



UNIVERSITY OF
KING'S
COLLEGE • HALIFAX

RESIDENCE GUIDELINES

2020-21

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 <https://ukings.ca/governance-and-administration/policies/> 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.

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

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 *See addendum on page 8 for additional COVID-19 guidelines*

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 *See addendum on page 8 for additional COVID-19 guidelines*

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 *See addendum on page 8 for additional COVID-19 guidelines*

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 *See addendum on page 8 for additional COVID-19 guidelines*

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 *See addendum on page 8 for additional COVID-19 guidelines*

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

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 <https://ukings.ca/governance-and-administration/policies/>.

ADDENDUM FOR 2020-21

Additional Guidelines for Living in Residence During Covid-19

Section 1

Basic Information

1. First and Last Name

Enter your answer

2. Student#(B00_____)

Enter your answer

3. Dal Email

Enter your answer

4. Current Date

Please input date in format of M/d/yyyy

Section 2

Additional Guidelines for Living in Residence - Current as of 07/30/2020

The University of King's College is committed to serving students who remain in residence during the Coronavirus (COVID-19) global pandemic. This is an extraordinary situation that continues to evolve. King's is committed to providing a safe accommodation to our residents in accordance with King's Code of Conduct and Equity Policy (<https://policies.ukings.ca/wp-content/uploads/2017/01/YellowBook.pdf>), procedures, and applicable municipal, provincial, and federal laws. To do so, we need the assistance of everyone in residence. All Residence Guidelines are in effect plus the below additional measures to ensure the health and well-being of our residents. To help protect against the risk of COVID-19, we expect residents to practice physical distancing and, as necessary, self-isolation.

It is anticipated that these additional COVID-19 guidelines will continue to evolve as we move through the academic year and guideline updates will be communicated regularly. Please ensure you are checking your Dalhousie email frequently for updates. These additional COVID-19 guidelines for PHASE 1 are current as of 07/30/2020.

Please review each section and click I AGREE to commit to the process as outlined. This

form is to be completed and submitted by August 5, 2020.

5. Move-In:

Students travelling from within the current government-mandated bubble will move into residence on September 5th to 7th, 2020.

Students travelling from outside the current government-mandated bubble will move into residence for self-isolation on August 21st to 22nd, 2020. Students will be required to self-isolate in an assigned room and follow all self-isolation protocols (to be circulated early August).

Residents may bring one helper to assist with move-in. The helper, if coming from outside the current government-mandated bubble, must self-isolate for 14 days within the bubble before entering campus. Self-isolation rules may change before you move in. Keep up to date on current protocols at novascotia.ca/coronavirus/travel

Students are required to complete a King's Arrival Registration Form (<https://bit.ly/UKCArrivalForm>) indicating when they will arrive on campus by August 5th, 2020.

I agree

6. Covid-19 Symptoms:

Students experiencing COVID-19 symptoms should not come to campus or attempt to move-in. If a resident is experiencing COVID-19 symptoms, they should contact 811 and may need to self-isolate pending direction from Public Health. The Residence Office will reschedule the student's move-in time upon receiving clearance from Public Health.

I agree

7. Roommates:

Residents will not be assigned roommates for the 2020-2021 academic year. No resident should allow another resident to move into their room. Residents found having allowed another resident to move into their room will be subject to discipline under the Residence Guidelines and/or the Code of Conduct up to and including eviction from residence.

I agree

8. Residence Guests:

No resident may bring another resident not assigned to their current community as a visitor or guest. The no guest restriction includes residents from other Floors or Bays during Phase 1. Residents may have one helper to assist with move-in if this helper is from within the government-mandated bubble or has completed self-isolation before entering King's.

Residents found having brought guests into residence will be subject to discipline under the Residence Guidelines and/or the Code of Conduct up to and including eviction from residence.

I agree

9. Masks:

Non-medical masks are required in all public areas of the University of King's College campus including shared areas of the residences such as lobbies, stairwells, common rooms, hallways, elevators, travelling to and from the washroom and dining hall, or while attending programming.

Masks are not required while eating in Prince Hall (dining hall) nor when in your private bedroom or the bathroom.

If you have a valid medical exemption for not wearing a mask, please contact the Residence Office at residence@ukings.ca. Students are encouraged to bring their own masks, though non-medical masks will be provided in the COVID-19 Care Kits on arrival.

I agree

10. Physical Distancing:

All students are required to practice physical distancing whenever possible.

I agree

11. Shared Spaces:

All common rooms and shared spaces will have posted occupancy limits and spaces have been de-densified to ensure physical distancing is maintained. All residents are required to abide by the physical distancing protocol and all posted occupancy limits. In-person parties in residence are prohibited. Masks must be worn at all times while in these spaces. Students are asked to clean any common touch points before and after use (e.g. cooking surfaces, laundry machines handles, etc.). Cleaning supplies will be available.

Non-compliance may result in the closure of the common room for their residence and/or other disciplinary measures under the Residence Guidelines and/or the Code of Conduct up to and including eviction from residence.

I agree

12. Travel Between Floors and Bays:

Residents are not permitted to travel between Floors or Bays during Phase 1. Resident access will be limited to their assigned floor or bay and as well as to shared spaces such as laundry rooms or common rooms per the design of the assigned residence Bay or building.

Residents not living in Alex Hall may contact the front desk via phone at 902 422 6011 (or extension 132 from a residence phone) or email at residence@ukings.ca. Information regarding mail delivery will be available in mid-August.

All residents will have access to the A&A main door from 7 AM to 8 PM, 7 days a week to access Prince Hall for meals. Students with accessibility needs will have access to the link via the New Academic Building. Students in the Roost will have access to the A&A main door 24/7, but will not have access to the elevator in accordance with the Journalism School's safety plan since the elevator opens into their restricted office and classroom space.

I agree

13. Keys and Access Cards:

Keys and access cards may not be shared for any reason as it would undermine our collective safety and Public Health's ability to contact trace. Each swipe card/key is issued and tracked in a student's name. Students who lose their key or get locked out should call the Alex Hall Front Desk at 902 422 6011 (or extension 132 from a residence phone). Replacement fees may apply. A student found sharing swipe cards/keys or giving access to students who do not live in their residence space may have their residence agreement terminated with 48 hours' notice to leave residence.

I agree

14. Dining Hall:

Prince Hall will be open for all residence students and residence staff only during Phase 1. Prince Hall has been reconfigured to allow for physical distancing. While masks are not required while eating, you must wear a mask when travelling to the dining hall, entering the queue, entering the server, and leaving the dining hall. Furniture may not be rearranged for any reason and large groups will be asked to leave immediately.

All residence guidelines apply within Prince Hall and repeated violation of the guidelines will be subject to discipline under the student code of conduct and the residence guidelines up to and including termination of your residence agreement with 48 hours notice.

I agree

15. Maintenance Requests:

Residents are asked to report any maintenance issues within their room or if observed in a shared space as soon as possible. Facilities teams will be entering student rooms with 24 hours notice and will arrive in pairs to address an issue. Residents are asked to vacate their room temporarily so that facilities may conduct repairs while physically distancing. Residents should endeavour to report all issues with their rooms in a single request to avoid multiple facilities visits into your room. Requests should be emailed to the Residence Office at residence@ukings.ca.

I agree

16. Housekeeping and Enhanced Cleaning:

All residence spaces will receive enhanced daily cleaning with bathrooms being cleaned 4-5 times daily. Students are responsible for keeping their individual rooms clean and are strongly encouraged to dispose of food garbage in the common bins as soon as possible to avoid attracting pests. Cleaning supplies will be available to students via the Alex Hall Front Desk.

I agree

17. Residence Events and Programming:

Limited in-person residence programming under Don and/or Junior Don supervision may take place however only students from the Bay or Floor may attend during Phase 1. Attendance will be recorded for contact tracing. Masks are worn by all participants and physical distancing is required at all times. All programming and attendees must comply with all other government and campus-safety requirements. In-person parties in residence are prohibited.

Physically distanced in-person support with Dons and/or Junior Dons will be possible in designated spaces. Designated support spaces have been assigned to all Dons and Junior Dons for private conversation and peer support with students.

I agree

18. Travel Outside the Government Bubble:

Students should avoid non-essential travel, especially outside the government bubble at any time during the academic year. Residence students who travel outside the bubble for non-essential reasons may be required to make their own arrangements for self-isolation off campus at their own cost.

I agree

Section 3

Commitment to the Guidelines

By entering my name below, I agree to uphold King's Residence Guidelines and these additional COVID-19 Guidelines. Students are taking on the extraordinary task of studying at university during a pandemic. The residence community, campus community, and broader municipal and provincial communities must ensure that King's students abide by all campus and government rules. King's is committed to updating students through their Dal email address and on the King's website. It is expected that campus rules (including Residence Guidelines) will change as the academic year continues. Students are encouraged to stay up to date on ongoing developments to campus and government rules. It is our collective responsibility to hold one another accountable to ensure a safe, supportive environment for us to live and learn together. A serious infraction will have serious consequences, including the possible termination of a student's residence agreement.

King's COVID-19 safety plans are integral to ensuring residence and the rest of campus is as safe as possible during the pandemic. Students' actions have ripple effects in our community. We are confident that King's students living in residence will use this influence for good and be examples of how to make the best of residence life under these conditions.

19. First and Last Name

20. Date Completed