environment

Or when instructed to do so by the Emergency Broadcast System.

Fire Procedures

Upon discovery of fire, remain calm and do not use the elevators.

ACTIVATE the nearest fire alarm pull station.

CALL the 5000 emergency line, or 911, from a safe area to report the exact details of the fire.

CLOSE any doors/windows to the fire affected area, if safe to do so.

FIGHT the fire if it is safe to do so.

LEAVE immediately using the nearest safe exit.

If you hear the fire alarm, leave the building immediately. Ensure persons with disabilities are assisted, as required. Ensure class or group members evacuate the building. Persons with disabilities who are unable to leave the building shall proceed to the nearest collection point or nearest safe exit and wait for assistance from the Fire Department or emergency personnel. In many cases, you may be able to move laterally to an adjacent unaffected building if it is safe to do so.

DO NOT enter or return to the building until you have been notified to do so by emergency personnel or the Emergency Broadcast System.

College Safety

Personal Safety Tips

- Stay alert, be assertive, and make quick eye contact with others. Always be aware of your surroundings.
- Trust your instincts. If you feel uncomfortable in a place or situation, leave. Don't be afraid to make a scene.
- Use well-lit, well-travelled routes.
- Carry emergency money for cab/bus fare and make sure your phone is charged.
- Use the buddy system when travelling around the campus or off campus.
- If, for any reason, you have concerns for your personal safety, please do not hesitate to contact NS staff immediately.
- For students at the residence, ensure that your door is kept locked when you are out, even for short periods of time.

Theft Prevention Tips

- Do not leave valuables unattended. This includes phones, wallets, purses, laptops, tablets, school bags, backpacks, etc.
- Mark your belongings. It has been proven that marked items are less likely to be stolen.
- Report any stolen items or suspicious behaviour to NS staff immediately.

To prevent locker thefts:

- Always secure your locker with a strong durable lock.
- Never leave an unlocked locker unattended.
- Do not leave valuables in the lockers
- If you must leave a valuable in a locker, be cautious and discreet.
- Before leaving the locker area, ensure your locker is secured with a lock.

Lost and Found

It is the student's responsibility to protect and insure their property.

The College is NOT responsible for the property of its students or employees that becomes lost, damaged, or stolen while on NS College premises.

Year End Trip

A \$900.00 personal contribution for the year-end cultural exchange trip.

Oct. 1	Staff present destination choices
Oct. 1	Fundraising begins
April 30	Tentative travel dates

If you don't have a passport, apply now on this website and follow the instructions:

<https://www.canada.ca/en/immigration-refugees-citizenship/services/canadian-passports.html>:

or talk to Robyn

Other Info

Algonquin College certificate requirement

To receive an Algonquin College certificate in Inuit Studies I and/or Advanced Inuit Studies, you are required to pass all of your Fall and Winter courses.

***To pass, you must achieve a mark of D- (50%) or higher in every class.**

Accessing your Algonquin College transcript

NS does not generate official transcripts. To request an official Algonquin College transcript, please visit

<https://www.algonquincollege.com/ro/transcript-request-form/>.

Tax receipts

Your T2202 tax receipts will be available by the end of February, for the previous tax year.

Fall Academic Calendar

DATE	MILESTONE
Sept. 3	Fall Term Begins
Sept. 16	Last day for official withdrawal from College for Fall 2024 with full tuition refund, less \$500 tuition deposit.
Sept. 25	Student Election
Sept. 30	National Day for Truth and Reconciliation (College closed)
Oct. 14	Thanksgiving (College closed)
Oct. 28 - Nov. 1	Cultural Week
Nov. 8	Last day to withdraw from 2024 Fall courses without academic penalty
Dec. 12 - Dec. 17	Final Exam Period
Dec. 18	End of 2024 Fall Term
Dec. 18	Grades due to Registrar's Office (full-time on-campus activities) * 12:00 Noon

Winter Academic Calendar

DATE	MILESTONE
Jan. 8	Winter Term Begins
Jan. 18	Last day for official withdrawal from College for 2025 Winter with full tuition refund, less \$500 tuition deposit for new students and full refund for returning students in a subsequent term.
Feb. 17	Family Day (College closed)
March 3 - 7	Cultural Week
March 14	Last day to withdraw from 2025 Winter courses without academic penalty
March 21	NS Career Day
April 18	Good Friday (College closed)
April 21	Easter Monday (College closed)
April 21 - April 25	Final Exam Period
April 29	Grades due to Registrar's Office ("full-time on-campus" activities)* 12:00 Noon
May 15	Graduation
May 16	End of 2025 Winter Term



Nunavut Sivuniksavut Code of Conduct

Nunavut Sivuniksavut recognizes that the ultimate purpose of learning is Inunnguiniq ('the making of a capable human being' in Inuktitut).

Rights

Every student has the right to learn in a safe and caring environment.
Every teacher has the right to teach in a safe environment.

We achieve this through
RESPECT
IKPIGUSUTTIARNIQ

For ourselves we: Uvannut:

- Are prepared for learning and have all what I need for the class
- Have an attendance of 80% and above
- Are at the right place at the right time
- Complete all work set to the best of our ability

For others we: Asittinnut:

- Speak to people how we would want to be spoken to Ikpigusuttiarniq
- Treat people how we would want to be treated Inuuqatiguittiarniq
- Recognize that we are all individuals and that we should be treated with understanding and kindness

For NS we: NS-mut:

- Look after our environment avatimik kamattiarniq
- Represent NS and Inuit with pride
- Keep our school safe and clean by picking up litter and reporting any damage we see

Responsibility

We take responsibility for our actions and accept consequences.
We have a "ajungittugut" mindset in our Attitude to Learning.



Introduction

At Nunavut Sivuniksavut (NS), the Inuit Qaujimajatuqangit values guide us in creating a safe and welcoming learning space for all. To achieve this goal, NS created a code of conduct which outlines the rights and responsibilities of students and staff, as well as gives guidance for misconduct and sanctions.



Basic NS etiquette

- Arrive early. It is impolite to walk into a class that has already started (without proper excuse).
- Do not eat or drink in the classroom. Coffee, tea and water is accepted.
- Do not walk in front of a guest speaker during their speech.
- Keep NS clean, take pride in your school.
- Limit phone and laptop use to school related activities.
- Respectful language (no swearing)
- Be considerate of others—during winter, place your boots neatly to the side.



STUDENT RIGHTS AND RESPONSIBILITIES

Participation of Student Life

- To be treated with mutual respect and fairly from instructors, staff and students with ethical behaviour
- To be provided the same opportunity as your peers
- To share thoughts and values benefiting the NS community
- To feel comfortable to work collaboratively with your peers

Safety

- To feel safe on NS property regardless of ethnicity, Inuit ancestry, sexual orientation, beliefs, etc.
- To bring your concerns forward without fear of punishment
- To have your rights protected
- To have NS staff committed to maintaining student confidentiality (personal information is not shared without consent)
- To learn in a safe environment free from harassment, intimidation, discrimination or assault

Support

- To receive academic guidance when needed for the benefit of students
- To receive personal guidance from the appropriate NS staff members
- To receive academic support for students who have a learning disability and need extra time with guidance from Algonquin college guidelines

Appeal

See Appeal Process*** section on page 27

Participation of Student Life

- To complete and hand in homework when they are due.
- To communicate to NS staff if additional accommodations are needed to complete assignments.
- Responsible for attending every class and keeping an average attendance of at least 80% over each semester (with exceptions*).
- To act accordingly during academic events off-campus and any college sanction event (orientation, harris week, performances, public events outside of NS).
- To report any harassment, abuse or misconduct experienced or witnessed involving students or NS employees or anyone involved with the NS community.
- To respect the rights of others to participate by refraining from actions that threaten or disrupt the academic, intellectual, cultural and social life of the NS community.
- If you are sick for more than 3 days in a row, you are required to submit a doctor's note to NS. For absences related to your mental health, we require a note from our NS social worker.

*Exceptions include sickness, medical appointments, tragedy, academic and professional opportunities (pre-approved by the Executive Director).

- Bereavement leave will be assessed on a case by case basis with the Executive Director.
- Students who miss class time for any of the above reasons are still responsible for missed class material and must complete all assignments, exams, etc. (extensions will be considered on a case by case basis with your instructor)

Freedom of Discussion

- To listen, observe and respect the participation and dialogue of others regardless of beliefs, values etc.
- To listen, observe and respect the participation of others in activities without harassment, discrimination or acts of violence.
- To consider and respect the perspectives of others even if they don't agree.
- To contribute to a learning, work and living college environment by respect diversity, opportunity and inclusivity are valued

Respecting Property

- Responsibility to behave in a way that does not harm or threaten another person's physical or mental well being.
- Respect property of others including the property of NS and does not interfere with their learning (breaking laptop, notes, etc).
- Responsibility to respect the privacy and personal information of others.
- To treat others with respect and refrain from acts of harassment, intimidation, discrimination or assault.
- To maintain a healthy learning environment

Accountability

- To prioritize academic studies, which includes handing in assignments on time and prioritizing attendance **(avoid travelling during weekdays, exam times and the last three weeks of each semester)**.
- To balance academic and personal life in a constructive way (arranging medical appointments, personal appointments).
- To communicate efficiently with instructors regarding missing assignments, late assignments, any future travel, medical appointments, sports tournaments and more that may interfere with learning and class time
- To communicate with instructors if you will be late to class.
- To ensure there are no phone and laptop distractions within the classroom.

Cleanliness

- Responsibility to keep Nunavut Sivuniksavut clean, including all classrooms, common spaces, hallways, elevator, stairwells, and exterior doors and parking lot.

STUDENT MISCONDUCT

*Nunavut Sivuniksavut offers crisis intervention counselling services full-time on property and offers part-time one-on-one therapeutic professional sessions. Issues outside of NS staff's student support scope of practice will be referred to other professionals and practitioners.

CATEGORY 1

DISRUPTION OF STUDENT LIFE

- Damaging others property that will interfere with their learning, including laptops, notebooks, phones, etc.
- Disrupting the class
- Disrespecting the instructors or students time while teaching
- Inviting strangers into NS
- Leaving the doors open

PLAGIARISM (using someone else's work as your own)

- Plagiarising for the benefit of assignments
- Abusing copyright materials
- Copying another student's work for the benefit of your work
- Using other sources instead of writing your own work

VERBAL MISCONDUCT

- Harassment, bullying, intimidation towards anyone in the NS community

MISUSE OF NS FACILITIES, EQUIPMENT, MATERIALS OR SERVICES.

- Intentional destruction of NS property.
- Misuse of NS equipment and material, including the shop, sewing room, musical instruments, technology equipment, and furniture.

LATE PENALTY

- Frequent late and/or assignments without consulting your instructor.
- Frequent absence or late attendance (10 minutes) for class or any other NS events including group meetings and performances.

CATEGORY 2

ACTS OF VIOLENCE

- Causing harm to another student, staff or NS member
- Putting someone in direct danger
- Verbal and/or Physical abuse towards others
- Assault with weapon with the purpose of harming others
- Sexual assault

DESTRUCTION OF PROPERTY

- Intentionally causing damage on NS property

SOCIAL MEDIA MISUSE AND ABUSE

- Using any social media including facebook, tiktok, snapchat, instagram or any other social media platform to bully, harass, intimidate, outcast and/or belittle others in the NS community
- Posting photos or videos of others without their permission

MISCONDUCT IN RELATION TO THE USE OF ALCOHOL AND/OR DRUGS ON PROPERTY

- Coming to NS intoxicated from any substances
- Smoking and vaping within 9 metres to the building entrances
- Having chewing tobacco on NS property
- Selling or buying any substances on NS property
- Having cannabis or alcohol on NS property
- Having any illegal substances on NS property

Appeal Process

Students have the right to appeal in writing in formal letter format. Appeal letters must be sent via email, addressed and sent to the Executive Director: executivedirector@nsstaff.ca

Step one:

Know your time limit - An appeal must be submitted within 72 business hours of a decision being made on an incident(s).

Step two:

Know why you are appealing? - you can appeal a decision based on 3 reasons:

1. Bias - You believe the decision-maker was biased towards you when making the decision
2. Procedural Fairness- You believe the decision-maker didn't follow procedures based on the NS Code of Conduct and NS Residence Code of Conduct.
3. New information - You have new information that was not included in the original decision

Step three:

Wait for a response - a response can be expected within 5 business days from the Executive Director.

Procedures In Response Misconduct

Nunavut Sivuniksavut understands one of the unique values we strive for is building relationships. All student misconduct will be reviewed case-by-case to ensure NS provides the proper support for our students and their current life situations.

Who will review misconduct?

NS Staff, Executive Director and any outside members needed including but not limited to the Police, at discretion of the NS staff and the Executive Director.

Level 1	● Verbal and Written Warning
	● Restorative Measures/ <u>Aaqigiarutiksats</u>
	● Temporary Dismissal
Level 2	● Loss of Privileges
	● Behavioural Contract
	● Probation
Level 3	● Interim Suspension
	● Re-entry Plan
	● Expulsion

Nunavut Sivuniksavut Short Term Student Leave Form

At NS, we understand that you may experience unexpected health concerns or other life events that may cause you to miss class or hand in work on time. The short-term student leave form lets you submit your request for short-term leave without documentation like a medical note.

The leave is meant for temporary situations that involve a brief period of absence for the following reasons:

- significant life event
- academic opportunity
- extracurricular opportunity

* When the leave is planned, please submit the form a minimum of two weeks in advance. If an event occurs unexpectedly, please talk with Sam and Dan.

Use this form when:

- your leave is upcoming (do not use the form to cover a leave that has happened in the past);
- your leave does not fall in the exam period;
- your leave won't result in you missing a major in-class assignment, midterms/exams, or major assignments while you are away.

* You do not need to fill out this form if you are sick, but you do need to let your small group leader know that you will be away. You are also responsible to catch up on anything missed.

How to submit the form:

Complete the form and email it to dan@nsstaff.ca and samantha@nsstaff.ca. Please send a Slack to Sam and Dan to inform them that a form has been submitted.

Once you submit the form, Sam, Dan and NS Staff will review it and let you know if your leave is approved within three days.

If your leave is approved, it is your responsibility to share your leave dates with your small group leader. You are also responsible for catching up on the work that you have missed while you are away. Please discuss your plan with each instructor before your leave.

Nunavut Sivuniksavut Short Term Student Leave Form

**To be filled out by the student and approved by Sam and Dan and NS Staff before leave begins. Please make a copy of the file to fill it in.*

Name:

Reason for Leave:

Leave and Return Date:

Will you be traveling outside of Ottawa? If yes, please share your travel information and make sure your travel dates are included in your leave and return date.

How will you prepare and catch up on missed class and school work? Share your plan.

Will you be missing any major assignments, midterms/exams, or other class time that may impact your final grade?

*** For staff to complete.**

Is your leave accepted?

Yes / No:

NS Staff signature: _____

Residence Code of Conduct

CLEANLINESS

You are responsible to maintain an acceptable level of cleanliness in your apartment unit and room, in addition to demonstrating respect for the NS Residence (Somerset and Mark) community through your habits and behaviors by keeping common areas clean and avoiding damages. The general upkeep of the buildings are maintained through a third-party provider.

You are responsible for the cleanliness of your apartment unit and room. It is expected that you and your roommates perform the following basic cleaning routine;

- Clean-up after spills and food preparation
- Clean dirty dishes and utensils
- Regular wipe down of counters and surfaces
- Regular sweeping and vacuuming of floors
- Regularly clean the washrooms, including the sink, toilet, and shower
- Regularly dispose of garbage and recycling into the appropriate dumpster outside
- Periodic cleaning inside the refrigerator and microwave
- Regularly clear the snow in the winter on the stairs and walkway

Note – You are not allowed to bring outside furniture, mattresses, etc. into the NS Residence (Somerset and Mark).

QUIET TIME



“Consideration Hours” are in effect 24 hours a day, 7 days a week. Noise levels at any time should not take away from any resident’s ability to study or to enjoy a peaceful living environment. An individual’s right to reasonable quiet overrides another’s right to make noise. You must also be aware of municipal bylaws. You may also dial 3-1-1 on your cell phone.

The following items are not allowed:

- Loud musical instruments.
- Loud sound systems.

Quiet hours are observed in Residence:

- Monday to Thursday: 11:00 pm – 07:00 am
- Friday to Saturday: 11:00 pm – 09:00 am
- Saturday to Sunday: 11:00 pm – 11:59 am

* As a general rule, noise from your room/unit that is audible outside your room/room, including hallways, common areas, neighboring units or buildings, will be addressed by bylaw (3-1-1) during quiet hours, and can be shared with the Executive Assistant during working hours by emailing paul@nsstaff.ca.

Exam quiet hours begin 1 week prior to the exams start date.

Monday to Sunday: 24 hours/day

HARASSMENT



There is zero tolerance for violence, harassment, and sexual harassment at the NS Residence (Somerset and Mark). This applies to students and NS staff. Violence and harassment may include:

- offensive or intimidating comments or jokes;
- bullying or aggressive behaviour;
- cyber bullying;
- displaying or circulating offensive images or private materials;
- Violating a person’s privacy;
- sexual harassment;
- isolating or making fun of a student because of gender identity.

APARTMENT ACCESS AND DOOR CODES



To maintain a safe living environment, NS Residence buildings are secure and only residents can access hallways and the room they are assigned to. Do not share your apartment code with anyone.

What is allowed?

- Guests from other NS Residence apartment units, with the permission of your roommates.

What is not allowed?

- Outside guests are not allowed inside the NS Residence (Somerset and Mark).
- You are not allowed to share your door code with anyone, including NS Residents from other apartment units.

ALCOHOL



What is allowed?

- Responsible consumption of alcohol in the apartment unit if you are 19 years or older
- One 6 pack (of 355ml cans) per student
- Containers of beer, ciders, coolers, and cocktail mixes that are under 355ml
- OR a container of alcohol that is not beer, such as liquor, wine, cocktail mixes that under 750ml per apartment

What is not allowed?

- Being intoxicated to the point where it negatively impacts other students' ability to study, sleep, and feel safe.
- Open alcohol outside of the apartment units.
- Being intoxicated to the point where it negatively impacts the neighbourhood.
- Beer bottles and cooler bottles that are glass.
- Drinking games or drinking game paraphernalia.
- Alcoholic beverages with higher than 40% proof.
- Providing alcohol to anyone under 19.
- Making or selling alcohol.

Narcotics/Illegal substances

There is zero tolerance for illegal substances and the misuse of narcotics at the NS Residence (Somerset & Mark), including the apartment unit and your room.

CANNABIS



What is allowed?

- In Ontario, you can possess up to 30 grams of dried cannabis or its equivalent in residence if you are 19 or older.
- You can possess smoking paraphernalia if you are 19 or older, but it must remain clean and not produce odors, and must be stored in your room.

What is not allowed?

- Growing cannabis or creating cannabis products.
- Smoking, vaping, or producing the odor of cannabis inside the residence, including your apartment unit and room.
- Cannabis that is not stored in a sealed container. Cannabis cannot be scattered on desks or left in paraphernalia.
- Pressuring the consumption of cannabis to other students in the residence.
- Purchasing or supplying someone under the age of 19 with cannabis.
- Selling cannabis.

Residence Code of Conduct

Apartment Unit and Room Inspections

We inspect your apartment unit and rooms prior to your move-in date, once per month, and upon your departure, to assess the condition of the space. We inspect the apartment unit and rooms to practice preventative maintenance, and address any concerns for wellbeing and safety.

You will be notified in advance when NS Staff intend to inspect your space while you are living in it.

It is your responsibility to report any apartment issues and/or damages. To report an apartment issue or damage, please do so by emailing Paul Cipriano at paul@nsstaff.ca

Damages to the NS Residence and/or NS Residents Property (Somerset and Mark)

You will be held financially responsible for damage to any part of the NS Residence (interior/ exterior common areas, furniture, your apartment unit, and your room) if you are found to be directly or indirectly involved in the damage.

Common areas include and are not limited to; apartment unit kitchen, bathrooms, and living room and hallways, the common area in building 274, apartment stairwells, the exterior doors, parking lots and any other public areas of the Residence.

Breach of the NS Code of Conduct

In addition to the NS Residence Code of Conduct, you are responsible for following the guidelines set out in the NS Code of Conduct.

Withdrawal from the NS program will result in your removal from the NS Residence (Somerset & Mark). Each student's removal timeline will be based on the severity of the misconduct and at the discretion of the NS Staff and Executive Director.

Procedures and Response to Misconduct

The procedures and responses to misconduct at the NS Residence (Somerset and Mark) are intended to be primarily educational and restorative in nature and may be used independently or in combination for any single violation. Repeated and/or multiple violations shall increase the severity of the procedure and response applied. The procedure and response to misconduct at the NS Residence will be based on three levels of severity, which are described below.

Violation of the NS Residence Code of Conduct (Misconduct)

Level 1

Actions that interfere with the rights of another individual student or the NS Residence community to the peaceful use and enjoyment of their space in the NS Residence.

Procedure and Response to Misconduct

- Verbal and Written Warnings – a verbal or written caution that continuation or repetition of the offending behaviour will result in more serious sanctions in the future.
- Disposal/Removal of Items – removal of items (alcohol, drugs, vapes, etc.) from the NS residence that violate the NS Residence Code of Conduct.
- Fines – a sanction applied to a NS Resident whereby they are required to pay a monetary fee based on individualized payment schedule.
- Loss of Privileges – a sanction that places restrictions on certain privileges of the NS Resident.
- Restitution – payment for damage or loss experienced by Nunavut Sivuniksavut, NS Residence, NS Students, or others.

Level 2

Actions that create a significant nuisance and/or disturbance to an individual student or the NS Residence community and/or repeated level one violations.

Procedure and Response to Misconduct

- Communication Ban – a response that limits the privilege of a NS Resident to communicate freely with another NS Resident.
- Transfer/Relocation – a response that will reassign accommodation within the NS Residence.
- Residence Probation – a sanction applied as a deterrent against future violations. Any future violations of the NS Residence Code of Conduct of any kind may result in eviction.
- Behavioural Contract – a signed contract between a NS Resident, Executive Assistant and Executive Director, addressing behaviour that may or may not be covered by the NS Residence Code of Conduct. Violations of the terms of a behavioural contract may lead to eviction.

Level 3

Actions that endanger the safety and security of an individual student; significantly compromise or damage personal or NS Residence property; attack the dignity/integrity of an individual student; contravene the laws of the land; and/or repeated level two violations. Any Level 3 Offense may result in an eviction.

Procedure and Response to Misconduct

- Eviction – termination of the NS Resident's Student Residence Lease Agreement.
- When police are involved, NS will follow the advice of the Ottawa Police.

* If a misconduct is severe, you will be withdrawn from the NS program and asked to go home.

Policies

College withdrawal policy/process & refund, academic penalty dates.

If you officially withdraw within 10 business days from the start date of your program, you are entitled to a refund of any fees paid less the \$500.00 non-refundable tuition deposit.

If you officially withdraw after 10 business days from the start date of your program (September 16th, 2024 & January 18th, 2025), no refund will be issued and you will still be liable for payment of any outstanding fees owing to the College.

Note: November 8th, 2024 is the last day to withdraw from 2024 Fall courses without academic penalty. March 14th, 2025 is the last day to withdraw from 2025 Winter courses without academic penalty.

Attendance Policy

Students are responsible for attending every class and keeping an average attendance of at least **80%** over each semester (with exceptions*).

*Exceptions include sickness, medical appointments, tragedy, academic and professional opportunities (pre-approved by the Executive Director).

Late Assignment Policy

Assignments handed in after the deadline will lose 3% for a maximum of 10 days (including weekends). Any assignment handed in after 10 days will need to be approved by the instructor. If you think that you are unable to meet a deadline, let the instructor know in advance of the deadline and we can discuss an extension.

Exam Policy

1. Arrive 15 minutes before your exam time.
2. No food is permitted in the exam room.
3. No talking during exams.
4. The only time you may leave the exam room is to use the washroom.
5. All cell phones, tablets, laptops and any other electronic devices must be turned on silent and are not permitted at your desk unless a laptop is required for an online exam.
6. Bring **ONLY** the resources that are permitted in your particular exam, these will be indicated in each course. Not all exams allow resources. If permitted:
7. Open book exam resources may only be print based. If you have an eText, you will need to print out the pages you require for your exam.
8. Each instructor may have additional rules or expectations. It is your responsibility to confirm these expectations with your instructor ahead of time.
9. If you require any accommodations, please arrange with your instructor ahead of time.
10. Once you have handed in your exam, you are not permitted to reenter the exam room until everyone has completed their exam.

Sick Policy

If you are sick for more than 3 days in a row, you are required to submit a doctor's note to NS. For absences related to your mental health, we require a note from the NS social worker.

Rent Payment Policy

Talk to Charlotte

Student Council

Nunavut Sivuniksavut Student Representative

You may gain early service experience by becoming an NS student board representative and also a student council. Doing so strengthens your leadership abilities and may help when you apply to universities.

You may also learn good time management skills by actively engaging in a student council and taking part in Board meetings. Running a campaign to get elected to the student council was your first step.



Such initiatives frequently make the student community more enthusiastic about its institution. Forging a strong school spirit increases the likelihood of interpersonal harmony among students. Everyone then has the impression that they are a part of something greater than themselves.

Via the student council, students have a crucial role in school decision-making. Becoming a student council representative may influence student activities and allow interaction with your school's administration. Let's begin with the countless possibilities for aspiring student leaders.

Here are some ideas you can do as a student council:

- Meet Regularly
- Ideas to Boost School Spirit and Community
- Decorate for Holidays and School Events
- Plan Teacher Appreciation Activities
- Organize Residence Cleanups with Olibak
- Create Stress Relief Activities
- Start New Clubs Based on Student Interests
- Fundraising ideas for the Year End Trip

Small Groups

Purpose of the Small Groups

The small groups are designed to help build strong relationships, which is key to supporting each other throughout the year.

- Support each other

- Celebrate personal achievements and contributions

Each group will choose a member to serve as their Student Representative on the student council. This representative will keep everyone in the group informed and bring any concerns or issues to the council.

Group Trophy

During school activities, each group will compete for the chance to win the NS Cup Trophy.



NS Executive Board

NS was incorporated in 1999, with an initial Board of eight members selected for their passion for education and dedication to NS.

This term the Executive board are:

Elaine Uppahuak - chair

Tina DeCouto - Vice Chair

Cecile Lyall - Secretary Treasurer

David Aglukark - Executive Board

Jason Akeagok - Executive Board

Annie Aningmiuq - Executive Board

Shelton Nipisar - Executive Board

Two NS Student Council members, the Chair and Vice Chair, will attend Board meetings.

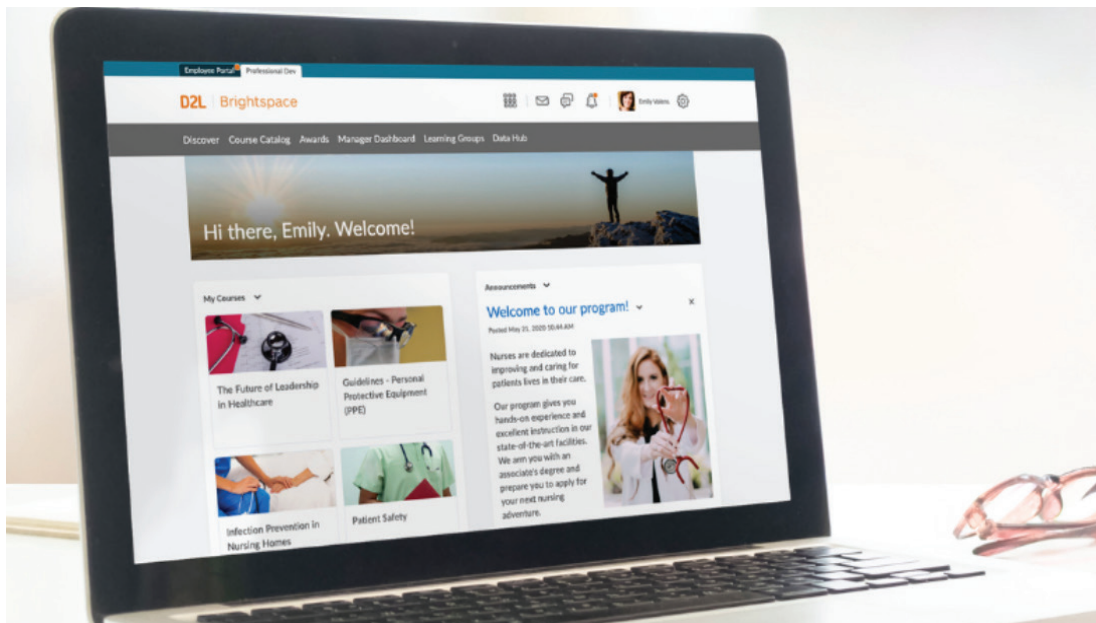




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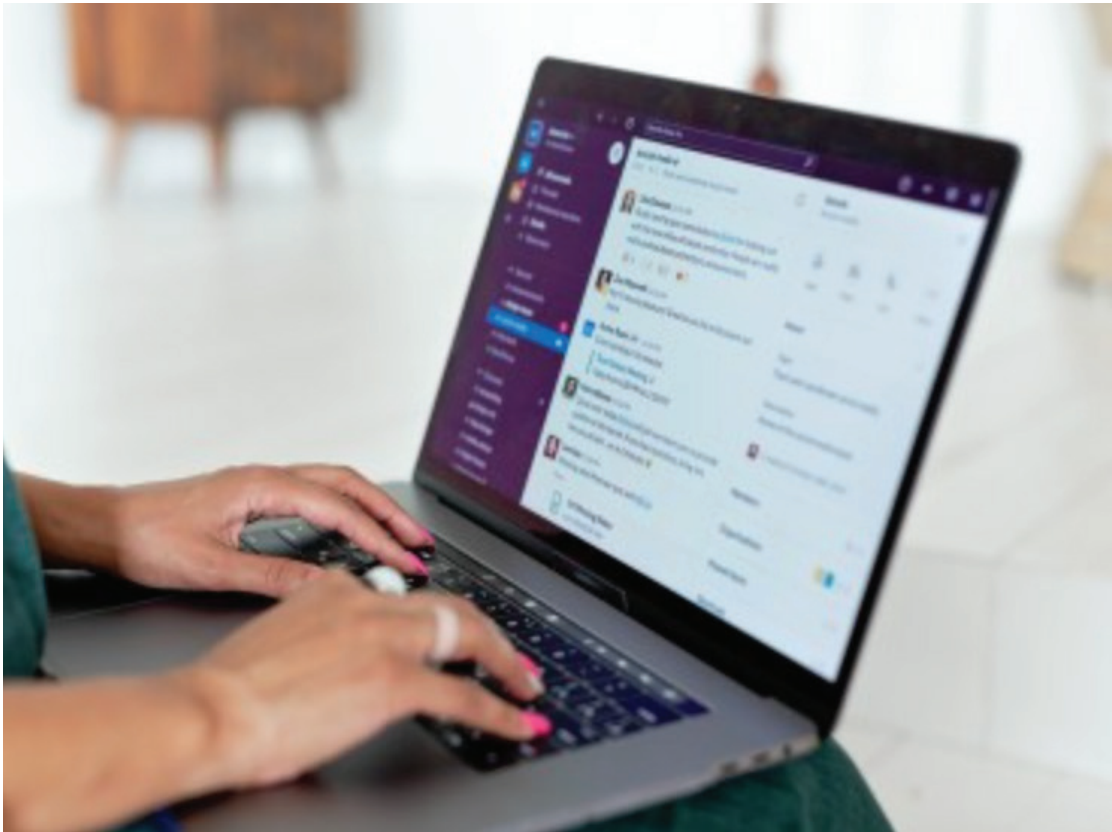
To log in to Algonquin College Brightspace, please view this video or follow the steps below. You will not be able to access your courses until the course start date.

1. Log in to <http://acsis.algonquincollege.com/> using your student number.
2. Select “Network Account Info” from the left toolbar under ACCOUNT. Here you’ll find your User ID and password.
3. If your User ID is blank, your account creation is still in process. If you registered early for the upcoming term, your account may not be available until 2-weeks prior to your start date. If you registered within 2-weeks of the start date, please allow up to 3 business days for your account to be created.
4. On the <https://brightspace.algonquincollege.com/> login screen you will be asked to enter your Algonquin Live email address (your User ID followed by @algonquinlive.com).
5. You will then enter your User ID and password to access your courses.



Slack

Slack is the communication app we use to connect with each other online. Teachers, students, our residence advisor, and academic coaches use Slack to share information, reminders, and questions. It is essential that you accept the NS Slack invitation and download Slack. Once you have your account, please turn on notifications and check your Slack daily.



Adjusting to College Life

1

Fast-Paced Environment

In high school, you have all year to learn a subject. At NS, many of your courses are taught in 7 weeks. This means you need to attend all classes, hand in work on time, and ask for help if you need it.

Putting Academics First

At NS, we will make sure you have the support you in your studies. However, you are responsible for your own academic success. Unlike high school, you need to make the choice to come to school, hand in work, and keep up!

2

3

Daily Schedule

NS holds classes from 9:00 - 4:00 each day, Monday to Friday. In addition to classes, there may be times throughout the year where you will be asked to perform at a special event (to fundraise for the year end trip).

Student Workload

NS is a busy place! Students are assigned homework and assignments and it is up to each student to organize their time and schedule to make sure the work is completed. NS has academic coaches and we encourage students to work together!

4



Budgeting

Living in the city can be expensive. It is important to pay your rent, groceries, and any other bills before you spend your monthly amount on other things. We know this is something many students learn at NS and we are here to support you with tips and strategies.

Relationships

NS is a community. During your time here at the college, it is important you are respectful of each other and find ways to work together. NS is a place to feel safe and make lasting friendships that you will carry with you throughout the rest of your life.



Homesickness

Moving away from home can be challenging at times. While NS staff and your classmates are here to support you when you are feeling homesick, you can also reach out to family and friends back home.

City Living

Life in Ottawa offers many opportunities and activities that you can try out. To encourage students to participate in healthy activities, NS reimburses \$50/month per student to use on activities such as go-karting, skating, movies, swimming, etc.



Tips to Succeed At Nunavut Sivuniksavut

Plan Your time

As soon as you find out about homework, assignment, test, exam, or performance, add the due date to your calendar. You can also add personal appointments so you are able to plan your time well.



Keep on top of your work

When you work study and complete work on time, you will not have things pile up (which is stressful). It can be tempting to skip small work or skip class to catch up, but don't! Now you are even more behind.



Use your resources

NS has many useful resources such as your instructors, classmates, and academic coaches. In your own life, reach out to the people that you know can help you with your studies, too.



Go to class and participate

The best way to keep up with your studies is to go to class, participate, & ask questions. If you miss a class, ask your classmates what you missed to keep up!



Ask for help

If there is something you don't understand, ask your instructors or a classmate right away. We are here to help you and want to see you succeed!



6

Focus on your studies

Being a college student is a full-time job. We know that there are many distractions in the city, but we encourage you to put your studies first.

8

Communication

Staying in communication with your small group leade, NS staff, and your classmates will help you to stay on track at NS! A Reminder to check Slack daily and ask us for help if you need it!

10

Set Goals

Being a college student is rewarding, but it can also be challenging at times. It is important to set small and big goals to look forward to in your studies.

7

Balance

Focusing on your studies is # 1. But... it is important to care for yourself and have fun, too. Find healthy activities to balance the demands of being a student.

9

Safety

Ottawa is a great place to live and study, but like any city, it is important to be safe. Always be aware of your surroundings. Keep your phone charged and have emergency contacts easily accessible. Trust your instincts, stay in well-lit areas at night, and avoid sharing personal information with strangers.

A photograph of three young women with long dark hair, smiling and laughing together. They are wearing casual clothing: a pink top, a black top with a necklace, and a black crop top with jeans. The image is semi-transparent, serving as a background for the text.

Inuit Services in Ottawa

Tungasuvvingat Inuit - TI

ADDRESS

MAIN ADMINISTRATIVE OFFICE
1071 Richmond Road
Ottawa, Ontario
K2B 6R2

HOUSING & FAMILY WELL BEING

297 Savard Avenue
Ottawa, Ontario
K1L 7S1

JUSTICE & ANTI HUMAN TRAFFICKING

604 Laurier Avenue W.
Ottawa, Ontario
K1R 6L1

PHONE

613-565-5885

FAX

613-563-4136

WEBSITE

<http://tungasuvvingatinuit.ca>

EMAIL

info@tungasuvvingatinuit.ca

HOURS OF OPERATION

Monday to Friday
9:00 am to 5:00 pm

Open some weekends and evenings
– as advertised



ORGANIZATIONAL OVERVIEW

Tungasuvvingat Inuit (TI) aims at empowering and enhancing the lives of Inuit across Canada. Since 1987 TI has been operating in Ottawa as a community-based counselling and resource center providing cultural, social and counselling services and advice to Inuit across Canada. TI offers a supportive environment that attempts to duplicate the community spirit and cultural surrounding of Inuit homelands.

PROGRAMS AND SERVICES PROVIDED

TI is a unique Inuit specific service organization serving the urban population as well as collaborating with our Northern partners and provides agencies (e.g. shelters, courts, hospitals, schools):

- Information on Inuit culture and values;
- Resource information for Inuit specific programming; and
- Understanding of Inuit Rights in the City.

TI PROVIDES DIRECT CLIENT SERVICES INCLUDING:

- 2nd Stage housing support services;
- Anti-Human Trafficking and Exiting the Sex Trade.
- Community support services;
- Cultural services;
- Employment and learning services;
- Family services;
- Housing support services;
- Health promotion services;
- Justice Services including Restorative Justice and Gladue services;
- Pre and post-natal services;
- Trauma and addictions treatment services; and
- Youth services;

CLIENT POPULATION SERVED

Our services are for any and all Inuit, predominantly service the Ottawa and Toronto areas.

Food Security Program

Foodbank operates every second week from the modular site at 297 Savard Avenue, Vanier. On the week that we are open (please check out our calendar below) the hours are as follows:

Monday	4-6pm	For families with children under 18 only, and <u>Students</u>
Tuesday	1-4pm	General Community
Wednesday	3pm	Elders 55+

Services in Ottawa

****Ensure you have your N# before you call**

CALL: 1-888-332-9222 for your N#

Please make an account on Express Script (online) to submit some receipts if necessary

Akausivik Health Clinic

24 Selkirk

613-740-0999

9 AM- 4 PM

****Keep calling- don't give up if you don't get an answer right away**

EYE DOCTORS

NIHB covers \$51.10 for any eye exam. Then they cover around \$200 for the actual glasses.

Option 1

You can go to any optometrist such as Lens Crafters, Eyedocs, Hakim, Rideau Mall etc and submit the receipt on Express Script.

They may not submit receipts for you with NIHB.

Option 2

Urban Eyes Ottawa. It is close to NS. Their examination is \$145 so you would pay \$93.90 out of pocket for your prescription. But then you can take that prescription and order online or order glasses directly from them, which is more expensive.

For more options please see Robyn

DENTISTS

Option 1: McArthur Dental Center
311 McArthur Ave
(613) 746-2725

Option 2: Doug Pham Dentistry Corporation
22 McArthur Ave
(613) 747-1999
Ottawa, ON K1L 2R6

If none of these you like, please contact Robyn

HOSPITALS

Closest **EMERGENCY** hospital is :

Montford Hospital
713 Montréal Rd ·
(613) 746-4621

Children's Hospital is:
CHEO: 401 Smyth Rd

RESOURCES IN OTTAWA

Hospitals

Montfort Hospital

Address: 713 Montréal Rd,
Ottawa, ON K1K 0T2
Phone: (613) 746-4621

Ottawa Hospitals

Civic Campus
1053 Carling Avenue
Ottawa, Ontario
K1Y 4E9
Directions & Maps

General Campus

501 Smyth Road
Ottawa, Ontario
K1H 8L6
Directions & Maps

Riverside Campus

1967 Riverside Dr.
Ottawa, Ontario
K1H 7W9
Directions & Maps

**If you have a child, please go to CHEO Emergency Room
Children's Hospital of Eastern Ontario (CHEO)
401 Smyth Rd
(613) 737-7600

Pharmacy

Mark Residence

Shoppers Drug Mart - 150 Montréal Rd, Ottawa, ON K1L 8H2

NS Somerset Street East Residence

Shoppers Drug Mart -50 Rideau St, Ottawa, ON K1N 9J7

Ottawa Police- 911 (Will dispatch Firefighters & Paramedics)

474 Elgin St, Ottawa, ON K2P 2E6

<https://www.ottawapolice.ca/en/who-we-are/contact-us.aspx>

Police Reporting Unit at 613-236-122

Bylaw

*Noise Complaints

3-1-1 online

110 Laurier Avenue West

Ottawa, ON K1P 1J1

3-1-1

613-580-2400

1-866-261-9799

Client Service Centre

Taxi Services

Blue Line Taxi

(613) 238-1111

www.bluelinetaxi.com

Capital Taxi Ottawa

(613) 744-3333

www.capitaltaxi.com

GROCERY STORES

Mark Residence

**You have many grocery stores and services around you. I will list them below. We suggest looking these places up on Google Maps for instructions on how to walk there. Uber and Uber Eats are always available- you just need to download the app.

Safety wise- DO NOT get into an uber before you confirm the code that is sent to you. It is not uncommon for people to pretend to be Uber drivers.

- Tim Hortons - 115 Montréal Rd
- Loblaws- 100 McArthur Ave.
- Green Fresh Supermarket- 175 McArthur Ave
- St Laurent Shopping Mall- 1200 St. Laurent Blvd

NS Somerset Street East Residence

**You have many grocery stores and services around you. I will list them below. We suggest looking these places up on Google Maps for instructions on how to walk there. Uber and Uber Eats are always available- you just need to download the app.

Safety wise- DO NOT get into an uber before you confirm the code that is sent to you. It is not uncommon for people to pretend to be Uber drivers.

- Safi Foods- 296 Somerset St. E
- Happy Goat- 317 Rue Wilbrod St
- Starbucks- 275 Laurier Ave E
- Loblaws
- Farm Boy
- Rideau Shopping Mall

