

RESIDENCE GUIDELINES 2022-2023

Last Updated 07/29/2022

Congratulations on your admission to the University of King's College residence. King's is committed to creating a safe, supportive, and academically rich residence life experience driven by the goal of helping you fulfill your potential—whatever that looks like for you!

We all need to work together to achieve this goal: students are responsible for supporting one another in upholding our residence guidelines, and the Residence Leadership Team is responsible for responding if our community expectations outlined in these guidelines are disrespected.

King's *Code of Conduct* and *College Regulations* applies to all members of the College community. All students are responsible for understanding these rules and policies. Everything is listed in the *Yellow Book*, which can be found online at <https://ukings.ca/governance-and-administration/policies/>. The following *Residence Guidelines* are an essential part of the *Code of Conduct* and the *College Regulations*, which provide a foundation for living on campus at King's.

Residence Conduct

The *Residence Guidelines* apply to all residents and their guests, and students are responsible for knowing and understanding these standards. These guidelines include descriptions of particular actions and activities; however, this is not an exhaustive list. Residents are expected to abide by 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.

Conduct within our community is managed by Housing & Residence Life Administrators. The Housing & Residence Life Administrators are the Assistant Dean of Residence Life, the Assistant Dean of Housing & Ancillary Services and the Housing Coordinator.

Conduct processes are meant to be developmental and educational while helping students be accountable for their choices. It is helpful to remember that when living in residence at King's, your peers are living across, on either side, and above and below you and everyone is entitled to a respectful experience.

1) Alcohol Consumption

1A: Students may not contravene the Liquor Laws of Nova Scotia or any municipal, provincial or federal law.

1B: Students who are of legal drinking age are permitted to drink in their private rooms and have an obligation to drink responsibly and promote a safe and non-coercive social experience.

1C: The following alcohol-related activities are not permitted: personal brewing, drinking games, binge drinking (which includes paraphernalia for binge drinking such as beer or alcohol funnels), large alcohol containers such as kegs and mini-kegs, and having open alcohol or drinking alcohol in hallways, stairwells, common rooms, kitchens, outside of residence buildings, and other shared spaces.

1D: Students who disregard residence alcohol guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

2) Consumption of Illegal Drugs and Abuse of Legal Drugs

2A: The use, possession, production, promotion or trafficking of illegal drugs or narcotics anywhere on campus is a criminal offence and prohibited.

2B: The abuse, unauthorized possession or trafficking of legal drugs is prohibited.

2C: The scent of drugs emanating from a residence room will result in residence life staff entering the space and completing documentation.

2D: Students who disregard illegal and legal drug guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to suspension or eviction from residence as well as educational sanctions, fines, and behavioural agreements.

3) Cannabis Consumption

3A: The legal age for purchasing, possession and use of cannabis in Nova Scotia is 19.

3B: Students who are of legal age and choose to consume cannabis must do so responsibly.

3C: 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.

3D: King's is a smoke-free campus. Smoking cannabis (including vaping) is prohibited on all King's property.

3E: Possessing and consuming cannabis in common areas, cooking with cannabis, growing or possessing cannabis plants, and distributing and selling cannabis are prohibited.

3F: Cannabis must be stored so that no odour is detectable inside or outside a student's residence room or in common areas. Residents must not allow the odour of cannabis to be present on campus.

3G: Students who disregard cannabis guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

4) Physical and Verbal Aggression

4A: All students have a right to live free from violence and aggression, including the threat of it. Physical and verbal aggression is not tolerated.

4B: Residents and guests who behave in a physically or verbally aggressive manner will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

5) Harassment & Discrimination

5A: All students have a right to live in an environment where they are safe to express themselves. This right is characterized by equal opportunity and equitable access to University services and supports.

5B: Individuals or groups exhibiting harassment or discriminating behaviour 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 conduct follow-up.

5C: Residents and guests who harass or discriminate against other members of the King's community will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

5D: 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/>. Please speak with a Housing and/or Residence Life Administrator, or your Residence Life Staff member for information on these services.

6 Guests

6A: Due to the ongoing COVID-19 global pandemic, guests are not permitted in residence. This guideline will be reviewed each month and any changes will be communicated to the residence community via email and through your Residence Life Staff member.

6B: Guests may assist during move-in but may not remain in residence for an extended period of time.

6C: Guests (when permitted) must be registered with the Alex Hall front desk and will be required to provide a student, government-issued, or suitable alternative photo ID, which will be recorded in the residence portal. Guests must check out at the front desk when they depart campus.

6D: Students who disregard residence guest guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

7) Noise and Quiet Hours

7A: Quiet hour guidelines 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 elsewhere on campus, including the Quad and Mini-Quad.

7B: Quiet Hours

- 1) Sunday, Tuesday to Thursday from 10 PM that evening until 8 AM the following morning.
- 2) Mondays from midnight that evening until 8 AM the following morning.
- 3) Friday and Saturday from 1 AM that evening until 10 AM the following morning.

Exam Periods: 24-hours

7C: During quiet hours, noise levels should allow students to sleep and study. At all other times, cooperative quiet is expected, which means that residents must respect the right of others for quiet. Students are required to reduce volume levels if requested by other community members, such as another student, Residence Life Staff, the Deans, or Security.

7D: Students who disregard noise and quiet hour guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

8) Common Rooms, Kitchens, Laundry Rooms, and Shared Spaces

8A: Residents are responsible for using shared spaces, including common rooms, kitchens, laundry rooms, and other shared spaces with respect for the community.

8B: Residents must not leave personal items, garbage, or recycling in shared spaces. Abandoned items will be collected as lost and found, catalogued, held for 90 days, and disposed of. The residence office will not cover the cost of replacing abandoned items in shared spaces

8C: Kitchens must be cleaned after every use. Dishes, food, and any mess must be cleaned up before leaving the kitchen. Any abandoned dishes, containers, food, or equipment will be disposed of, including in the fridge, on the Monday of

each week during the academic year. The residence office will not cover the cost of replacing abandoned goods from kitchens.

8D: Excessive and repeated mess within shared spaces may lead to the closing of the area for a set period, typically five to ten business days. The area will be cleaned, and community charges may be levied for the cost of repairs and cleaning.

8E: When using laundry facilities, residents are asked to set a timer and promptly collect their items. Laundry should not be left for an extended time, and items may be removed from machines if clothing has been abandoned. Bins are found in each laundry room for abandoned items.

8F: Students who disregard shared space guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

9) Residence Facilities

9A: Common and residence room furniture in any given room cannot be removed or curtains taken down. Students will be charged for any furniture missing or restore curtains at the end of the academic year. Damages attributed to individuals will be charged to that individual. Students must leave their assigned residence room furniture and curtains in the same condition as when they took possession.

9B: Inspections of individual residence rooms are held several times a year and at the end of the term in December and April to ensure that residence rooms are being adequately maintained. The dates of inspections will be communicated to students via email, their Residence Life Staff team member, the King's Residence Instagram, and posters throughout residence. Students will be billed for any necessary repairs, reasonable wear and tear excepted.

9C: 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 agreements.

9D: Any damage to a residence room or common area should be reported in the residence portal via the work order request form. The residence office will send a notification with 24 hours notice of when facilities staff will enter the room to

inspect and conduct a repair. Emergency work orders such as fire, flood, loss of heat, etc., should be reported to the Alex Hall front desk immediately. In the event of an emergency work order, 24 hours entry notification may not be possible, and the Front Desk or a Housing and Residence Life Administrator will contact the student via phone and email. Facilities will enter the room to address emergency work orders as soon as possible.

9D: Students who disregard facilities guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

10) Keys and Access Cards

10A: Keys and 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-livingexpenses/residence-meal-plan/> for a list of the costs.

10B: Students who disregard key and access card guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

11) Garbage and Recycling:

11A: Students are required to empty their room garbage and recycling regularly in the shared space disposal areas.

11B: Garbage, recycling, and organics are to be disposed of in the communal bins located in each residence located near the elevator in Alex Hall, in the basement or common room of the Tri-Bays, in the common room of North Pole Bay, and in the lobby of Cochran Bay. Please see the posted signage for what to put in which bin.

11C: Residents must not dispose of liquids in common area disposals and should be disposed of in a sink.

11D: Students who disregard garbage and recycling guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

12) Residence Room Refrigerators

12A: Each residence room has been provided with a small refrigerator and must remain in the assigned room at all times.

12B: It is the students' responsibility that their room refrigerator is left clean and in good repair upon check out. Any damages and misuse of the unit will result in damage charges being applied to a student's account.

13) Windows and Building Roofs

13A: Window panes and screens must remain in place and not be removed under any circumstances. Residents will be subject to the cost of replacing or restoring these items.

13B: Items are not to be thrown or dropped out of windows.

13C: Items may not be strung between or hung from windows.

13D: Students are not to exit windows or sit in window ledges for any reason at any time.

13E: Students are not to be on the roof of any university building

13F: Students who disregard window and roof guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

14) Fire Safety

14A: Candles, incense, open-element appliances, toasters, halogen lamps, and smoke machines are prohibited as they are a fire safety concern. All small appliances brought into residence must have automatic shut-off switches.

14B: Fire equipment and fire escapes/landings are not to be used except in the event of an emergency. Individuals found inappropriately using the fire escapes are subject to fines from the University and provincial or municipal fire officials. Tampering with fire equipment (extinguishers, hoses, sprinkler heads, alarms etc.) is strictly prohibited.

14C: Objects in hallways are considered fire hazards. Personal items such as bikes, boots/shoes, boxes, furniture, etc., may not be left in hall spaces.

14D: Residence room doors and fire separation doors are not to be propped open at any time.

14E: 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.

14F: Sprinklers are located throughout the campus. They are an essential component of our fire safety system and are not to be tampered with, nor may materials of any kind be hung from sprinkler heads or pipes for any reason.

14G: Smoking is prohibited in all residence buildings and throughout campus, including vaping.

14H: Students who disregard fire safety guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence. Students are also subject to fines levied by the Halifax Regional Municipality.

15) Weapons and Dangerous Goods

15A: Students may not possess dangerous goods` weapons of any kind or nature in residence.

15B: Students who disregard weapon guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

16) Evacuation and Campus Shut Down

16A: Should a residence building need to be evacuated due to health or safety concerns, the University will provide students with reasonable alternate accommodations. In the event of a campus shut down, residents may be required to move out of residence as soon as possible and before the end of the academic year. Every effort will be made to provide as much notice as possible.

17) Room Cleanliness

17A: Cleanliness is the responsibility of all students. Those failing to meet a proper standard of cleanliness will be subject to cleaning by King's housekeeping and the associated costs of that cleaning.

17B: Residents are required to store all food in sealed containers. A single small container will be provided in your room for you. Residents may request additional food containers from the Alex Hall Front Desk. Food may not be left out for any reason as it attracts pests such as mice. Residents may be subject to cleaning charges for excessive food and garbage found in rooms.

17C: During inspections, fire alarms and smoke detectors will be checked, as well as general cleanliness, including the proper storage of food. Students will be advised of any unacceptable 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 room resident will be subject to cleaning charges.

17D: Students who disregard cleaning guidelines will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

18) Room Changes

18A: Unauthorized room changes are not permitted.

18B: Roommates having difficulty are encouraged to communicate with one another and request that their Residence Life Staff team member help facilitate this conversation. Your Residence Life Staff member will implement a roommate success plan before a room change is considered.

18C: Room changes will only occur in extreme circumstances and only after meeting with your Residence Life Staff member and the Housing Coordinator.

18D: Students who disregard room change guidelines, including changing rooms without permission, will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

19) Pets

19A: Students are not permitted to have pets in residence except non-poisonous, non-walking fish in covered aquariums.

19B: Students found to have pets in residence will be asked to remove the animal immediately at the student's expense.

19C: Students who require a service or therapy animal for medical reasons must provide medical documentation to the Residence Office and be granted written consent by the Assistant Dean's Office before 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.

19D: Students who disregard pet guidelines, including bringing animals into residence without permission, will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

20) Cooperation with Staff and Others

20A: Students are required to cooperate with all Residence Staff, university employees and emergency personnel, including compliance with all verbal and written instructions and requests, providing proper identification, and assisting honestly with investigations regarding violations of the residence guidelines.

20B: Residents shall allow access to all areas of their room to the residence office upon request. Residence staff, Facilities Management, and Security are authorized to enter any room with residence staff present, with or without the resident's consent, to address any health or safety concerns.

20C: Students must comply with the instructions of residence staff relating to fire alarms or other emergency protocols.

20D: Students who disregard cooperation guidelines, will be required to meet with a Housing and/or Residence Life Administrator and may be subject to educational sanctions, fines, behavioural agreements, and for repeated and excessive behaviour, suspension and eviction from residence.

Description of Conduct Sanctions

Housing and Residence Life Administrators review information about disciplinary matters from Residence Life Staff, Facilities, Security, and other members of the University community. Housing and Residence Life Administrators may approach discipline using their discretion with the support of the Dean of Students.

The most common sanctions are:

1 Warnings

Residence Life Staff team members may give students verbal warnings. If necessary, repeated warnings from Residence Life Staff may be elevated through documentation to the Housing and Residence Life Administrators, and a meeting with an administrator may be required. Further warnings from the an administrator may be an outcome of that meeting. Students are not entitled to receive warnings before receiving extended conduct sanctions.

2 Written Warnings

Written warnings will come to the student after meeting with a Housing and/or Residence Life Administrator. Failure to attend this meeting may result in further disciplinary action being taken. Written warnings will explain the reason and may request the destructive or inappropriate behaviour stop. Residence Life Staff will be aware when written warnings are issued, and all documentation will be kept on file within the student's residence portal account. Failure to comply with a written warning will result in further disciplinary action. Students are not entitled to receive written warnings before extended discipline.

3 Fines

Monetary fines are imposed for various violations of residence policy as noted in the *Code of Conduct*, *the General Regulations*, and the *Residence Guidelines*. For repeated offenses, fines are progressively increased until 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 discretion of the Housing and/or Residence Life Administrator in conjunction with the Dean of Students 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 via the Student Accounts Office 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.

4 Behavioural Agreement

Behavioural agreements may be instituted in place of, or in addition to, other disciplinary measures. Behavioural agreements are usually instructive, requesting that the student cease specific destructive behaviour to remain in residence. These agreements will be discussed in a meeting between a Housing and/or Residence Life Administrator and the resident. The student will be issued a copy of the agreement in a letter from the Housing and/or Residence Life Administrator they are working with.

Such letters outline the need for complying with residence guidelines, may indicate that future non-compliance may result in a restriction of privileges (i.e. alcohol consumption on campus), or additional sanctions such as termination of the residence agreement.

5) Educational Sanction

Educational sanctions provide a student with the opportunity to reflect on the incident that may include a written assignment, a seminar, an online workshop or community service hours. As a rule, educational sanctions are chosen over fines to give the resident the chance to consider the impact of their actions and how they can work to restore the community. In the event that a resident fails to perform the assigned task, further sanctions may be imposed.

6) Relocation

The Housing and/or Residence Life Administrators reserve the right to remove a resident from a particular area of residence if it is deemed necessary and in the best interests of the student and community. The intent of the relocation is to allow the student a fresh start in a new environment. A resident may be relocated temporarily until an investigation is closed.

There may be costs associated with being relocated, typically if there is a change in room type.

7) Residence Suspension

The Housing and/or Residence Life Administrators and the Dean of Students reserves the right to suspend students from residence immediately for behaviour that violates previous warnings or agreements, which is destructive, which endangers the safety of others, or which disrupts the residence community. A behavioural contract usually accompanies a residence suspension.

The duration of a residence suspension is at the discretion of the Housing and/or Residence Life Administrators and Dean of Students. Students who are suspended from residence risk losing all residence privileges for the suspension period, including food services, and must find alternate living arrangements and accommodations and are responsible for all costs that they incur due to a residence suspension.

8) Eviction

The Dean of Student'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 electronically), 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 King's property or others, misuse or tampering with fire or safety equipment, and the possession or use of weapons.

Students who are evicted from residence forfeit all residence fees.

8) 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/>.

HOUSING & RESIDENCE LIFE CONDUCT & ACCOUNTABILITY FLOW CHART

