



RESIDENCE LIFE COMMUNITY LIVING STANDARDS

Residence Life Philosophy of Community

Welcome to community life at King's! While you live here, it is our hope and prayer that you experience an abundant community in which you flourish academically, spiritually, socially and emotionally. We strive to be a community in which dignity and respect for one another characterizes all of our interactions. Our ideal is to treat one another with:

Consent to ensure we do not force our wills upon each other and we respect that “no means no”

Cooperation rooted in the idea that we work together and are not competing - that there is enough for all of us

Forgiveness in accepting each other's short-comings and the dark sides of our own journeys

Fallibility to live with each other's imperfections

Generosity flowing from a culture abundant in a spirit of community-serving

Kindness embedded in love, care and respect for one another

Mystery for letting questions go unanswered, for allowing freedom for catalysts of creativity, and for wrestling with indescribable complexities in our own lives, in creation, and in our wrestling with the Creator.

Objectives of Community Living Standards

The Residence Life Community Living Standards are meant to provide principles which govern expectations for Resident students at The King's University. The objectives of the Residence Life Community Living Standards are to:

- Promote a shared sense of community among Residents and their guests through standards that foster an abundant living and learning community;
- Support the physical safety and emotional well-being of all Residents, and to aid in the protection of personal, Residence, and university property;
- Encourage Residents to participate in the betterment of their community by resolving issues together in a responsible manner, with the goal of repairing harm and rebuilding the community;
- Foster growth, self-discipline, and accountability by helping Residents to understand how their actions and behaviours affect others so that they can make better decisions in the future;
- Provide a respectful, fair, and transparent structure for student accountability.

Introduction to Community Living Standards

All students are accountable to standards outlined in The King's University [Non-academic Student Conduct Policy](#) and [Code of Ethics](#). This document is intended to work in harmony with [university policies](#). These standards are intended to further explore community accountability outlined in the policy documents, and are not meant to supersede other expectations or procedures. Where any perceived conflict exists, the expectations outlined in official policy documents shall supersede the Residence Life Community Living Standards.

Breadth of Policy

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

Your Rights While Living in Residence

Residents have the right to:

- Be treated with dignity and respect;
- Safety and security, whether in private, shared, common or public space;
- Learn, study, and express beliefs, opinions and values, while respecting the safety, security, and dignity of other community members;
- A clean environment
- Have their personal property and personal information respected;
- Be free from pressure to do anything unsafe, or anything that compromises their dignity or that of another;
- Privacy and control of their private living space, within the limits of the Residence Agreement;
- Study and sleep without undue noise or interference from others;
- Cooperation in sharing common areas;
- A living environment free from intimidating, harmful or prejudicial conduct; and
- To be heard and (as much as possible) fully understood.

Residents are responsible for observing that all other residents enjoy the same rights outlined above.

Your Responsibilities While Living in Residence

All members of the Residence community are expected to adopt a high standard of respect, enhance positive community life in Residence, and ensure the rights of all Residents are observed. As part of this responsibility you are required to:

- Know and abide by The King's University Non-academic Student Conduct Policy, Residence Life Community Living Standards, other relevant university policy and relevant provincial and federal laws;
- Respect the dignity and rights of all King's students, employees, guests, and community members;
- Act in good time to prevent a problem from occurring, or should one occur, act reasonably to remove themselves from the situation, or attempt to prevent it from escalating;
- Frequently check your University email;
- Respond to meeting requests by staff and attend scheduled meetings;
- Treat residence space and King's property with care.

Your Responsibilities for Residence Safety and Security

Students share responsibility for the security of the Residence.

- Do not allow a non-resident access to any Residence building (including by tailgating- individuals who follow residents into the building) unless they are your own guest.
- Report suspicious persons to your RA, the Community Life Coordinator, or Campus Security.
- Keep your door locked and your keys with you at all times
- Ensure security doors are closed and latched behind you, and never prop open such doors

Locks, Keys, ID Cards

For the protection of your personal possessions, you are advised to lock your door when leaving your room. Lost or stolen keys and ID cards should be reported immediately to the Community Life Coordinator or other King's staff member within Student Life or Facilities. Lost or stolen ID cards must be replaced by the Resident in the Registration and Student Finance Office during business hours for a fee of \$20.00. Replacement keys cost \$20.00/key and are available from the Community Life Coordinator.

If you have been locked out of your room, always try to contact your roommate for access first. Contact an RA for access when other options are exhausted. Between 7:00pm and 7:00am, the RA on duty should be contacted. Only Residents will be given access into their individual rooms for the safety and protection of personal property. The Resident must be present for access; telephone/email permission is not an acceptable alternative.

Fire and Life Safety

The safety and security of our students is extremely important. Tampering with smoke alarms, fire alarms, fire sprinklers, or elevators is incredibly dangerous. Penalties (including fines) for tampering with or abusing such equipment may be levied by the University as well as the Province of Alberta.

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 (Suite and Apartment Residents are exempt)
- Space heaters (except when provided by the University)
- Halogen lights of any kind
- Candles, incense, sparklers
- Gasoline, kerosene, propane or other flammable fuels
- Alcohol, alcohol bottles, and objects that encourage excessive alcohol consumption such as beer bong paraphernalia or shot glasses.
- Cannabis in any form and Cannabis accessories (rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers, etc), unless prescribed by a doctor and then only in edible form. (see [Tobacco and Cannabis-Free Policy](#))
- Illegal drugs and drug paraphernalia
- Hookahs, bongs or shisha pipes
- Weapons of any kind – including novelty, historic or decorative weaponry
- Guns or gun-like objects – including Airsoft, paintball guns etc.
- Amplified music without headphones, including guitar, keyboard, drums, DJ equipment, etc.

Important Contact Information

Community Life Coordinator	housing@kingsu.ca
RA on Duty (7pm-7am)	825-967-7600
Guest Sign In	residenceguest@kingsu.ca
Facilities	kingsu.topdesk.net
IT Helpdesk	kingsu.topdesk.net
Security	780-465-3500
Emergency (Police, Fire, Ambulance)	911

Maintenance

Leaking faucet? Running toilet? Burned out lightbulb? Clogged drain? Our Facilities Management staff is here to ensure these issues are addressed. Notify Facilities of any issues [via TopDesk ticket kingsu.topdesk.net](https://topdesk.kingsu.topdesk.net) Urgent concerns should be reported in person or by phone to the front desk, facilities, or the RA on duty.

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. Other charges may also be levied for improper check-out, improper room transfers, etc. These charges will be situation based and assessed by Student Life and Facilities Staff. Charges will be placed on the Student Account to be paid in the Registration and Student Finance office.

Garbage Removal

Residence students are responsible for removing their own garbage and recyclables from their rooms to the garbage and recycle bins located in the loading dock (across from room L120 near the Atrium). Garbage should be bagged properly and not be thrown in the bins loose. Recycled materials include paper and cardboard and need to be clear bagged. Common garbage and recycling bins in lounges and laundry rooms are provided for garbage created in those areas, and putting private room trash in those bins or otherwise using them inappropriately is considered a violation of the community standards.

Bed Bugs

Bed bugs are a serious community issue, and Residence Life and Facilities Management are committed to an effective and efficient response to bed bugs. If you suspect bed bugs in your room, suite, apartment, or in a residence common area, notify the Community Life Coordinator immediately and file a TopDesk ticket. Facilities Management staff will contact an exterminator to verify the presence of bed bugs and treat the room if needed at no cost to the student. Students affected by bed bugs are expected to comply with all instructions provided to them in a timely manner in order to ensure that the treatment is effective and bed bugs are not spread. For more information on bed bugs and the University's responses, contact the Community Life Coordinator.

Asbestos

Due to the historic nature of our residence rooms within the Tower Residence, asbestos is present in the stipple ceiling and drywall joint compound in the walls of these rooms. Asbestos is not harmful unless disturbed. Pins, tacks, and nails in the ceilings and walls are not permitted for this reason. If you accidentally disturb the stipple ceiling or damage the walls, please contact Facilities Management immediately

to ensure any asbestos is addressed in a timely manner. For more information on the University asbestos response, contact facilities@kingsu.ca

Room Draft and Community Living Standards

The King's University Residence uses a Room Draft system to provide returning students a chance to choose their residence roommates and suite/apartment for the next fall. In an attempt to create a fair system, students who have respected the community and the community living standards are given precedence when choosing residence rooms. Room Draft uses a point system to provide students with points based on their year of study (from university credits completed). This point system also deducts points for each incident of a community living standard violation in the last academic year, thus rewarding students for respectful behaviour in residence. Residence Life reserves the right to change the Room Draft system, but encourages students to be aware of the consequences violations may have on their housing choices.

Health and Well-Being in Residence

Out of concern for student wellbeing, in situations where behavioural, physical and mental health issues exceed our capacity to support an individual student, you may be required to take a "leave" from residence until your health is restored. Alternate accommodations off campus may be suggested to better suit your needs. Where your behaviour, physical and/or mental health issues are of serious concern, have put yourself or others in imminent danger or have exceeded our capacity to support you, King's University Staff may notify your Emergency Contact, with your knowledge, to discuss whether or not we can safely and effectively support you in Residence in future academic years.

Guest Policy

A **guest** is any non-resident of a specific room and/or building who enters the residence with a host resident. All non-students entering residence at any time of day or night require a resident host, and should not be provided entry by a resident who does not take host responsibility.

Overnight guests are all guests who sleep overnight in residence or remain in residence for an overnight period. Unless a student is married, overnight guests must be hosted by a student of the same gender and sleep in the host's residence room, suite, or apartment. Students are encouraged and expected to communicate with any roommates regarding guests staying overnight.

Students are not permitted to host an overnight guest during Orientation Week. During final exam periods guests are permitted ONLY for academic/study purposes. An overnight guest may not stay for a period of longer than 3 consecutive nights or stay overnight in residence for more than 10 days in a semester. During summer months, a guest may not stay more than 10 days in the four month period from May 1-August 30 (comparable to the time in a semester). This limit is applied to the guest and is not reset by staying in a different room, suite, or apartment. Residents must obtain written permission from the Community Life Coordinator, or Dean of Students, for overnight guests staying longer than this limit.

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. In cases where guests are students of The King's University, outcomes will also be applied to the guest. Acting as a host for an individual whose visiting privileges have been revoked is prohibited.

The safety of all residents and guests is important to The King's University. In order to ensure safety, all Residents must register all overnight guests in residence (those who are staying after 11:00pm and before 7:00 am)with the Residence Life Office by emailing residenceguest@kingsu.ca with the resident's name, room number, guest name(s), the dates of the stay, and reason for stay.

Alternate guest registration procedures may be used at the Residence Life Office's discretion.

Noise Policy

The following quiet hours are observed in residence:

Quiet Hours: 11:00 p.m. – 9:00 a.m.

Consideration Hours: in effect 24-hours a day

During quiet hours noise levels should not carry out into the hallway, from hallways into rooms, to an adjacent room, or through floors/ceilings. Noise that disturbs other residents during quiet hours is not permitted. Hallway noise should be kept to an absolute minimum during quiet hours due to the potential to disturb a great number of residents, and even speaking loudly in the hallway could be a violation of this policy. Other examples are yelling, loud music, and running in the hallways. Students are encouraged to restoratively ask peers to reduce noise if they are being disturbed. If the request is ignored or if a student is uncomfortable doing this, they may call the RA on Duty.

During consideration hours, noise should not be repetitive or reach a level of disturbing other residents. Bouncing a ball in residence is a persistent, repetitive noise that carries significantly through the building and should not occur at any time. Loud music, screaming, running down hallways, or other loud noises can also be inconsiderate of others who may be sleeping or studying.

These guidelines are meant to act as a minimum standard and may be enhanced through consultations with the community and residence staff. 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.

Quiet hours will be increased during examination periods. Students will be notified when quiet hours are increased.

Bicycles

Bicycles are an encouraged form of transportation, and students may store them in the bike cage at the rear entrance to the Tower residence. Keys for bike storage are available from Facilities (Facilities@kingsu.ca A136). Please respect the property of other students and remember to lock the cage door after each entry. Residents are advised to ensure their own bike because tenant possessions are not covered by King's insurance policy. There is no charge for bike storage; however lost keys must be replaced for a fee. Bicycles are **NOT** permitted to be stored in residence and may never be ridden in the building. Residents will be held responsible for any damage resulting from transporting and storing their bicycle.

Alcohol and Cannabis Policies

The King's community members view high-risk drinking and Cannabis impairment as destructive behaviours. High-risk drinking is the excessive consumption of alcohol that leads to negative consequences, not only for those who are drinking but for others around the person drinking (secondhand effects). The negative consequences include academic failure, accidents, falls, fights, excessive noise, injuries, decrease of immune system, sexual assaults, vandalism, arrests, and community disruption. Cannabis use can cause cognitive impairment, affecting an individual's performance and decision-making, and potentially putting others' safety and wellbeing at risk.

In order to reduce the negative consequences of high-risk drinking, members of the King's community support an alcohol-free residence, where alcohol is not possessed or consumed in residence buildings or on the grounds without appropriate approval according to the [Alcohol at University Events Policy](#). Community members support those who choose to abstain from consuming alcoholic beverages; the community also supports the responsible consumption of alcohol in off-campus environments. As citizens of the province of Alberta, the King's community members will support and uphold provincial standards regarding alcohol consumption, service, and provision. In Alberta, alcohol may not be consumed in a vehicle or in an unlicensed public place (such as on sidewalks).

Behaviours commonly associated with drunkenness are considered disruptive and are therefore a distraction in a learning environment. The promotion of unsafe alcohol use through possession or playing of drinking games, advertising high-risk drinking behaviours, or other actions is not permitted on campus. Students who consume alcohol off campus are expected to respect the campus learning environment and return to campus in a responsible and safe manner. Alcohol policy violations usually fall under one or more of these classifications: Alcohol Possession or Consumption in Residence, Secondhand Effects of Alcohol Use, or Promotion of Unsafe Alcohol Use (see level two classification table for more information). Alcohol possession or consumption and promotion of unsafe alcohol use violations are not eligible to be addressed through restorative justice, and will always be addressed through the Non-academic Student Conduct procedure. Normal outcomes for a first time

violation are a \$100.00 fine and warning letter. Second violation outcomes will increase to a \$200.00 fine and possible other outcomes (including Residence Probation). Third violation outcomes could include an increased fine with Residence Probation or Removal from Residence. The possession or use of cannabis on King's property without a prescription is strictly prohibited. Possession of cannabis related products including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers, that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of Cannabis is not permitted in residence. Students must abide by all federal and provincial cannabis laws. See Tobacco and Cannabis-Free Policy for more information. Normal outcomes for a first time violation are a \$100.00 fine and warning letter. Second violation outcomes will increase to a \$200.00 fine and possible other outcomes (including Residence Probation). Third violation outcomes could include an increased fine with Residence Probation or Removal from Residence.

Smoking Policy

The King's University does not permit smoking, or the use of tobacco or cannabis products (without a prescription), in any University owned or leased building, on University property, in any university owned or rented vehicle or in any vehicle while on University property. All areas of campus are non-smoking. Smoking and smoking related activities (including, but not limited to, cigarettes, vaping, e-cigarettes, hookahs or other smoking devices) are not permitted on campus. Possession of bongs, shisha pipes, and/or hookahs, etc. are not permitted in residence.

Conduct within Community

The guidelines below form protection for each individual's wellbeing and the community as a whole. When violations occur it is a matter of serious concern as they disrupt the lives of students and the shared life of the community. The presence of ignorance, anger, alcohol, cannabis, or substance abuse, does not diminish student's responsibility for unacceptable behaviour. Resident students and their guests are responsible for observing the terms of the Residence Life Community Living Standards in conjunction with the Non-academic Student Conduct policy as well as any other behavioural expectations set forth in [University Policy and guidelines](#). Residents are responsible for their own behaviour, that of their guests, and the consequences of any behaviour that takes place in their residence room at all times. Any grievances brought forth will be reviewed through a thorough, fair evaluation process found in the Non-Academic Student Conduct Policy and Procedures.

Residence Agreement Cancellation

The Community Life Coordinator may, in extraordinary circumstances, recommend the cancellation of a residence agreement. Such a recommendation will be made to the Dean of Students. Activities that may result in the University seeking the immediate cancellation of the residence agreement include:

- The distribution, use, or sale of illegal drugs and/or the misuse of prescription drugs, or facilitating the distribution or sale thereof;

- Willful damage to residence property;
- Any act of violence or threat thereof, any hateful acts and/or malicious harassment toward other members of the Residence Community, including Residence staff;
- Buying, selling, or giving/offering of favours for sexual activity of any form;
- Repeat violations of incidents classified at any level; and
- Committing any offence that is deemed on a case by case basis through thorough, fair evaluation to be serious enough to warrant seeking immediate removal from the residence community.

Classification of Incidents

The tables below outline the level classification of some unacceptable behaviour/items/violations. This list is not meant to be exhaustive in nature, but stand as a guide when responding to incidents. Any infringement outlined as a Level One violation could become a Level Two violation if the scope of the infringement is more in line with those outlined as two-point offences. Note that some examples of incidents are listed in more than one level, and will be decided upon based on the seriousness of the circumstances. Student Life staff will consider the definition of each section in determining the appropriate level and/or sanction associated with a given infraction. Any Level Three offence may lead to the University seeking the immediate cancellation of the agreement if the situation is deemed serious.

Repeat Violations

Repeat infractions of the same overarching policy (ie. guest policy) or standard classification line (ie. 1.2 garbage removal) will lead to the incident being classified at the next level, even if a nonpunitive (restorative or developmental) outcome was used previously. This classification impacts the student accountability process as outlined in this document including responsible staff, possible outcomes, and appeal process. The second infraction of a level one classified standard could become a level two violation. The third infraction could become a level three violation. A second infraction of a level two classified standard could become a level three violation. Thus multiple level one infractions can lead to removal from residence.

Level One (1) Classification of Incident

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

1.1	Cleanliness Standards	Students are required to maintain their rooms in compliance with the provincial, municipal, and University regulations. Students are expected to keep rooms, suites, apartments and common areas clean and adhere to the proper removal of garbage.
1.2	Garbage Removal	Residence students are responsible for removing their own garbage and recyclables from their rooms to the garbage and recycle bins located in the campus loading dock. Common garbage and recycling bins in lounges and laundry rooms are provided for garbage created in those areas, and putting room garbage in those bins or otherwise using them inappropriately will not be tolerated.
1.3	Physically Active Games in 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.
1.4	Equipment Storage:	Students are not permitted to store any personal belongings or room property in any common or shared living areas (this includes hallways, lounges, stairwells, etc.). Equipment may include, but is not limited to: bicycles, hockey equipment, desks, beds, lamps, etc.
1.5	Use of Prohibited Appliances:	The use of electrical or other cooking appliances in tower rooms is prohibited. Such appliances include but are not limited to: toaster ovens, hot plates, microwaves, etc. or those containing a heating element or open flame. Coffee makers and electric kettles are exempt.

Level One (1) Classification of Incident

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

1.6	Removal of Residence Property:	Removing / relocating furniture from lounges and other common areas is not permitted.
1.7	Guests:	Failure to adhere to the residence guest policy (see policy on page 7), including but not limited to hosting guests: <ul style="list-style-type: none">• during Orientation week,• for more than 3 consecutive nights,• for more than 10 nights in a semester,• who have had their visiting privileges revoked,• who have been banned from residence,• without registering guests properly by emailing residenceguest@kingsu.ca.
1.8	Co-ed:	Co-ed overnight guests are not permitted in any Residence room, Suite or Apartment.
1.9	Cohabitation:	Individuals of any gender who are engaging in a romantic and/or sexual relationship are not permitted to live in or be an overnight guest in the same Residence room, Suite, or Apartment unless they are legally married.
1.10	Noise:	Unacceptable / excessive noise is not permitted in residence. Residence students are expected to abide by the community standards regarding acceptable noise levels (see policy on page 7).
1.11	Posters	Posters are not permitted on doors, hallways, common area or lounges or any other area(s) in Residence. It is prohibited to advertise alcohol brands, bars or similar establishments, or events happening at bars. Posted materials also must not promote mass consumption or other irresponsible use of alcohol or drugs.
1.12	Commercial Use:	The use of a residence room, mailbox, and telephone or data connection for any commercial purpose is prohibited.
1.13		Any other action deemed by Residence to fit under the definition of this level, considered on a case by case basis through a thorough, fair evaluation process.

Level Two (2) Classification of Incident

Actions by an individual(s) which:

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

2.1	Pets	No pets are permitted in Residence, with the exception of fish. Fish are allowed in Residence provided they are kept in an aquarium no larger than 25 litres, the container is cleaned regularly, and no illegal or poisonous species are kept. Service animals and emotional support animals processed through formal university accommodation processes are not considered pets.
2.2	Smoking	All areas of campus are non-smoking. Smoking and smoking related activities (including, but not limited to, cigarettes, vaping, e-cigarettes, hookahs or other smoking devices) are not permitted on campus. Possession of bong, shisha pipes, and/or hookahs, etc. are not permitted in residence.
2.3	Open Flames	Open flames are not permitted in residence. This includes, but is not limited to: candles, incense, sparklers, birthday cake candles, etc. Candles and incense are not permitted in residence even when not lit.
2.4	Potentially Destructive Games And Activities in 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, darts, using roller blades or the riding or improper use of bicycles in the buildings.
2.5	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.
2.6	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.
2.7	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.
2.8	Transfer of Access ID Card	It is prohibited to transfer or to allow any other individual the use of your ID card. Residents are held 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.

Level Two (2) Classification of Incident

Actions by an individual(s) which:

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

2.9	Harassment	Harassment is defined as personalized, inappropriate behaviour which is repetitive, abusive, threatening, and/or demeaning. The King's University reserves the right to address harassing behavior through the University Harassment Policy instead of regular student conduct procedures. <i>See The King's University Harassment Policy.</i>
2.10	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.
2.11	Alcohol Possession or Consumption in Residence	Alcohol possession and consumption is strictly forbidden in residence and is not permitted in campus buildings or on university property. Possession of alcohol bottles, shot glasses, etc. is not permitted in residence. Students must abide by all federal and provincial alcohol laws. See Alcohol Policy above for more information.
2.12	Secondhand effects of Alcohol Use	Students are not permitted to consume alcohol to a point where they become a disruption to the residence community, even if this consumption occurs off campus. Students are also not permitted to consume alcohol to a point where they pose a danger to themselves or to others. Examples of secondhand effects include noise, vomit, public urination, public nudity, etc.
2.13	Promotion of Unsafe Alcohol Consumption	Any possession of items or displays that are perceived to promote unsafe alcohol consumption (e.g. funnels, trophy walls, drinking game tables, beer pong sets, etc.) is not permitted. Actions that promote an unsafe drinking culture in residences are also prohibited.
2.14	Graffiti	Any defacement of residence property i.e. hall walls, room doors, door frames, ceilings, etc. will not be tolerated.
2.15	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.
2.16	Secondhand effects of drug use	Illegal drugs harm bodies and minds and do not promote healthy community life – they have no place in King's residence and are strictly forbidden. Students are not permitted to disrupt the residence community while under the influence of drugs, even if those drugs are used off campus. Students are also not permitted to become intoxicated to a point where they pose a danger to themselves or to others.
2.17	Cannabis use or the possession of cannabis	Cannabis possession and consumption is strictly forbidden in residence without a prescription and is not permitted in campus buildings or on university property. Possession of a cannabis product, including rolling

or cannabis accessories papers or wraps, holders, pipes, water pipes, bongs and vaporizers, that is represented to be used in the consumption of Cannabis or a thing that is represented to be used in the production of Cannabis is not permitted in residence. Students must abide by all federal and provincial cannabis laws. See Tobacco and Cannabis-Free Policy for more information.

2.1~~8~~7 Any other action deemed by Residence to fit under the definition of this level, considered on a case by case basis through a thorough, fair evaluation process.

Level Three (3) Classification of Incident

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 Level 3 Offence can be considered a “substantial breach” of your rental agreement.

3.1	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.
3.2	Theft	Theft of personal, University, or cafeteria property is prohibited. Examples of theft of cafeteria property include, but are not limited to: not paying the full price for food items, eating food without paying, hiding items in pockets, etc.
3.3	Gambling	Participating in and/or running an illegal gaming or gambling operation is prohibited.
3.4	Restricted Areas	Students are prohibited from being in any restricted areas, these include, but are not limited to: the roof of any residence or university building (except in emergencies), window ledges, attics, etc.
3.5	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.
3.6	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.

3.7	Illegal Drugs	Students are prohibited from being involved with trafficking, possessing, using, and consuming any illegal drug or misusing prescription drug substances on campus, including marijuana. This includes possession of drug paraphernalia including, but not limited to, bong, pipes, scales, <u>needles</u> , etc.
3.9	Vandalism/Tampering	Willful damage to University property and/or that of its subcontractors is strictly prohibited.

Level Three (3) Classification of Incident

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 Level 3 Offence can be considered a “substantial breach” of your rental agreement.

3.10	Disabling Security Measures	Tampering with building security equipment, or otherwise disabling security measures by propping open doors, disengaging locks, or other tampering puts the entire community at risk and is strictly prohibited.
3.11	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 or otherwise intimidating behaviour.
3.12	Harassment	Harassment will not be tolerated. Harassment is defined as personalized, inappropriate behaviour which is repetitive, abusive, threatening, and/or demeaning. The King’s University reserves the right to address harassing behavior through the University Harassment Policy instead of regular student conduct procedures. <i>See The King’s University Harassment Policy.</i>
3.13	Sexual Violence	Sexual violence is any violence, physical or psychological, carried out through a sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video of a community member without their consent. The King’s University reserves the right to address sexually violent behavior through relevant policy instead of regular student conduct procedures.

3.14	Explosives	Explosive or flammable material is not permitted in residence buildings. Examples include: fireworks, firecrackers, barbecue propane, gasoline, flammable solvents, flammable paints, aerosol paint cans, etc. Proper storage for flammable material is required.
3.15	Participation in the sex industry	The purchasing or offering of sexual acts for money, gifts, or favours will not be tolerated in residence.
3.16		Any other action deemed by Residence to fit under the definition of this level, considered on a case by case basis through a thorough, fair evaluation process.

Student Accountability

Residence Life Community Living Standard violations follow the same process as the Accountability Process outlined in the [Non-Academic Student Conduct Policy](#). The King’s University is committed to providing opportunity for Restorative Justice when incidents are deemed on a case by case basis to be eligible for the Restorative Justice process. In cases where Restorative Justice fails to adequately address the harms caused or is otherwise ineligible, students will be reverted back to the Accountability Process and may receive outcomes linked to either Developmental or Punitive justice processes. Even cases eligible for Restorative Justice may result in other outcomes being applied.

Any person may make a complaint to Residence Staff about a violation of the Residence Life Community Living Standards by any person.

1) Restorative Justice

Restorative practice emphasizes repairing the harm caused by destructive behavior. It is best accomplished through cooperative processes that allow all willing stakeholders to meet, which can lead to transformation of people, relationships and communities. This process is outlined in the [Non-Academic Student Conduct Policy and Procedure](#), and is available to students who violate certain community expectations and come forward to accept the natural consequences of their choices. To the right is an example of how the Restorative Process may occur.

Consult the Student Handbook for further detail.

Alcohol violations are not eligible for restorative process as per above.

RESTORATIVE PROCESS IN RESIDENCE	
Case is brought to the attention of Student Life	
Student Life staff determine eligibility of the case for Restorative Practices and choose level of meeting required.	
No Harmed Party Required in Meeting	Harmed Party Involved in Meeting
Meeting with individual responsible parties	Initial meetings are held with individual involved parties
Positive actions determined in meeting	Conference is held with all involved parties and positive actions determined
Positive actions are written into a binding agreement between responsible parties and institution	Positive actions are written into a binding agreement between participants
Student Life staff follow up after the completion date of the agreement	
Incomplete agreements will result in a default to another Response Pathway outlined within the Non-Academic Student Conduct Policy and Procedure.	

2) Developmental Justice

Developmental approaches are individualized outcomes based on the nature of an incident and the willingness of an offender to learn and grow from mistakes made. The purposes of these outcomes are rehabilitation, growth and personal development. Examples may include researching and writing a paper related to the incident, volunteering time in service to a related non-profit, attending support groups such as Alcoholics Anonymous, or meeting with a mentor or life coach.

3) Punitive Justice

Students who do not qualify for or are unwilling to participate in restorative or developmental justice default to the Accountability Process Response Pathway outlined in the Non-Academic Student Conduct Policy and Procedure. For Level one and two violations, the Student Life staff member will meet with parties involved, receive written documentation, and render an appropriate decision. Level three violations will be forwarded to the attention of the Dean of Students for evaluation. A full explanation of the Accountability Process, Response Pathways and outcomes can be found in the Non-Academic Student Conduct Policy.

Decisions made during the accountability process at The King’s University invoke the Balance of Probabilities Principle. This principle is not rooted in evidence like a court of law, but relies upon the principles of natural justice and natural consequence by asking if a reasonable person believes, “X is greater than Y” given a scenario. Another way of considering this asks, “would a reasonable person, given the known information about a complaint, conclude that situation X is the most likely scenario to have occurred.”

ACCOUNTABILITY PROCESS IN RESIDENCE	
Case is brought to the attention of Community Life Coordinator	
Coordinator reviews and determines level of violation	
Level One or Two	Level Three
Community Life Coordinator	Dean of Students
Reviews, investigates, and determines responsibility and outcomes.	Reviews, investigates, and determines responsibility and outcomes.
Appeals go to the Dean of Students	Appeals go to appropriate designate or King’s Senate Appeals Committee

Amnesty for Victims and Witnesses

The University encourages the reporting of misconduct and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to university officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as on-campus or underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, the university pursues a policy of offering victims of misconduct and witnesses amnesty from minor policy violations related to a major incident.

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, as student who has

been drinking underage might hesitate to help take an assault victim to University staff). The university pursues a policy of amnesty for students who offer help to others in need.

Enforcement of Community Living Standards

A general list of outcomes used in situations of conduct violation outcomes is outlined in the Non-Academic Student Conduct Policy and Procedure.. That list applies with the inclusion of residence specific outcomes. Any number of outcomes may be applied, based on the severity of an incident.

Verbal Warning

Verbal warnings are used at the discretion of Student Life Staff when it is believed that the warning will result in a change of 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 student to stop a behaviour is considered a verbal warning. Verbal warnings will be noted on the student file.

Warning Letter

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 delivered electronically to the student's kingsu.ca email address and/or hand delivered to the student in a meeting. Warning notices will be placed on the student file.

Meeting with the Community Life Coordinator / Dean of Students

Meetings may be initiated by a resident, the Community Life Coordinator, and/or the Dean of Students. If a resident has received an Incident Report Notification or a summons (when no official incident report has been filed), it is the responsibility of the resident to initiate the meeting. Usually the resident will meet with the Community Life Coordinator. The appropriate floor RA may also partake in the meeting. Outcomes may be placed on an individual because of the documented incident depending on the nature of the behaviour, past history, and result of the

Normal Range of Outcomes for Each Level of Violation		
Level One (1)	Level Two (2)	Level Three (3)
<ul style="list-style-type: none"> Warning Letter, \$50.00 maximum fine, Loss of Guest Privileges Behavioural Contract, Educational outcome, and/or Restitution for damages 	<ul style="list-style-type: none"> All Level One Outcomes, Up to 150.00 fine, Residence Probation, and/or Loss or Restriction of Privileges or Activities 	<ul style="list-style-type: none"> All Level One and Two Outcomes, Up to \$250.00 fine, Denial of re-admission to residence, and/or Agreement Cancellation.

meeting. Failure to appear at the meeting will be considered refusal to comply with Student Life staff and may result additional outcomes and a hold on the student account.

Fine

In some incidents, students may be assessed a fine. Fines are a monetary penalty assessed as an outcome for inappropriate behaviour. Fines will be posted directly to the student's account Fine monies are allocated to the Student Emergency Fund to be distributed to students in need. The university does not profit through fines.

Restitution for Damages

In incidents where damages or loss have occurred, restitution may be required in order to rectify the consequences of a decision. The costs of the repair or replacement will be determined by the Student Life Staff in conjunction with Infrastructure Staff, communicated to the student in writing, and will be charged directly to the student's account. In cases where restitution is to be paid to another community member, written instructions will be provided.

Community Billing

Charges may be billed directly to the residents living on a floor, residence accommodation or building when the situation is warranted for community damages. This type of billing can hold a community accountable as a collective responsibility for damages that have been proven to have originated within that community; such occurrences include, but are not limited to: fire alarm fines, common area damage, etc.

Loss of Guest Privileges

Students may lose the privilege of hosting guests and/or overnight guests in residence for a specific period of time.

Loss or Restriction of Privileges or Activities.

The withdrawal of the use of services or privileges as a student or member of the community, or the loss of the privilege to participate in an activity or event. Examples include:

- Restriction on representing The King's University in any official capacity;
- Restriction from holding positions of leadership in any University recognized student group or organization or from being hired by University departments to serve in leadership roles;
- Restriction from attendance at University events or activities;
- Restriction on use of University resources;
- Restriction on entry or access to particular locations, premises, or events;
- Restriction on contact with another member or group of members of the University community; and
- Additional conditions as deemed by a case by case basis through a thorough, fair evaluation to be appropriate.

Room Transfer

Room transfers are rare and are highly discouraged. However, when warranted, a resident may be transferred to another room with open communication at the discretion of the Community Life Coordinator after restorative practices have been tried. Examples of cases where this may be necessary include behaviour that is disruptive to the roommate(s) but does not warrant eviction from the residence as a whole.

Behavioural Contract

Students may be placed on behavioural contract, a set of behavioural expectations and limits that is determined with the student and set out in contractual terms. The terms of each contract are as unique as the circumstance from which they derive. Historical precedence is utilized, in part, by administrators in determining the terms of the behaviour contract. All behaviour contracts will have time-defined expectations. The student thereby agrees to abide by the terms of the Behavioural Contract and any breach of said contract will result in the application of the consequences agreed upon therein.

Educational Outcome

Linked to Developmental Justice, these outcomes include, but are not limited to: community restitution, community service, attending an educational workshop appropriate to the violation, preparing an educational program for the community and/or a reflection paper describing the lessons learnt by the student. It is up to the student to fulfill the outcome. Unfulfilled community service hours may be replaced by a fine equivalent to an hourly rate determined by a Student Life Staff, a rate that will be no less than minimum wage.

Residence Probation

A status imposed for a specific period of time to alert the student to the fact that their behaviors are substantially inconsistent with University policy and expectation. During this time, students are asked to take active steps toward improving their decisions and behaviors and to demonstrate that they can abide by University policy and succeed as a member of the community. Any policy violation while the student is on disciplinary probation will result in strong consideration of whether the student is a good fit for the Residence community and of whether removal from residence is necessary. Probation will frequently be accompanied by a Loss or Restriction of Privileges or Activities sanction (see [Non-Academic Student Conduct Policy](#)).

Banning from Residences

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 be called and the student may be charged with trespassing. A ban from Residences may accompany a warning letter, fine, or probation. Acting as a host for a posted individual and/or a person whose visiting privileges have been revoked is prohibited. Anyone hosting a guest who has been banned will be considered in violation of university policy and would be responsible for appropriate outcomes.

Disciplinary Temporary Removal From Campus Life

A status imposed for a specific period of time where a suspended student is forbidden to be on campus and is disallowed from participating in or attending The King's University events. Student may not attend class, remain in residence, or participate in specifically outlined functions or events sponsored by the University or any of its departments, groups, or organizations.

Denial of Re-admission to Residence

Students may be denied re-admission to Residence for successive terms. The outcome will be communicated in writing to the Resident, indicating the reason for the outcome, terms, and length of time it will be in effect.

Agreement Cancellation

A resident may be asked to vacate their residence and/or the immediate cancellation of the agreement may be declared by the University. The appropriate Student Life Staff member is responsible for this decision. The student may also be banned from all Residences and/or denied re-admission to residence in successive terms. In circumstances where there may be an immediate threat posed to an individual or the community, a student may be immediately removed from residence.

Disciplinary Dismissal

Students dismissed for reasons of behaviour are disallowed from returning to the University. Any potential for readmission must be approved by the Dean of Students. Disciplinary dismissal will be noted on the student's official transcript. The reason for dismissal will be withheld from official transcripts.

Non-Disciplinary Dismissal

Students dismissed for reasons other than behaviour are disallowed from returning to the University. Any potential for readmission must be approved by the Dean of Students in consultation with the VP Academic. Non-disciplinary dismissal will be noted on the student's official transcript. The reason for dismissal will be withheld from official transcripts.

Permission to Withdraw

In exceptional circumstances, the Dean of Students may grant a student permission to withdraw. Such circumstances may include mental or physical illness, or extreme personal circumstances that may be affecting a student's state of mind. Any potential for readmission must be approved by the Dean of Students. The Dean of Students, at his or her professional discretion, may seek the opinion of other relevant professional parties in this decision-making process (i.e. a campus psychologist, VP of Academic and Research, the Registrar, law enforcement officers, faculty, etc.). Permission to withdraw will be noted on the student's official transcript. The reason for withdrawal will be withheld from official transcripts.

Emergency Temporary Suspension

In exceptional circumstances, the Dean of Students may issue an emergency temporary suspension. Potential reasons for such an immediate

suspension include threats of violence, or acts which potentially violate the safety of self and/or others. Such a suspension will be immediate in nature and will accompany written notification to a student. Students placed under emergency temporary suspension are forbidden to be on campus, including the residence halls, and are precluded from participating in or attending King's events. The use of emergency temporary suspension is to provide time to make an informed decision about an incident and/or to provide immediate relief of hostile/dangerous situations.

The Appeal Process

All appeals shall be handled under the terms outlined in the Non-Academic Student Conduct Policy.

All disciplinary decisions may be appealed. All appeals must be made in writing by the accused party. Appeals processes vary by type of violation. Appeal letters must be submitted via email or in writing to the appropriate office within the timeline outlined below.

Appeals of fact, process or corrective/disciplinary outcomes may be submitted to the Responder within five working days of the original decision being communicated to the Complainant and the Respondent. All appeals must be made in writing and must specify all grounds or reasons for the appeal. Evidence to support the appeal must also be included.

Within fifteen working days of receipt of the appeal, the Dean of Students or appropriate designate (determined by the seriousness of the issue) must review and render a decision on the appeal and advise the parties in writing with copies to the Responder, the Complainant and the Respondent. Level 1 and 2 Violations are subject to only one appeal. Level 3 Violations may be further appealed to the King's Senate Appeals Committee. This Committee is comprised of: Vice President Academic and Research, Chair of Senate, Student Representative on Senate and Faculty Representative on Senate. This decision shall be considered final and shall not come under appeal to any other King's administration in the future.

Corrective and/or disciplinary outcomes are not implemented until after the appeal decision is rendered. Any interim measures imposed by the Responder will remain in effect until a final decision on the appeal is rendered. The Responder can make exceptions to this at their discretion in conjunction with the individual deciding the appeal.

Students must appeal on one of the following three grounds:

- Bias and/or unfair treatment – i.e. procedural error, improper investigation, discrimination, etc.
- The sanction does not suit the infraction / behaviour
- New information has become available – i.e. new witness, a fact unknown when the original decision was made

An appeal may result in one of the three following outcomes:

- The original decision is upheld
- The original decision is overturned
- Outcomes can be modified, which may include increasing the outcomes originally levied

All decisions made by appeal are final.

