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# RESIDENCE GUIDELINES

2018-19

The University of King's College was founded on the residential model of the Universities of Cambridge and Oxford, which regards living 'in-College' as part of a student's total academic experience. The University prides itself on fostering a safe and supportive campus environment that is conducive to students' academic achievement and personal growth.

Achieving this environment is accomplished through the work of all members of the College: students should support one another in upholding our community standards, and the Dean's office has a responsibility to respond if students disregard those standards.

To that end, the University has adopted a *Code of Conduct* and *College Regulations* for all members of the College community. All students are responsible for fully informing themselves of these rules and policies. They are listed in the *Yellow Book*, which can be found online at [policies.ukings.ca](http://policies.ukings.ca) or through the Office of the President. The following *Residence Guidelines* are an application of the *Code of Conduct* and the *College Regulations* to the specifics of residential life at King's.

## Residence Discipline

The *Residence Guidelines* apply to all residents and their guests, and students are responsible for fully informing themselves of them. These guidelines include descriptions of particular actions and activities; however, it is understood that they are not exhaustive. Residents are expected to abide by, and understand, the overall spirit of these guidelines. Students will be held responsible for any activity which endangers or shows disregard for another member of the University or the University community.

Discipline within our residential community is supervised and managed by the Dean and Assistant Dean of Students. Disciplinary measures are meant to be developmental and educational in approach, while ensuring student accountability and responsibility for chosen actions.

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### Alcohol Consumption

Students may not contravene the Liquor Laws of Nova Scotia, or any municipal, provincial or federal law. Students who are of legal drinking age are permitted to drink in their private rooms and have an obligation to drink responsibly. Our residence goals are educative and students, student leaders, and residence staff are expected to promote a safe and non-coercive social environment.

The following are, therefore, not permitted: personal brewing; drinking games; binge drinking (which includes paraphernalia for binge drinking such as beer or alcohol funnels); bulk alcohol (i.e. kegs, mini-kegs); having open alcohol or drinking alcohol in hallways, stairwells, the quadrangle, and other common areas.

Students who disregard residence alcohol policies are subject to discipline up to and including: fines, behavioral contracts, and/or suspension and eviction from residence.

### Consumption of Illegal Drugs and Abuse of Legal Drugs

The use, possession, production, promotion or trafficking of illegal drugs or narcotics on College property or in residence buildings/private rooms is a criminal offence and absolutely prohibited. The abuse, unauthorized possession or trafficking of legal drugs is also prohibited. Students who are known to have illegal drugs in their

possession on College property, or are known to be using drugs on College property, or who are in residence rooms where drugs are being used, or are known to have been used, risk immediate suspension and/or eviction from residence. Other disciplinary sanctions including, but not limited to, fines and behavioural contracts may also be applied. The scent of drugs emanating from a residence room constitutes “knowing” that drugs have been or are in use.

### **Cannabis** (effective October 17, 2018)

The legal age for the purchase, possession and use of cannabis in Nova Scotia is 19. Students who are of legal age and who choose to consume cannabis have an obligation to do so responsibly. Students must comply with the Nova Scotia Cannabis Control Act and any applicable municipal, provincial or federal law regarding the purchase, possession and use of cannabis and cannabis products.

King’s is a smoke-free campus. Smoking cannabis (including vaping) is, therefore, prohibited on campus. The following cannabis-related behaviours are also prohibited on campus: possessing or consuming cannabis in common areas; cooking with cannabis; growing or possessing cannabis plants; and distributing cannabis. Distributing cannabis includes selling cannabis.

Cannabis must be stored in such a way that no odour is detectable inside or outside a student’s residence room or in common areas. Allowing the odor of cannabis to be present on campus violates this guideline.

Students who disregard this guideline and/or any other policy on cannabis are subject to discipline up to and including fines, behavioral contracts, and/or suspension and/or eviction from residence.

### **Physical and Verbal Aggression**

All students have a right to live in an environment that is free from violence and aggression. Physical and verbal aggression is not tolerated. Residents and/or guests who behave in a physically or verbally aggressive manner are subject to disciplinary action, including but not limited to: fines, behavioral contracts, and/or suspension and/or eviction from residence.

### **Harassment & Discrimination**

All students have a right to live in an environment where they are safe to express themselves, and which is characterized by equal opportunity and equitable access to University goods, services, and community support. Individuals or groups exhibiting harassment or discriminating behavior to another student or groups of students on any grounds set out in the Nova Scotia *Human Rights Act* (e.g. race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, gender identity, gender expression etc.) are subject to discipline. All students have access to the University’s Equity Officer who handles issues of equity, racial equity, harassment, and sexual harassment, and to our Accessibility Officer. The University’s *Equity and Harassment Policy* can be found online in the *Yellow Book* at <https://ukings.ca/governance-and-administration/policies/>. For information on these services please speak with the Dean or Assistant Dean of Students, the Registrar, the Equity Officer, or the Office of the President.

### **Guests**

Non-resident students are welcome as visitors to residence. Overnight guests must not stay beyond 3 consecutive nights and their presence must be approved by the roommates of those students living in double rooms. Guests are not permitted during the exam period unless their visit has been pre-approved by the residence Don. Other residents must not be inconvenienced by guests.

Residents are responsible at all times for the behaviour and conduct of their guests. In the event that a resident’s guest(s) becomes disorderly, or disregards residence regulations, the resident may be subject to discipline appropriate to the offence of the guest(s) and the guest(s) may be barred from residence or College facilities. Residents may be held accountable for any damages caused by their guests. If the resident’s guest is a member of the College community he or she will also be held responsible for any misconduct.

### **Noise and Quiet Hours**

Standards governing noise levels are maintained for the benefit of all students. A student’s right to have quiet will supersede another student’s desire to make noise. Quiet hours apply equally both inside buildings and outside in the Quadrangle.

#### *Quiet Hours*

Sunday, Tuesday to Thursday, 10:00 p.m. - 8:00 a.m.

Monday, 12 midnight - 8:00 a.m.

Friday to Saturday, 1:00 a.m. - 10:00 a.m.

Exam Periods - 23 hour quiet, with one hour of relaxed quiet between 8 p.m. and 9 p.m.

During quiet hours, noise levels should be such that students are able to sleep and/or study. At all other times cooperative quiet is expected, which means that residents must respect the right of others for quiet study. Students should reduce volume levels if requested by other members of the community, such as another student, Patrol, the Dons, or the Dean.

Typical sanctions for failing to comply with noise and quiet hour regulations include, but are not limited to: formal warnings, fines and behavioural contracts.

### **Residence Facilities**

*Common & Residence Rooms.* Furnishings in any given room are not to be removed. Students will be charged for any furniture missing at the end of the academic year.

*Damages* attributed to individuals will be charged to the individual. Students are to leave their assigned residence room, and the furniture contained therein, in the same condition as when they took possession. Inspections of individual residence rooms are held several times a year and at the end of term in December to ensure that residence rooms are being properly maintained. The dates of inspections will be posted on each floor of the residence. Students will be billed for any necessary repairs, reasonable wear and tear excepted. Damage to public areas of the residence, not attributable to an individual or group will be charged equally to all members of a floor, wing, or Bay, as appropriate, or those responsible may be subject to community service or behavioural contracts.

*Keys & Access Cards* must not be lent to other individuals, including other residents. Students will be billed for lost keys and access cards. Visit <https://ukings.ca/finances/tuition-living-expenses/residence-meal-plan/> for a list of the costs.

Students are required to *recycle plastic and glass* drinking containers as well as paper, in the bins provided. *Garbage* should be placed in the communal bins located in each residence.

Each residence room has been provided with a small *refrigerator*. These units must remain in the designated room. It is the responsibility of the student(s) using the refrigerator to ensure that it is left clean and in good repair at the end of the academic year (April). Any damages and/or misuse of the unit will be charged to your King's account.

*Window panes, sashes, and screens* are to remain in place and are not to be removed under any circumstances. Items and liquids are not to be thrown or dropped out of windows. Items may not be strung between or hung from windows. *Students are not to exit windows or sit in window ledges* for any reason at any time. Students discovered to be doing so risk fines and immediate suspension and/or eviction. *Students discovered on the roof* of any University building risk immediate suspension and/or eviction.

Typical discipline for students disregarding Facilities requirements such as the ones described above are: fines, community service, behavioral contracts, suspension and/or eviction.

### **Health & Safety**

*Candles, incense, open-element appliances, toasters, halogen lamps, and smoke machines* are prohibited as they are a fire safety concern. Kettles must have automatic shut-off switches.

*Fire equipment and fire escapes/landings* are not to be used except in the event of an emergency. Individuals found using the fire escapes inappropriately are subject to immediate fines, from the university and provincial or municipal fire officials, or suspension. Tampering with fire equipment (extinguishers, hoses, alarms etc.) is strictly prohibited. Objects in hallways are considered *fire hazards*. Personal items such as bikes, boots/shoes, boxes, furniture, etc., may not be left in hall spaces. Residence room doors and fire separation doors are not to be propped open at any time.

All students must follow appropriate evacuation procedures in the event of a *fire alarm or drill* and must exit the building immediately. Fire exits are not to be used unless a fire alarm is in progress.

*Sprinklers* are located throughout the campus. They are an important component of our fire safety system and are not to be tampered with nor are materials to be hung from sprinkler pipes.

*Smoking* is prohibited in ALL residence buildings, including vaping.

Students may not possess *dangerous goods or weapons* of any kind or nature in residence.

Students disregarding the above health and safety regulations are subject to discipline up to and including: charges for associated damage, fines, community service, or eviction from residence. Students are also subject to fines levied by the Halifax Regional Municipality.

Should a residence building need to be evacuated due to health or safety concerns, the University will provide students with reasonable alternate accommodations.

### **Cleanliness**

Neatness and cleanliness are the responsibility of all students. Those failing to meet a proper standard of cleanliness will be subject to fines. Inspections of individual residence rooms are held several times a year and at the end of term in December and April to ensure that a proper standard is maintained. The dates of inspections will be posted on each floor of the residence. During the inspection fire alarms and smoke detectors are checked. The student will be advised of any improper health conditions or necessary repairs. If the standard of cleanliness in a room is not satisfactory, a notice will be left and the inspection team will follow up after 24 hours. If the standard has not improved by the time of the second visit, each resident of the room will be issued a cleanliness fine.

### **Room Changes**

Unauthorized room changes are not permitted. Roommates having difficulty are encouraged to communicate with one another, and can request that their don or the Dean help facilitate this process. Room changes will occur only in extreme circumstances, as authorized by the Dean. Students discovered having done so will be asked to return to their designated room and fines may be levied.

### **Pets**

Students are not permitted to have pets in residence (the exception is non-poisonous, non-walking fish in covered aquariums). Students disregarding this policy are subject to fines and will be asked to remove the animal immediately from residence.

Students who require a therapy animal for medical reasons must provide medical documentation to the Residence Office and be granted written consent, prior to having such an animal in residence. The University will strive to accommodate all written requests for such animals but shall have sole discretion in determining whether the particular therapy animal is permitted in residence.

## **Description of Disciplinary Sanctions**

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The Dean of Students obtains information about disciplinary matters from Dons, Patrol, Facilities, Security, and other members of the University community. The Dean may approach discipline using his or her discretion. The most common sanctions are listed below.

### **Warnings**

Dons may give students verbal or written warnings for an initial violation of low-level regulations. If necessary, warnings by the Dons may be elevated to a formal warning by the Dean. Students are not entitled to receive warnings before extended discipline.

### **Formal Warnings**

Formal warnings will come to the student via a form or letter from the Dean's Office. Students may be asked to attend a meeting with the Dean prior to the distribution of this notification. Failure to attend this meeting may result in further disciplinary action being taken. Formal warnings will explain fully the reason for the warning and may request the cessation of destructive or inappropriate behaviour. Dons will be aware when formal warnings are issued and warnings will remain on file. Failure to comply with a warning will result in further disciplinary action. Students are not entitled to receive formal warnings before extended discipline.

## **Fines**

Monetary fines are imposed for a variety of violations of residence policy as noted in the *Code of Conduct*, the *General Regulations*, and the *Residence Guidelines*. In the case of repeated offences, fines are progressively increased until such time as more serious disciplinary action is deemed necessary.

For most policy violations, fines will be issued according to the following structure:

- First offence: \$25.00
- Second offence: \$50.00
- Third offence: \$100.00

The above structure is subject to the Dean's discretion and does not include charges for damage, Floor or Bay fines, extended fines, or fines levied by the Halifax Regional Municipality. Charges for the repair of damaged or missing University property may also be levied. Fines may be paid either in person at Student Accounts or online. Visit <https://ukings.ca/finances/payments-guide/> and follow the instructions for paying Residence Fees. Fines are usually due within two weeks of being issued, at which time the fine amount will double.

## **Behavioural Contracts**

Behavioural contracts may be instituted in lieu of, or in addition to, other disciplinary measures. Behavioural contracts are usually instructive, requesting that the student cease specific destructive behaviour in order to remain in residence. These contracts will be discussed in a meeting between the Dean, the student's Don, and the student. The student will be issued a copy of the contract in a letter from the Dean.

Such letters specify the necessity of complying with residence regulations and may indicate that future non-compliance may result in a restriction of privileges (i.e. alcohol consumption on campus and/or hosting guests) or eviction from residence. Behavioural contracts may also take the form of educational projects requiring the student to perform a measure of community service or to facilitate a residence program. They may also be a supportive agreement created to assist students with specific support needs.

## **Residence Suspension**

The Dean of Students reserves the right to suspend students from residence immediately for behaviour that violates previous warnings or contracts, which is destructive, which endangers the safety of others, or which disrupts the residence community. A residence suspension is usually accompanied by a behavioural contract.

The duration of a residence suspension is at the discretion of the Dean. Students who are suspended from residence risk the loss of all residence privileges for the suspension period, including food services, and must find alternate living arrangements and accommodations.

*Students are responsible for all costs that they incur due to a residence suspension.*

## **Eviction**

The Dean's office reserves the right to terminate a student's residence contract immediately for violations that endanger the safety of other students, that contravene residence policies or which seriously disrupt the College community.

Examples include, but are not limited to: criminal activity; physical or sexual assault; harassment (including e-mails or other computer communications); threats of violence or any other willful or negligent conduct that endangers the health, safety, or well-being of others; trafficking, possession or use of illegal drugs; theft of or damage to property of the University or others; misuse or tampering with fire or safety equipment; possession or use of weapons.

*Students who are evicted from residence forfeit all residence fees.*

## **Appeals**

Students who wish to appeal a disciplinary sanction should address the appeal in the first instance to the Dean of Students, then to the President, and then to the College's Board of Appeal and Discipline. Further information about appeals can be found in the College's *Yellow Book*, found online at [policies.ukings.ca](http://policies.ukings.ca).