



THE UNIVERSITY OF THE WEST INDIES MONA CAMPUS

ELSA LEO-RHYNIE HALL

CHARTER OF HALL PRINCIPLES AND RESPONSIBILITIES

I. PREAMBLE

Rights operate in a system of fundamental values. Rights and privileges go hand in hand with their corresponding duties, obligations and responsibilities. These are essential principles that underlie resident and non-resident membership in a Hall 'family' with the fundamental values, rights and responsibilities the Hall as a community.

This charter sets out the ground rules considered consistent with the well being of the Hall for the conduct of all those who belong to the Hall community. It seeks to outline the mechanism in place to review reported incidents of misconduct in order to maintain an atmosphere conducive to the attainment of the ideals of the Hall. It should be noted that this sense of responsibility should characterize the Hall life rather than the need for sanctions due to non-observance of the long list of rules. Simply put good manners and decorum are all that is required.

II. THE HALLS' COMMUNITY PRINCIPLES

With regard to day-to-day living, Hall members are expected to demonstrate respect for the relationships, the dignity and worth of the individual, privacy and property, the need to socialize, personal and community safety and also for all other areas of Hall activity.

Members are also expected to demonstrate the highest standards of discipline, respect, dedication, efficiency and erudition; to foster the harmonious co-existence of the sexes, races, ages, religious and cultures; and to disapprove of boorishness, discrimination, discord, dogma, doom and dormancy.

III. THE RIGHTS AND RESPONSIBILITIES OF STUDENTS

The Hall accepts you as a responsible individual and accordingly requires that you make responsible decisions regarding your own moral, social and spiritual behaviour. That is the basis of your membership in the Hall community.

The charter is thus intended to help ensure mutual respect for your rights and the rights of others and to support an environment conducive to personal and intellectual growth. In furtherance of the objectives, you are required to accept the responsibilities below.

1. CIVIL STATUS

You retain your **RIGHTS** as an individual when you become a member of the Hall. You have the corresponding **RESPONSIBILITY** to abide by the laws of the land and the University in addition to the Hall's own laws and norms. Action by civil authorities with regard and misconduct may not satisfy the University or the Hall's disciplinary procedures, in which case the university or the Hall reserves the right to take further action in the interest of the University or the Hall community.

2. FORMALITIES

- It is your responsibility to pay all fees in advance.
- **Signing in** – On arrival, you must present proof of payment of Hall fees and sign the Halls of Residence agreement in order to receive the key to your room.

- **Signing out** – On leaving the Hall, residents must, in all cases, sign the Register, hand in their key (s), and leave forwarding address.
- It is the expectation that non-resident students will register with the Hall and participate as far as possible in the Hall activities.
- If you are forced to discontinue your studies due to illness, part of the Hall fees MAY be refunded. However, you must follow the signing out procedure.
- Where permission is granted for a resident to move off Hall during the academic year, it is the resident's responsibility to pay for the room until he/she is replaced. If a resident moves without permission, that is still liable for room charges.
- It is your responsibility to apply for residence during the summer vacation period. Payment for this period must be made in advance and those residents who are indebted to the Hall will be denied vacation residence.
- It is the responsibility of students who wish to live in Hall during the next academic year to apply for accommodation before March 31st of the current academic year.

3. GENERAL RESPONSIBILITIES

You are **RESPONSIBLE** for ensuring that the facilities provided for the attainment of your learning objectives are not destroyed or abused. It is therefore your **RESPONSIBILITY** to:

- Keep your rooms including the walls as clean as possible and to take care of the furniture and fittings. You are also expected to maintain sanitary conditions in your room and the rest of the Hall.
- Ensure that the common areas of your household (the sitting and dining areas, the kitchenette, the bathroom and toilets, stove, refrigerator, wall and windows are cleaned on a regular basis by some mechanism mutually agreed on by the members of your household.
- Pay for any damage to or loss furniture, fitting, equipment in your room or any other part of the Hall occasioned by you. Any such loss or damage should be reported immediately to the operations Supervisor/Manager.
- DO NOT interfere with electrical installations or make connections or cause any attachments to be made to furniture, fittings, doors, or walls.
- Ensure that cooking is only done in the kitchenettes.
- Pay a stipulated fee if you lose your key and/or swipe card. This fee will have to be paid prior to being given a new key or card.
- Refrain from making/creating duplicate keys to be made.
- Sign an inventory of the furniture contained in your room within 72 hours after receiving your key at the beginning of the semester and before leaving the Hall at the end of or during the semester; permission having been granted to move off the Hall.
- Refrain from transferring furniture or fittings of any kind from any part of the Hall without prior permission of the Operations Manager or the Student Services Manager.
- Ensure that you do not SUBLET your room or allow unauthorized accommodation.

- Ensure that you participate in and lend support to activities organized by the Hall. Absence from Hall and Block /Cluster meetings should be with good and sufficient reason (s) which should be communicated to the Hall and Block/Cluster committees, respectively.
- Take pride in knowing and being loyal to the mission statements (U.W.I and O.S.S), the Hall Song and Motto, and in maintaining a high level of Hall spirit and tradition while at the same time appreciating and celebrating the achievements of other Halls and the University community in spirit and of camaraderie.
- Be polite and courteous towards members of staff, visitors and fellow residents. In case of conflict or possible conflict within the household, members should first attempt resolution on a one-to-one basis. This may be followed by a meeting with the Household/ Block or Cluster representatives and/or the entire Household/Block or Cluster. If these efforts fail, then the student may make a report to the resident Advisor whose portfolio includes the above. The Student Services Manger is then advised if still unresolved, and a resolution arrived at, at his/her level.
- Show consideration and tolerance for others and always strive to demonstrate respect for the personal space of your room mate/house mate.
- Refrain from the use of expletives, derogatory and inflammatory remarks.
- Dress appropriately at all times in accordance with standards of modesty and decorum. If you are uncertain, seek advice.
- Keep laundry area in acceptable condition by placing all garbage in the bin provided, leaving the washing facilities clean after use, and not give non-members of the Hall permission to use the facility.
- Do not leave any litter on the bathroom or toilet floors, never stand on the toilet seat and always flush after use, making sure the seat is left clean.
- Use the sanitary disposal units properly.
- Do not litter common area or grounds.
- Do not hang clothes, linen or any other item at the windows, or on the balcony.
- Leave the showers clean after use and to take all your personal items back to your room.

4. SECURITY

You have a **RIGHT** adequate and reasonable security. You have the corresponding **RESPONSIBILITIES**:

- Do not engage in behaviour that will endanger your own safety or that of other members of the Hall.
- To always have your identification card and be prepared to produce it when called upon by the security and other authorized personnel.
- To ensure that your visitors are told that **THEY ARE REQUIRED** to give their names, produce identification and state their purpose in the Hal when required to do so by the security and authorized personnel.
- To ensure that the visiting hours: 8:00 am -1:00 am, are strictly adhered to;
- To ensure that your room is properly locked, even if you are stepping out for a short while.
- Do not leave your key(s) under the mat or any place other than at the designated areas.

5. INTERFERENCE, HARASSMENT, DISRUPTIONS

You have the **RIGHT** to an environment that is free from harassment. You have the corresponding **RESPONSIBILTY** to avoid engaging in any activity such as fighting which intimidates, annoys, alarms, embarrasses, ridicules or causes physical or

psychological discomfort to the student. **RAGGING IS PROHIBITED AND WILL RESULT IN SEVER DISCIPLINARY ACTION INCLUDING EXPULSION FROM THE HALL AND THE UNIVERSITY.**

- AT ALL TIMES you have a **DUTY** to maintain an atmosphere conducive to study. Permissions to hold parties and any other sessions must be obtained from the Students Services Manager. Applications should be made through a **RESIDENT ADVISOR** and such functions must be conducted in accordance with the principles outline in this charter.
- In order to prevent overloading of and distress to circuits, permission to use additional electrical appliances such as computers, television sets, and stereo systems must be obtained from the Student Services Manager. Application for permission to play musical instruments must also be made in writing to the Student Services Manager.
- Hotplates are strictly **PROHIBITED**.
- You should at all times play your radios and other sound equipment so that they are **NOT** audible outside your room.
- It is your duty not to keep pets in the Hall.

6. ALCOHOL AND DRUGS

- You are **REQUIRED** to abide by the laws of the land pertaining to the abuse of alcohol and the use of illegal drugs.
- Smoking is prohibited inside the building. It is bad for you health, can affect others and cause fire.

7. DANGEROUS WEAPONS

- You are **NOT REQUIRED** to have dangerous or offensive weapons in the Hall (whether licensed or unlicensed). The use or threat of use of an offensive or dangerous weapon is a serious breach of regulations.

IV. DISCIPLINARY PROCESSES

Behaviour contrary to the accepted norms, principles and standards of the Hall is subjected to disciplinary action. Students are requested to exhaust the chain of command within the Hall before a matter is taken to a Disciplinary Committee.

V. COMPOSITION OF THE COMMITTEE

- At the Hall level, the Disciplinary Committee will consist of the Student Services Manager, the appointed Resident Advisor (s) and the Hall Chairman (or his nominee).
- Any Disciplinary Committee in conduct of its proceeding shall:
 - afford equal and reasonable opportunity to all who appear before it to present their case;
 - hear all sides in a matter before it in a fair and dispassionate manner;
 - be fair and candid in its deliberations;
 - not show bias in any form towards any of the parties before it; and
 - shall give reasons for its decisions.

The student has the right of appeal from the Hall Disciplinary Committee to the Director of Student Services, the Deputy Principal and to the Principal. Additionally, the student reserves the right to approach the University Disciplinary Committee in accordance with the procedures set out in the University's Code of Rights and Responsibilities of Students.