

RESIDENCE GUIDELINES 2023-2024

Last Updated 07/24/2023

Congratulations on your Residence offer at the University of King's College. 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. Residents are responsible for supporting one another in upholding our Residence Guidelines.

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

Conduct within our community is managed by Housing & Residence Life Staff and Administrators.

- Housing & Residence Life Staff is comprised of the Front Desk staff, Patrol staff, and the Don team. These staff members are often the first point of contact for residents. They provide the initial response/support and documentation.
- The Housing & Residence Life Administrators are the Assistant Dean of Residence Life, the Assistant Dean of Housing & Ancillary Services, the Housing Coordinator, Front Desk Coordinator, and the Housing & Residence Administrator. The Housing & Residence Life Administrators review the documentation and determine next steps within the conduct process.

Residents who violate the *Residence Guidelines* or the *Residence Agreement*, will be subject to our Residence Guidelines Student Conduct Process. This process is outlined at the end of this document.

Conduct processes are meant to be developmental and educational while helping residents take accountability for their choices. It is helpful to remember that when living in Residence at King's, your peers are living in close proximity to you. Everyone is entitled to a respectful experience.

Scope:

The *Residence Guidelines* apply to all individuals living in Residence and their guests.

Responsibilities

Residents are responsible for knowing and understanding the *Residence Guidelines*, the *Residence Agreement*, and the [Yellow Book](#).

Residents are responsible for abiding by all relevant municipal, provincial and federal laws and statutes, including relevant HRM by-laws

Residents are responsible for monitoring and responding to emails sent to their King's (@dal.ca) email, which is the only email that King's Housing & Residence Life will use to communicate with residents. Non-King's students should monitor the primary email they provided on their Residence application. Residents are responsible for responding in a timely fashion to communications from the Housing & Residence Life Team and the University.

Interpretation

The policies outlined in the Residence Guidelines and the Residence Agreement should be interpreted broadly. Residents are expected to abide by the overall spirit of these guidelines. Residents will be held accountable for any activity which endangers or shows disregard for another member of the University, the University community, or University property.

Standard of Proof

For the purpose of the Residence Guidelines Student Conduct process, decisions will be made based on the balance of probabilities, meaning the available information shows it is more likely than not that the alleged violation occurred.

1) Alcohol

Consumption of alcohol in Residence, in any public area in/or surrounding Residence, is regulated by the [Liquor Control Act of the Province of Nova Scotia](#) and the University of King's College liquor license. UKC Housing & Residence Life takes a harm-reduction approach and endorses the lower-risk consumption of alcohol as set out in [Canada's Low- Risk Alcohol Drinking Guidelines](#).

Residents who are of legal drinking age (19 years and older) are permitted to have and consume alcohol under the following conditions:

1.1: Residents who are of legal drinking age are permitted to drink in their private rooms. If consuming alcohol, residents have an obligation to drink responsibly and promote a safe and non-coercive social experience.

1.2: Residents are not permitted to have open alcohol and/or consume alcohol in common areas/spaces in Residence. This includes hallways, stairwells, common rooms, kitchens, laundry rooms, bathrooms, spaces outside of Residence buildings, and other shared spaces.

1.3: Residents are not permitted to engage in the following alcohol-related activities or possess the following devices:

- a. **Activities:** Drinking games of any kind, speed drinking, floor/bay crawls, and other alcohol-related activities designed to increase a resident's rate of alcohol consumption as they are not aligned with our endorsement of lower-risk alcohol consumption.
- b. **Devices:** Brewing/distilling equipment, alcohol funnels, kegs, mini kegs, excessive stores of alcohol, and other alcohol-related devices as these devices pose risks that can impact the safety of residents and the physical spaces in Residence.

1.4: Resident's will be held accountable for misconduct that occurs while they are intoxicated. Intoxication will not be accepted as an excuse for harmful behaviour.

1.5: **Housing & Residence Life encourages any resident (regardless of age) who is in need of assistance related to alcohol consumption to reach out to a staff person for support.** In these situations, Housing & Residence Life staff will focus on, and prioritize, the safety and well-being of the resident above anything else.

2) Illegal Drugs and Legal Controlled Substances

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

2.2: Unauthorized possession or trafficking of legal drugs (prescription medication, cannabis, alcohol etc.) is prohibited.

2.3: **Housing & Residence Life encourages any resident who is in need of assistance related to illegal or prescription drug consumption to reach out to a staff person for support.** In these situations, Housing & Residence Life staff will focus on, and prioritize, the safety and well-being of the resident above anything else.

3) Smoking & Vaping

The University of King's College is a smoke-free campus. Smoking (including but not limited to tobacco, e-cigarettes, vaporizers and cannabis) is prohibited on campus and in Residence.

Residents who are of legal smoking/vaping age (19 years and older) are permitted to have and consume tobacco, cigarettes, vaporizers, e-cigarettes etc. under the following conditions:

3.1: Smokers and vaporizer users must smoke/vape off campus and are expected to be considerate of the environment and of others' rights when stepping off-campus to smoke. This includes maintaining a low level of noise and adhering to high standards of cleanliness.

3.2: Smokers and vaporizer users must ensure there is no smoke/vapour odour in Residence. A localized odour of tobacco smoke, cannabis, vaporizers or e-cigarettes associated with a Residence space/room is considered a violation and/or proof of a violation of these guidelines. The odor and/or presence of smoke/vapour can impact other residents who have respiratory concerns or scent sensitivities, and it can also pose a fire safety risk.

3.3: Residents found responsible for violations to the Smoking & Vaping section of these guidelines will be subject to a fine in accordance with our fining structure outlined in the Residence Guidelines Student Conduct Process.

3.4: Residents will be responsible for any costs associated in the process of removing any lasting/lingering odour of smoke/vapor from their assigned room at the end of the year.

4) Cannabis

The legal age for the consumption, possession and use of cannabis is 19 years and older. Residents are required to follow all legally binding restrictions and laws with regards to cannabis, as well as all applicable University policies, municipal and provincial regulations. UKC Housing & Residence Life takes a harm-reduction approach and endorses the lower-risk consumption of cannabis as set out in the [Lower Risk Cannabis Use Guidelines](#)

Residents who are of legal cannabis possession & consumption age (19 years and older) are permitted to have and consume cannabis under the following conditions:

4.1: Residents who are of legal age and choose to consume cannabis must do so responsibly and promote a safe and non-coercive social experience.

4.2: Residents 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.

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

4.4: Cannabis must be stored so that no odour is detectable inside or outside a resident's room or in common areas. The odor of cannabis can impact other residents who may have respiratory concerns or scent sensitivities. Therefore, if the odour of cannabis is present within Residence, residents associated with the odour will be held accountable in accordance with these guidelines.

If, at any time, a King's student is concerned about their relationship with substance use, the Student Support Advisor can support any King's student to work through their concerns. King's students can Both in-person and virtual appointments are available.

5) Harassment, Intimidation & Violence

5.1: All residents have a right to live free from violence and aggression, including the threat of violence or aggression. Housing & Residence Life will not tolerate abuse (verbal, written, physical or otherwise), threats, intimidation, violence, sexualized violence or other forms of harassment/bullying against any member of our community.

5.2: Ignorance, anger, alcohol, or substance use will not be accepted as an excuse for harassment, bullying, intimidation or aggression.

5.3: Residents who engage in harassment, intimidation and/or violence will be

subject to disciplinary sanctions as deemed appropriate by Housing & Residence Life Administrators, up to and including the termination of their Residence Agreement.

5.4: All residents have access to the University's Sexual Health & Safety Officer who supports residents with issues related to sexualized violence and sexual harassment. The Sexual Health and Safety Officer can also support students with sexual orientation, gender identity, boundaries, healthy relationships/friendships and supporting friends. Please speak with a Housing and/or Residence Life Administrator, or your Residence Life Staff member for more information.

6) Discrimination

6.1: All residents have a right to live in an environment where they are safe to express themselves without infringing on the human rights of others. This right is characterized by equal opportunity and equitable access to University services and supports.

6.2: Hate symbols or items (including, but not limited to, Nazi paraphernalia, Confederate flags, etc.) are not permitted in Residence. Housing & Residence Life Administrators will determine what constitutes a hate symbol or item. Residents in possession of hate symbols or items in Residence will be asked to remove them from Residence immediately.

6.3: Individuals or groups exhibiting discriminatory behaviour to another resident or groups of residents 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.

6.4: All residents have access to the University's Equity Officer, who handles issues of equity, racial equity, and harassment, 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.

7) Guests

7.1: A guest includes but is not limited to:

- a. A non-resident that is invited into the Residence community by a current resident.

- b. A non-resident who was given access to a Residence space by a current resident (regardless of if the non-resident is known to them).
- c. A current resident invited into a Residence space not in their assigned floor/building.

7.2: Residents are responsible for the actions of their guest(s) and any individuals they allow to enter a Residence building or their room.

7.3: Residents must have their roommate's permission to invite a guest into their shared living space, if applicable.

7.4: Overnight guests are not permitted in Residence due to occupancy limits and safety concerns set by the provincial fire codes.

8) Noise and Quiet Hours

8.1: Quiet hour guidelines are maintained for the benefit of all residents. A resident's right to have quiet will supersede another resident's desire to make noise. Quiet hours apply equally both inside buildings and elsewhere on campus, including the Quad and Mini-Quad.

8.2: Quiet Hours:

Quiet Hours:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12am-8am	10pm-8am	10pm-8am	10pm-8am	1am-8am	1am-10am	10pm-8am

Quiet hours begin at the set time each evening and go until the set time the following morning.

Exam Periods: 23-hour quiet hours (with loud hour from 7pm-8pm). Residents are encouraged to use the loud hour to let all anxious energy out, and at 8pm return to quiet hours. There will be no parties or large, loud gatherings permitted during exam periods. Housing & Residence Life will notify residents when the 23-hour quiet hour period begins.

8.3: During quiet hours, noise levels should allow residents to sleep and study. At all other times, cooperative quiet is expected, which means that residents must respect the right of others for quiet. Residents are required to reduce volume levels if requested by other community members, such as another resident or any member of Residence Life and/or Housing Staff, such as Student Patrol, Dons, the Deans, or Security.

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

9.1: Residents are responsible for using shared spaces respectfully. Shared spaces include Common Rooms, Kitchens, Laundry Rooms, Hallways, Bathrooms and any other common areas in Residence.

9.2: Cleanliness: Residents must clean up after themselves after using communal spaces, including appropriately disposing of all garbage and bringing all personal items back to their rooms.

- a. In the kitchens, this includes wiping down all surfaces, including microwaves, fridges, and stove tops, as well as washing dishes and putting them away. Please note, the Cleaners are not responsible for wiping out the inside of the microwaves and fridges on a regular basis.
- b. In the laundry rooms, this includes emptying out the lint traps in the dryers and placing the collected lint in the garbage. Please note, the Cleaners are not responsible for cleaning out the lint traps, and unemptied traps are a fire hazard.
- c. Cleaners will come by once daily to do a thorough surface clean of all communal spaces. Any personal items (pots, pans, clothing, personal items etc.) left behind will be gathered in clear bags, labeled, and set aside in the respective common room, kitchen, and laundry room area(s). After 5 days, if said items are not claimed, they will be disposed of.
- d. Cleaners will do thorough deep cleans of the communal spaces four times per year – Fall Reading Week, Winter Break, Winter Reading Week, and End of Academic Year. All unattended or unlabeled items from the cabinets, fridges, and countertops will be thrown out during these times.

9.3: Labelling: All personal items left in common spaces should be properly labelled. This includes food items left in cabinets or fridges and items on the countertops, such as laundry detergent. Labelling should include name and date placed in the communal space. We discourage storing personal items in communal spaces, and items not properly labelled are considered “communal”. Anything stored in a communal space is at risk of being used or taken by others.

- a. Any items left in the cabinets, fridges, or on the countertops that have not been properly labeled with both a name and date may be thrown out.

9.4: Personal hygiene, health, or medical creams, medications, or salves are not permitted in communal fridges or pantries. These items must be stored in a resident's room.

9.5: Time and Space: Residents must be courteous and respectful towards their community members with the usage of the communal spaces. Residents should be mindful of how much space they occupy, as well as the length of time they occupy it for. Food items should not be left unattended, and items in the laundry machines should be collected within 10 minutes of the laundry cycle finishing.

9.6: Gatherings: Gatherings in the kitchens and laundry rooms are allowed and encouraged. However, smaller kitchens or smaller laundry rooms are not appropriate places for large groups of residents to gather. Unless a kitchen or common room is booked, residents should make space for others in the community to use the appliances and surfaces within the space.

- a. If a resident would like to book a kitchen or common room for a longer period or for a private gathering, please contact the Housing Coordinator who will assess booking requests on a case-by-case basis. Please note: Two business days' (at least 48 hours) notice between Monday at 9am and Friday at 3:30pm is required for booking. No external groups are permitted to book a space, and the Housing Coordinator reserves the right to deny any booking request.

9.7: The possession of open alcohol, consuming alcohol, and smoking/vaping is not permitted in communal spaces. Noise levels are to be in line with the Noise section of these Guidelines. Residence Life and/or Housing Staff, such as Student Patrol or Dons, the Deans, or Security reserve the right to dismiss gatherings in communal spaces should there be a breach of the guidelines.

10) Facilities Room Entries

10.1 : Any damage to a Residence room or common area should be reported in E-Rez via the work order request form.

- a. For minor requests such as a light bulb change or mini fridge replacement, Facilities reserves the right to enter without notice to address the concern, and will leave an entry form on the desk upon completion. For larger jobs, a Housing Administrator will send a notification with 24 hours' notice of when facilities staff will enter the room to inspect and conduct a repair.
- b. Emergency work orders such as fire, flood, extreme heat or loss of heat, should be reported to the Alex Hall front desk immediately. In the event of an emergency work order, as submitted by a resident, staff member, or member of Facilities, 24 hours entry notification may not be possible. Facilities will enter the room to address emergency work orders as soon as possible, and the resident will have the outcome communicated to them by a Housing or Residence Life Administrator via email.

- c. Residents are asked to cooperate with Housing and Facilities staff when addressing work orders or communicated maintenance, which may include the movement of personal items for work to be done. For personal requests, move all personal items away from the area requiring work (ie: removing items off a desk or mini fridge if it requires fixing or replacement). For maintenance requested by a staff member or member of Facilities, requests will be communicated by a Housing Administrator via email. For non-emergency work, should personal items not be moved or the space not cleaned as requested, Facilities will not do the work. For emergency work, items will be moved by members of the Housing and Facilities Teams, and may not be returned to their original state.
- d. To address larger concerns in public spaces, such as bathrooms or kitchens, Facilities and Housing may have to restrict or remove access until work can be completed. Residents are asked to follow signage and adhere to instructions and utilize alternative spaces.

10.2: Throughout the year, there may be the need to access a Residence room for systems maintenance, diagnostic checks, or upgrades. Facilities will communicate with the Housing department when these need to be done, and a Housing Administrator will communicate with the resident(s) affected via email with as much notice as possible.

11) Residence Room Checks

11.1: Upon move in, residents will have the opportunity to fill out a Room Assessment Form where they will be given the opportunity to acknowledge any/all deficiencies in the room.

11.2: Common and Residence room furniture in any given room cannot be removed and curtains present in the room should remain hung.

11.3: Throughout the year, residents may fill out a Facilities Work Order Request Form to request repairs. Reasonable wear and tear is acceptable, but unreported damages or any repairs not attributed to wear and tear will result in charges being added to the resident's student account. Command strips and other heavy-duty adhesives are strictly prohibited, and all adhesives, such as sticky tack, should be removed upon moving out of the space. Visit <https://ukings.ca/campus-community/residence/living-in-residence/rules-regulations/> to access the Residence Damages Charges list to see the up-to-date costs associated with different damages.

11.4: Inspections of individual Residence rooms are held four times a year: Fall Reading Week, Winter Break, Winter Reading Week, and at the end of the year. There may be additional inspections in the event of a room movement or early

departure of a roommate, at which time, 24 hours' notice of the inspection will be given to the resident remaining in the room.

- a. These inspections occur to ensure that Residence rooms are being adequately maintained, to check on emergency systems such as smoke detectors and radiators, and to monitor health and safety concerns such as an excessive lack of cleanliness. The dates of inspections will be communicated to residents via email, their Don, the King's Residence Instagram, and posters throughout Residence.

11.5: 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 behavioral agreements. Should anyone have information about damages made to a public area, or would like to come forward for damages made, they are encouraged to contact the Housing Coordinator.

12) Keys and Access Cards

12.1: Keys, access cards, and the security of the room, are the responsibility of the resident.

- a. Doors should be locked when residents are not present, and doors must not be propped or have their lock mechanism tampered with.
- b. Keys are not to be lent to other individuals, including other residents. This includes at the end of year during move outs.
- c. Any damages done to the keys, or their designated space will be liable to the resident issued the keys, and residents will be billed for lost keys and access cards. Visit <https://ukings.ca/campus-community/residence/living-in-residence/rules-regulations/> to access the Residence Damages Charges list to see the up-to-date costs associated with key replacements.
- d. While waiting for a replacement key, residents will be lent a spare key. This spare key must be returned when the replacement key has been made. Fines will be issued if this key is not returned promptly as directed.
- e. In the event of a room movement, or utilization of the designated Emergency Space, the resident utilizing the space may not provide access to other residents by providing them keys or leaving doors unlocked or propped, and should return keys promptly when finished

using the space.

12.2: If a resident is leaving Residence for Reading Week or Winter Break, their keys must be handed into Reception at Alex Hall or the resident may face fines. The keys must also be returned to the University at the end of the school year, or when the resident moves out of Residence. If not returned, fees will be applied to the resident's student account. Should a resident be found using the keys to a room that was listed as having moved out, the keys will be confiscated, and the resident whose room the keys belonged to will be fined.

13) Garbage and Recycling:

13.1: Residents are required to empty their room garbage and recycling regularly in the shared space disposal areas. The accumulation of garbage (especially used hygiene products or food waste) in a Residence room can pose a Health and Safety risk for both the resident, their neighbors, and Facilities, Housing, and Residence staff accessing the rooms and surrounding areas.

13.2: Garbage, recycling, and organics are to be disposed of in the communal bins. Resident garbage bins should be emptied into the communal disposal areas, not in the bathroom bins. Residents should see the posted signage for what to put in which bin.

- a. Residents must not dispose of liquids in common area disposals. Safe to flush liquids like beverages should be disposed of in a sink or toilet, with the sink or toilet being rinsed or flushed after.
- b. Glass must not be placed in the common garbage. Residents should place broken glass in a box beside the bins or speak to a campus Cleaner for assistance with best disposal practice.
- c. Cat litter from Residence Approved Emotional Support Animals must be double bagged and placed separately outside the garbage bin, not flushed and not tossed with regular garbage.

14) Residence Room Refrigerators

14.1: Each Residence room has a small refrigerator which must remain in the assigned room.

14.2: It is the residents' responsibility to ensure that their room refrigerator is left

clean and in good repair upon move out. Any damages and misuse of the unit will result in damage charges being applied to a student's account. To report damages or request a replacement, submit a Facilities Work Order Request Form. Residents must not unplug the refrigerator unless directed to do so, as the freezer will thaw and flood the room.

14.3: Non-removeable items such as stickers, especially any personal documentation, should not be stuck to the fridge surface.

15) Windows and Building Roofs

15.1: Windowpanes and screens must remain in place and not be removed under any circumstances except in the event of an emergency. Residents will be subject to the cost of replacing or restoring these items.

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

15.3: Items may not be strung between or hung from the exterior of windows. Reflective items such as disco balls or mirrors should not be hung between or hung from the interior of the windows, as these pose a risk to fire safety.

15.4: Residents are not to exit windows or sit in window ledges for any reason at any time. Residents must not smoke out the window, as smoking is prohibited in Residence.

15.5: Residents are not to be on the roof of any university building for any reason. Should a resident be found accessing the roof, they will be required to meet with a Housing & Residence Life Administrator to discuss their suitability to remain in Residence.

16) Fire Safety

16.1: In the event of a fire alarm or drill, all residents must follow appropriate evacuation procedures and must exit the building immediately using either the main or fire escape stairwells. Residents are responsible for reading and understanding the fire safety plans for their building. These plans are posted in every Residence room.

- a. Once evacuated, residents must report to the muster area for Residence on the front lawn of the King's Library. Residents must wait there for further instruction from campus staff or fire officials.
- b. Residents should not be lingering in the fire stairwells, and the usage of the fire doors in Alex Hall on the Lower Level, 1st Floor, and 2nd Floor will trigger a fire alarm when used. Only the fire door on the 3rd Floor is permitted to be used to gain access to 4th floor. These doors are located at the end of each hallway and lead to the fire exit stairwells.

16.2: Items such as candles, incense, open-element appliances (such as hot plates), toasters, halogen lamps, smoke machines, etc. are prohibited as they are a fire safety concern.

16.3: All small appliances brought into Residence must have automatic shut-off switches. Residents must consult with a Housing or Residence Life Administrator before bringing or purchasing these items. Housing or Residence Life Administrators reserve the right to deny a request for certain items that pose a threat to fire safety, and residents will be required to remove items from their rooms that violate this guideline.

16.4: 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.

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

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

16.7: 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, such as clothing or string lights, be hung from sprinkler heads or pipes for any reason.

16.8: Residents 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, behavioral agreements, and for repeated and excessive behaviour, suspension, and eviction from Residence. Residents are also subject to fines levied by the Halifax Regional Municipality.

17) Weapons, Replica Weapons and Dangerous Goods

17.1: Residents may not possess dangerous goods or weapons of any kind or nature in Residence.

17.2: Weapons and replica weapons include but are not limited to: firearms, BB guns, air pistols/rifles, pellet guns, paint guns, ammunition, hunting/exotic knives, swords, archery equipment, target pistols, machetes, toy weapons (nerf guns, water guns etc.) and any other weapons that may pose a risk to the

Residence community.

17.3 : Dangerous goods include, but are not limited to, explosive devices, propane canisters, flammable liquids or other hazardous substances.

17.4 : Residents found in possession of weapons, replica weapons or danger goods will be asked to remove them from Residence and campus immediately and may face other sanctions as deemed appropriate by Housing & Residence Life Administrators.

18) Evacuation and Campus Shut Down

18.1 : Should a Residence building need to be evacuated due to health or safety concerns, the University will provide residents with reasonable alternate accommodations.

18.2 : 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.

19) Room Cleanliness

19.1 : Cleanliness is the responsibility of all residents. This includes their private Residence as well as all common spaces on campus. Personal items should be stored in their room, garbage and recycling should be taken out to the communal bins regularly, and residents should clean up after using communal spaces.

19.2 : Residents are required to store all food in sealed containers. A single small container will be provided to each resident. 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. For larger amounts of food, purchasing sealable Rubbermaid totes are recommended.

19.3 : During inspections, fire alarms and smoke detectors will be checked, as well as general cleanliness, including the proper storage of food. Residents will be advised of any unacceptable health and safety conditions or necessary repairs. If the standard of cleanliness in a room is not satisfactory, a member of the Housing or Residence Life Teams will be in contact, and the inspection team will follow up after an agreed upon time. If the standard has not improved by the time of the second visit, additional sanctions, such as fines, may be issued.

- a. Stealing signs such as speed signs, construction signs, stop signs, or other pieces of Government Property is classed as a crime, and as such

are not permitted in Residence. Additionally, signs, pylons, or safety equipment stolen from King's property will result in a fine, as outlined in the Conduct section.

19.4 : Accidents involving bodily fluids do happen, however, individuals are responsible for cleaning up after themselves when able.

- a. Instances of vomit, bodily fluids, or other biohazard cleanup should be reported to the Alex Hall Front Desk, who may contact Residence or Housing staff trained in biohazard cleanup.
- b. Any large amounts of biohazard cleanup, or excessive repeated incidents of biohazard cleanup may result in the resident responsible being issued a cleaning charge.

20) Room Changes

20.1 : Unauthorized room switching/swapping is not permitted. Students must occupy their assigned space ("A" for the left side of an Alex Hall room or the front room of a Bay, "B" for the right side of an Alex Hall room or the back room of a Bay, or "S" for a single), and are not permitted to switch sides without authorization of the Housing Department in accordance with Fire and Safety codes.

20.2 : Residents experiencing roommate conflicts are first encouraged to consult their roommate success plan (created in September) and then communicate with one another to try and work things out. If the conflict persists, they can request that their Don or Junior Don facilitate a mediation. A mediation and reasonable efforts to resolve the conflict must be made before a room change is considered.

20.3 : Room switch requests will only be fulfilled in extreme circumstances and only after completing the roommate conflict process and meeting with a Housing & Residence Life Administrators.

20.4 : Residents living in a double room (Alex Hall or Bays) without an assigned roommate are not permitted to occupy the vacant side of the double room as rooms with a vacancy may be filled at any time.

20.5 : Housing & Residence Life Administrators reserve the right to move residents as required to facilitate positive change and accommodations. Residents will work with Staff to oblige these room changes as requested. Residents may be given as little as 24 hours' notice of a room change by Housing & Residence Life Administrators.

21) Pets

21.1 : Residents are not permitted to have pets of any kind in Residence.

21.2 : Residents found to have pets in Residence will be asked to remove the animal immediately at the resident's expense.

21.3 : Residents who require a service/therapy or Emotional Support Animal (ESA) for medical reasons must provide medical documentation to the Housing & Residence Life Office and be granted written consent by the Assistant Dean 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 animal is permitted in Residence.

21.4 : ESAs are only permitted in Residence rooms and not in the classroom or other non-Residence areas of the university. At this time, ESA's are limited to cats only.

21.5 : Proper care and maintenance of the animal is mandatory. This includes but is not limited to; the proper disposal of animal waste, maintaining a clean and healthy environment for the animal to live in, and keeping the animal up to date with veterinary visits and vaccinations.

- a. Residents with an approved ESA must dispose of cat litter properly. Cat litter must be double bagged and placed separately outside the garbage bin, not flushed and not tossed with regular garbage.

22) Cooperation with Staff and Others

Housing & Residence Life is committed to promoting a living and learning environment that is safe and enjoyable while also prioritizing an environment that is conducive to academic success. When Housing & Residence Life provides instructions to residents, they are doing so for a reason (resident safety, enjoyable community living, building safety and security, etc.). Housing & Residence Life and residents need to work together to ensure our community is safe and enjoyable for all.

22.1 : Residents are expected to cooperate with all Housing & Residence Life staff, university employees, Campus Security, cleaning staff, Chartwells/Prince Hall staff 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.

22.2 : Residents and their guests are expected to provide valid photo identification to Housing & Residence Life staff upon request.

22.3 : Residents shall allow access to all areas of their room to the residence

office upon request. Housing & Residence Life, Facilities Management, and Security are authorized to enter any room with Housing & Residence Life present, with or without the resident's consent, to address any health or safety concerns.

22.4 : Residents must comply with the instructions of Housing & Residence Life relating to fire alarms or other emergency protocols.

22.5 : Residents must have a photo that clearly shows their face in E-Rez. Keys will not be issued to the resident during move in without a picture, and lockout keys may not be provided during the school year if the picture is removed.

23) Housing Eligibility

23.1 : To be eligible to live in residence beyond the first academic year, (including both the summer terms with Conference Services and the next school year[s]), residents need to be in good Academic, Financial, and Residence Conduct standing.

23.2 : Should any of the three be breached, Housing will have cause to revoke a previously guaranteed status of residency and deny a request to stay during the summer with Conference Services.

23.3 : Residents are expected to leave Residence in both December and April, 24 hours after their last academic commitment. Residents can consult the Academic Calendar for the specific Residence closure dates for the current academic year. To extend one's stay in Residence, residents are required to fill out a Residence Extension form, found on E-Rez. Please note, there will be charges for each night beyond the Residence closure, and the university cannot guarantee space for personal storage. Approval of accessing limited storage space will be assessed on a case-by-case basis by the Assistant Dean of Housing.

23.4 : A Housing & Residence Life Administrator will send out a communication when the Housing Applications for the 2024-2025 year is live.

24) Complex Behavior & Limits of Support

24.1 King's Housing & Residence Life is committed to providing a positive and safe living environment in Residence. The safety, health, and well-being of all members of our Residence community is our priority. However, Residence is not a medical or therapeutic environment, and in specific cases, there is a limit to the extent of support that can be provided to an individual living in Residence.

If a resident displays a pattern of complex behavior, the King's Housing & Residence Life team will work in collaboration with the resident to develop an

individualized support and/or crisis response plan. If the resident requires more specialized support, Housing & Residence Life will continue to work with the resident and student support staff to connect them to the appropriate on campus and community resources.

Complex behavior is behavior that is not necessarily a violation of the Residence Guidelines but is complicated by significant/contributing factors that negatively impact or threaten another resident's or the Residence community's wellbeing and safety.

Where possible, a solution will be sought out in collaboration with the resident. However, there may be cases where Housing & Residence Life and student support staff determine that the level of support required by a resident is beyond the limits of what can be reasonably and safely provided by Housing & Residence Life staff. In these situations, King's Housing & Residence Life reserves the right to end an individual's Residence Agreement. Housing and Residence Life and student support staff will support the resident in their transition out of the Residence community.

Residence Guidelines Student Conduct Process:

Descriptions of Sanctions

Housing and Residence Life Administrators review information about disciplinary matters from Residence Life Staff, Facilities, Security, Chartwells and other members of the University community. Housing and Residence Life Administrators may approach the accountability process using their discretion with the support of the Dean of Students. Sanctions that are commonly used within our conduct processes are outlined below.

1: Informal Educational Conversations

Informal Educational Conversations are issued by Student Patrol and Don Team members. These conversations are an opportunity for Housing & Residence Life staff to let students know about the Residence Guidelines that are relevant to the situation and most often occur within the first month of living in Residence.

2: Warnings

There are two types of warnings; verbal and written. Residents are not entitled to receive warnings before receiving extended conduct sanctions.

Verbal Warnings:

Verbal warnings are typically issued by Housing & Residence Life staff. When a staff person issues a verbal warning, Housing & Residence Life expects the resident(s) who received the warning to stop the behaviour identified in the verbal warning.

Written Warnings:

Written warnings are issued by Housing & Residence Life Administrators. Warning letters are sent to the university email address issued to the resident, or for non-King's students, the primary email on file. Warning letters are recorded on a resident's profile in our Residence database. Failure to adhere to the expectations outlined in a warning letter will result in further disciplinary action.

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. Fines are issued by Housing & Residence Life Administrators.

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

- First offence: \$50.00
- Second offence: \$75.00
- Third offence: \$100.00

The above structure is subject to the discretion of Housing & Residence Life Administrators 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.

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 resident cease specific 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 resident 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, and 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 resident with the opportunity to reflect on the impacts of their behaviour. This may include a written assignment, a seminar, an online workshop or community service hours. Educational sanctions provide an opportunity for the resident to consider the impact of their actions and consider 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. Educational sanctions are issued by Housing & Residence Life Administrators.

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 resident and community. The intent of the relocation is to allow the resident 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, such as if there is a change in room type/price.

7: Residence Suspension

The Housing and/or Residence Life Administrators and the Dean of Students reserves the right to suspend residents 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 behavioral 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. Residents 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. Residents 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 resident's Residence contract immediately for violations that endanger the safety of other residents, 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.

Residents who are evicted from Residence forfeit all Residence fees.

Appeals

Residents 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 Process

