

1 Residence Life Community Living Standards

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3 The King's University College seeks to be a community that models Christian character and embodies values such as respect, trust, cooperation,
4 and honesty.

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6 This environment should be a place that is **engaging**,
7 where every member can feel and experience **belonging**,
8 challenging one another within a culture of **learning**,
9 by taking responsibility through acts of humble **ownership**.

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11 The objectives of the Residence Life Community Living Standards are to ensure a positive living environment for all students and to assist them
12 with their academic goals. While recognizing the nature of a residential environment, Residence Life seeks to educate students about community
13 standards and the effect that their choices may have on others around them. Residents have the privilege of enjoying social activities as long as
14 they do not conflict with the rights of other residents to pursue academic endeavors, or other acceptable activities. It is prohibited to engage in
15 activities that result in injury or insult to another person, or damage to property.

16
17 Residence employs students as staff who live in each Residence. They act as resource personnel and agents of Residence Life and assist with the
18 application of the Residence Life Community Living Standards. Residence staff, both student and professional are Residence Life Administrators.
19 The Residence Life Community Living Standards apply to all Residence buildings, entrances, walkways, and fire escapes and the surrounding lawn
20 areas. Every reasonable effort is made to investigate all policy infractions in a timely and effective manner. Cooperation with staff is expected to
21 ensure that all information can be gathered; failure to cooperate with any staff is a contravention of the Residence Life Community Living
22 Standards.

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24 The Residence Life Community Living Standards are meant to govern behavioural expectations explicitly placed upon resident students at The
25 King's University College. This document is intended to work in concert with the Student Handbook. These standards are intended to further
26 explore the implications of behavioural accountability outlined in the Student Handbook, and are not meant to supersede expectations or
27 procedures outlined in the Student Handbook. Where any perceived conflict exists, the expectations outlined in the Student Handbook shall
28 supersede the Residence Life Community Living Standards.

30 Community Points

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32 The Residence Life Community Living Standards set out clear expectations of acceptable behaviour within the residence community and the
33 consequences for behaviour that is contrary to these expectations. The system has been created to classify actions based on three levels of
34 offences, which are progressive in order to discourage repetitively unacceptable behaviour. All residents begin the residence period with the
35 equivalent of 6 Community Points. Residents who commit offences will have the equivalent number points deducted from their 6 Community
36 Points. The number of points deducted will be proportional to the seriousness of the offence. Ultimately, a resident who has lost all of his/her
37 points will be asked to leave the residence community.

38
39 Any student that has been assessed a loss of community points may request an opportunity to earn back some or all of their lost points.
40 Students must be incident free for at least one month (4 consecutive weeks of school session) before they can request to earn back any points.
41 The Coordinator of Residence Life or the Community Life Director will decide if a resident's behaviour warrants this privilege. Examples of
42 activities that residents can participate in or organize to earn back points include: organization of an educational program for their residence, a
43 passive program for their residence, community service, etc.

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45 Any student wishing to earn back points must present a written proposal to the Coordinator of Residence Life outlining the actions to be taken.
46 Earning back points is a privilege, not a right. Final terms of an agreement to earn back points must be approved by the Coordinator of Residence
47 Life before point-earning actions can commence.

49 Unacceptable Behaviour

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51 Unacceptable behaviour is that which is inconsistent with the above principles and objectives. When such behaviour occurs, it constitutes an
52 offence. The presence of ignorance, anger, alcohol or substance abuse, does not diminish student's responsibility for such behaviour. Resident
53 students and their guests are responsible for observing the terms of the Residence Life Community Living Standards as well as any other
54 behavioural expectations set forth by the University College. Residents are responsible for their own behaviour and that of their guests and the
55 consequences of any behaviours that takes place in their residence room at all times.

56
57 Behaviour in breach of the Residence Life Community Living Standards will result in follow up by the Residence staff. Decisions made during the
58 accountability process at the King's invoke the Balance of Probabilities Principle. This principle is not rooted in evidence like a court of law, but
59 relies upon the principles of natural justice and natural consequence by asking if a reasonable person believes, "X is greater than Y" given a
60 scenario. Another way of considering this asks, "would a reasonable person, given the known information about a complaint, conclude that
61 situation X is the most likely scenario to have occurred."

62 The Community Life Director may, in extraordinary circumstances, recommend the cancellation of a room agreement. Such a recommendation
63 will be made to the Chief Student Affairs Officer (currently Dean of Students). Activities that may result in the University College seeking the
64 immediate cancellation of the room agreement include:

- 65
66 1. The distribution, use, or sale of illegal drugs and/or the misuse of prescription drugs, or facilitating the distribution or sale thereof
- 67 2. Willful damage to residence property
- 68 3. Any act of violence or threat thereof, any hateful acts and/or malicious harassment toward other members of the Residence
69 Community
- 70 4. The loss of 6 Community Points
- 71 5. Committing any offence that is deemed serious enough to warrant seeking immediate removal from the residence community.

72 All other offences fall under the various point offences described in the charts in the following pages.

73 **The 3 levels of offences under the Residence Life Community Living Standards:**

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75 One (1) Point offences – Actions by an individual(s) which:

- 76 • interfere with the rights of another individual(s) to the peaceful use and enjoyment of his or her space in residence
77 • amount to a failure to cooperate with Residence Life Community Living Standards

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79 Two (2) Point offences – Actions by an individual(s) which:

- 80 • create a significant nuisance and/or disturbance to another Resident or the Residence Community
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82 Three (3) Point offences – Actions by an individual(s) which:

- 83 • endanger the safety and security of themselves and/or other individual(s)
84 • compromise personal or university property
85 • attack the dignity/integrity of another individual
86 • contravene the municipal, provincial or federal statutes and regulations including those of the University College
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88 The commission of any 3 Point Offence may lead to the University College seeking the immediate cancellation of the agreement if the situation is
89 deemed serious.

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91 The charts below include a limited number of examples of actions that may be considered as included within the three different offence levels
92 defined above.

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94 Some examples of behaviours are listed in more than one level of offence, it should be noted that a resident’s behaviour is measured against the
95 seriousness of the circumstances. After determining the offence level, the actions are measured against the specific examples in the charts
96 below. Therefore, the context and other factors associated with any incident will be used to determine the assigned point value. Please note that
97 students will lose points for behaviour but they may also receive, in conjunction with the points assigned, the imposition of a Behaviour
98 Contract, and/or an Educational Sanction, such as a fine, to pay restitution for damages and/or a ban from visiting other residences.
99

100 **Enforcement of the Residence Life Community Living Standards**

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102 **Verbal Warning**

103 Verbal warnings are used at the discretion of the Residence Life Administrators when it is believed that the warning will result in a change of
104 unacceptable behaviour. Students do not have a right to a verbal warning and they are not given in cases that are repetitive in nature. Asking a
105 student to stop a behaviour is considered a verbal warning.
106

107 **Meeting with the Coordinator / Community Life Director**

108 Meetings may be initiated by either a resident or a Residence Life Administrator. If a resident has received an Incident Report Notification or a
109 summons (when no official incident report has been filed), it is the responsibility of the resident to initiate the meeting. Usually the resident will
110 meet with the Coordinator and/or the Community Life Director. The appropriate floor RA may also partake in the meeting. Sanctions may be
111 placed on an individual because of the documented incident depending on the nature of the behaviour, past history, and result of the meeting.
112 Failure to appear at the meeting will be considered refusal to comply with Residence Life staff and will result in a loss of one Community Point in
113 addition to any other appropriate behavioural sanction.
114

115 **Warning Letter**

116 A student may be sent a letter outlining the violation and the consequences of that violation. This is an official letter of warning and it will be
117 delivered electronically to the student’s kingsu.ca email address.
118

119 **Fine**

120 Fines are a monetary penalty assessed as a sanction for inappropriate behaviour. Fines will be posted directly to the student’s account.
121

122 **Community Billing**

123 Charges may be billed to a specific building’s Residence Activity Fund for community damages. This type of billing can hold a community
124 accountable for damages that have been proven to have originated within that community; such occurrences include, but are not limited to fire
125 alarm fines, common area damage, etc. Charges may also be billed directly to the residents living on a floor or building as opposed to the
126 Residence Activity Fund when the situation is warranted.
127

128 **Educational Sanction**

129 An Educational Sanction may accompany a warning letter, fine, or probation. These sanctions include, but are not limited to: community
130 restitution, community service, attending an educational workshop appropriate to the violation, preparing an educational program for the
131 community and/or a reflection paper describing the lessons learnt by the student. It is up to the student to fulfill the sanction. Unfulfilled
132 community service hours may be replaced by a fine equivalent to an hourly rate determined by a Residence Life Administrator, a rate that will be
133 no less than minimum wage.
134

135 **Behavioural Contract**

136 A set of behavioural expectations and limits that is determined with the student and set out in contractual terms. The student thereby agrees to
137 abide by the terms of the Behavioural Contract and any breach of said contract will result in the application of the consequences agreed upon
138 therein. A Behavioural Contract may accompany a Warning Letter, fine, loss of Community Points, or probation.

139 **Restitution for Damages**

140 Any resident that causes damage to institutional property is required to pay for the cost of the repairs. Residents are also responsible for any
141 damages caused by their guests. Residents who borrow games room equipment, cleaning equipment or any other items are responsible for
142 those items. In the event that damage is caused to either the equipment or the equipment is used to damage university property, the person
143 borrowing the equipment will be held responsible. The costs of the repair or replacement will be solely determined by the Residence Life
144 Administrator, communicated to the student in writing and will be charged directly to the student's account.
145

146 **Residence Probation**

147 When a resident is placed on probation in residence, a notice is sent indicating that any further offence will most likely result in the cancellation
148 of their agreement. Probation may be used in addition to any other sanction outlined herein and imposed by the designated Residence Life
149 Administrator.
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151 **Banning from Residences**

152 Students may be banned from Residence(s) and not allowed to return. If the banned student is found in the Residence building(s), Security will
153 be called and the student may be charged with trespassing. A ban from Residences may accompany a Warning Letter, fine, loss of Community
154 Points, or probation. Acting as a host for a posted individual and/or a person whose visiting privileges have been revoked is prohibited. Anyone
155 hosting a guest who has been banned will be sanctioned accordingly.
156

157 **Agreement Cancellation**

158 A resident may be asked to vacate their residence and/or the immediate cancellation of the agreement may be declared by the University after
159 the loss of 6 Community Points. The appropriate Residence Life Administrator is responsible for this decision. The student may also be banned
160 from all Residence buildings. In circumstances where there may be an immediate threat posed to an individual or the community, a student may
161 be immediately removed from residence.
162

163 **Restorative Justice**

164 Resident students whose behaviour falls outside the guidelines of the Residence Life Community Living Standards may be eligible for the
165 restorative justice process of accountability. This process is outlined in the Student Handbook, and is available to students who violate certain
166 community expectations and come forward to accept the natural consequences of their choices. Consult the Student Handbook for further
167 detail.
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169 **The Appeal Process**

170 All appeals shall be handled under the terms outlined in the Student Handbook.
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172 **Offences**

173 The following tables outline the point value assigned to certain behaviours. This list is not meant to be exhaustive in nature, but stand as a guide
174 when responding to resident behaviour. Any behaviour outlined as a one-point offence could become a two-point violation if the scope of the
175 behaviour is more in line with those outlined as two-point offences (and vice-versa for two and three-point offences). In rendering a decision,
176 Residence Life staff will consider the bullet points under each section in determining the appropriate point value and/or fine associated with a
177 given infraction. Decisions made regarding loss of points remain appealable under the terms of appeal outlined in the Student Handbook.

One Point Offences

Definition of a One (1) Point Offence – Actions by an individual(s) which:

- interfere with the rights of another individual(s) to the peaceful use and enjoyment of his or her space in residence

- fail to cooperate with Residence Life and University administrative policies

#	RESIDENT'S ACTION or BEHAVIOUR	Normal Range of Sanctions
181.1	Cleanliness Standards: Students are required to maintain their rooms in compliance with the provincial, municipal, and University regulations. Students are expected to keep common areas clean and adhere to the proper removal of garbage.	Warning letter, and/or \$50.00 maximum fine, and/or behavioural sanction. Restitution for damages where applicable.
181.2	Physically Active Games in Residence Common Areas: Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to: indoor sports, water fights, using roller blades or bicycles in the buildings.	
181.3	Equipment Storage: Students are not permitted to store any personal belongings or room property in any common or shared living areas (this includes hallways). Equipment may include, but is not limited to: bicycles, hockey equipment, desks, lamps, etc.	
181.4	Use of Prohibited Appliances: Electrical or other cooking appliances, including but not limited to: toaster ovens, hot plates, etc. or those containing a heating element or open flame.	
181.5	Removal of Residence Property: Removing / relocating furniture from lounges, dining rooms, and other common areas is not permitted.	
181.6	Guests: A guest is any non-resident of a specific room and/or building. Students are not permitted to host a guest during Orientation Week and/or during the duration of final exam periods. A guest may not stay for a period of longer than 3 consecutive nights in the same seven day period or stay in residence repeatedly. Residents are responsible at all times for their guest and their behaviour, including informing them of relevant policies. In the event of any violation of the Residence Life Community Living Standards by a guest, the host may be sanctioned accordingly. Acting as a host for a posted individual and/or a person whose visiting privileges have been revoked is prohibited. Residents must register all overnight guests with the Residence Life Office prior to the guest's arrival, and obtain written permission for guests staying longer than 3 consecutive nights in the same seven day period.	
181.7	Noise: Unacceptable / excessive noise is not permitted in residence. Residence students are expected to abide by the rules regarding acceptable noise levels. The following quiet hours are observed: Quiet Hours: 11:00 p.m. – 9:00 a.m. Consideration Hours: Are in effect 24-hours a day These guidelines are meant to act as a minimum standard and may be enhanced through consultations with the community and residence staff. Residence will, during examination periods, extend the quiet hours. Noise levels at any time should not detract from any resident's ability to pursue academic endeavours or to enjoy their living environment. An individual's right to reasonable quiet supersedes another's right to make noise.	
181.8	Co-ed: Co-ed guests in any Residence room or Apartment are permitted only during the hours of 9:00 a.m. and 11:00 p.m.	
181.9	Posting: Posters are not permitted on doors, hallways, common area or lounges or any other area(s) in Residence.	
181.10	Any other action deemed by Residence to fit under the definition of this level.	

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Two Point Offences

Definition of a Two (2) Point Offence – Actions by an individual(s) which:

- create a significant nuisance and/or disturbance to an individual or community

#	RESIDENT'S ACTION or BEHAVIOUR	Normal Range of Sanctions
184.1	Pets: No pets of any kind are permitted in Residence	Warning letter, and /or \$50.00-\$125.00 fine, and/or behavioural sanction. Restitution for damages where applicable.
184.2	Smoking: All areas of campus are non-smoking. This includes possession of bong, shisha pipes, and/or hookas etc. Such devices are not permitted in residence.	
184.3	Open Flames: Open flames are not permitted in residence. This includes, but is not limited to: lit candles, incense, etc.	
184.4	Physically Active Games in Residence Common Areas: Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to: indoor sports, water fights, using roller blades or bicycles in the buildings.	
184.5	Throwing Material: Throwing, dropping, or ejecting material from residence buildings, windows, rooftops, or down stairwells is prohibited. Throwing material at residence buildings is also prohibited.	
184.6	Violence: Violence or physical aggression or any threat thereof in residence will not be tolerated. Physical aggression is defined as behaviour that is or can potentially be harmful to an individual's person.	
184.7	Raids or Inappropriate or Destructive Pranks: Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. Examples include, but are not limited to: water fights, dismantling, removing, and/or relocating residence/personal property, etc.	
184.8	Inappropriate/Illegal Entry: Entering another student's room or disturbing another resident's property is not permitted. Locked-out residents may gain access to their room via a Student Life Administrator. Manipulating the lock, door, or window is strictly prohibited.	
184.9	Harassment: Every individual has the right to an environment characterized by mutual respect and shares the responsibility to treat all members of the University community with respect and without harassment. Harassment is defined as personalized, inappropriate behaviour, which is either repetitive or abusive.	
184.10	Cooperation with Staff: Residents are expected to comply with the directives of all University employees who are acting in an official capacity. This includes all members of the Residence Life Team, Security, Food Services Staff, etc. Deliberately misleading, acting belligerently, failing to comply, or refusal to comply or improperly identifying one's self to a university official is strictly prohibited.	
184.11	Alcohol Use in Residence: Students must abide by all federal and provincial alcohol laws. Alcohol possession and/or consumption is not permitted on campus.	
184.12	Irresponsible Alcohol Use: Students are not permitted to consume alcohol to a point where they become a disruption to the residence community. Students are also not permitted to consume alcohol to a point where they pose a danger to themselves or to others.	
184.13	Graffiti: Any defacement of residence property i.e. hall walls, room doors, door frames, ceilings etc will not be tolerated.	
184.14	Deliberate or negligent damage to University property: Any damage to University property will not be tolerated by either residents or their guests. Residence students are responsible for any damage to property caused by their guests.	
184.15	Access Fob: Fobs are provided to residents to access the building. It is prohibited to transfer or to allow any other individual the use of your fob. Lost fobs must be replaced in person at the Facilities Office during business hours. Residents are responsible should they allow access to anyone other than their personal guests upon entry to any residence building. This includes tailgating -- individuals who follow residents into the building. This is for the safety and security of the residence community.	
184.16	Any other action deemed by Residence to fit under the definition of this level.	Situation based

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Three Point Offences

Definition of a Three (3) Point Offence – Actions by an individual(s) which:

- endanger the safety and security of themselves and/or another individual(s)
- compromise personal or University property
- attack the dignity/integrity of an individual
- contravene the laws of the land

Committing any 3 Point Offence can be considered a “substantial breach” of your rental agreement.

#	RESIDENT’S ACTION or BEHAVIOUR	Normal Range of Sanctions
191.1	Fire Equipment: Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited.	All three point offences could be subject to any or all of the following: Warning letter, and/or \$125– \$250 fine, and/or behavioural sanction, and/or probation, and/or seeking lease cancellation. Restitution for damages where applicable.
191.2	Gambling: Participating in and/or running an illegal gaming or gambling operation is prohibited.	
191.3	Restricted Areas: Students are prohibited from being in any restricted areas, these include, but are not limited to: the roof of any residence (except in emergencies), window ledges, attics, etc.	
191.4	Weapons: Firearms and any other weapon or item that is created/intended to cause harm, or could be seen as intimidating, are strictly prohibited. This includes, but is not limited to, guns / gun- like objects, AirSoft guns, paintball guns, novelty weapons such as swords or karate implements etc.	
191.5	Illegal Drugs: Students in residence are prohibited from being involved with trafficking, possessing, using and consuming any illegal or misuse of prescription drug substance in residence. This includes possession of drug paraphernalia including, but not limited to, bongs, pipes etc.	
191.6	Vandalism/Tampering: Willful Damage to University property and/or that of its subcontractors is strictly prohibited.	
191.7	Violence: Violence or physical aggression or any threat thereof in residence will not be tolerated. Physical aggression is defined as any violent or otherwise intimidating behaviour.	
191.8	Harassment: Harassment is defined as personalized, inappropriate behaviour which is abusive, threatening, and/or demeaning.	
191.9	Throwing Materials: Throwing or dropping material from residence buildings, windows, roof tops, or down stairwells is prohibited. Throwing material at residence buildings is also prohibited.	
191.10	Explosives: Explosive or flammable material is not permitted in residence buildings. Proper storage for flammable material is required.	
191.11	Any other action deemed by Residence to fit under the definition of this level	Situation based

Administrative Rules

<p>Keys & Fob: For the protection of your personal possessions, you are advised to lock your door when leaving your room. Lost keys should be reported immediately to the Residence Office. During the academic year, replacement keys cost \$10.00/key.</p> <p>Lost access fobs must be replaced by the Resident. Replacement fobs are sold at the King's Bookstore and are activated at the Facilities Office during business hours.</p> <p>Only residents will be allowed into their individual rooms. This is for the safety and protection of personal property – the resident must be present for access, telephone/email permission is not an acceptable alternative.</p>	<p>\$20.00/key for replacement keys \$30.00/fob for replacement fobs \$1.00/ring for key rings</p>
<p>Responsibility for Contents: Students are held financially responsible for any damage or losses to their room or its contents and for the cleanliness of the room upon vacating it.</p>	<p>Situation based</p>
<p>Commercial Use: The use of a residence room, mailbox, and telephone or data connection for any commercial purpose is prohibited.</p>	
<p>Other Charges: This may include damage repairs, improper check- out or room transfers, storage, etc.</p>	

Items Banned From Residence

For various reasons, certain items are not permissible in University residences. Such items include the following:

- Cooking appliances of any kind (except for Apartment residents)
- Space heaters (except when provided by the University)
- Halogen lights of any kind
- Candles, burning incense
- Gasoline, kerosene or other flammable fuels
- Drug paraphernalia
- Hookas, bongos or shisha pipes
- Weapons of any kind – including novelty, historic or decorative weaponry
- Guns or gun-like objects – including AirSoft, paintball guns etc.
- Bicycles – all bicycles must be stored at an exterior rack and may not be kept in resident rooms, stairwells, common rooms or hallways
- Amplified music without headphones, including guitar, keyboard, drums, DJ equipment etc.