

Residence Community Standards



2011-2012

Department of Housing, Residence Life & Conference Services

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Residence Community Standards

The Residence Community Standards set out clear expectations of acceptable behaviour within the residence community and the consequences for behaviour that is contrary to these expectations.

To be consistent with Georgian College's core mandate of teaching and learning, the aim of these standards is to further student's development and enhances their academic experience. The system has been created to differentiate actions based on three levels, while at the same time being progressive in order to discourage repetitive unacceptable behaviour. Residents who have engaged in unacceptable behaviour will be assigned points. The greater number of points a resident is assigned, the more serious the consequences are for that resident. Ultimately, a resident who has repeatedly engaged in unacceptable behaviour or has engaged in a serious offence will be removed from the residence community all together.

Expectations for Living in Residence at Georgian

In 1984, Kitchener wrote about five basic ethics to act as a guideline for students in much the same way that the Hippocratic Oath acts as the basis for ethics for medical doctors. The ethics act as a code of conduct that each student should naturally follow in order to have a successful community (Johnson, 2005). It is *expected* that each and every student living in residence at Georgian College will adhere to the following ethical responsibilities so that we are all on the same page. The liberty to define and translate what these ethics mean has been taken, and the administration is open to conversations with students if they have a differing opinion on what to expect in our community. This document is reviewed annually by the Residence Advisory Committee, which is composed of students from each floor.

Responsibilities

- 1.** It is the responsibility of Housing & Residence Life to ensure that residents are made aware of their rights and responsibilities under the Residence Contract and Residence Community Standards. The Residence Life Manager or his/her designee is responsible for ensuring the Residence Community Standards are upheld. This will be accomplished by the posting of the Community Standards on the Georgian College Residence Web Site.
- 2.** It is the responsibility of each Residence Advisor (RA) to ensure that all residents in his or her section are made aware of their rights and responsibilities under the Residence Community Standards. This will be accomplished through the hosting of at least two meetings early in the year to outline the Residence Community Standards. The resident is responsible for attending one of these meetings.
- 3.** Every resident is responsible for observing the terms and conditions of the Residence Contract, Residence Community Standards or any changes to these documents as outlined in a written update during the course of the residence term. The Residence Community Standards outline acceptable behaviour expectations for every resident, or their guest(s), and the types of consequences for breaching these standards. No resident is exempt from the terms and conditions of the Residence Community Standards for any reason.
- 4.** It is the duty of each resident, in accordance with the procedures specified in the Residence Community Standards, to take reasonable steps to prevent a problematic situation from occurring or, if it occurs, to prevent it from escalating to a more serious level e.g. informing Housing & Residence Life staff of the problem.

5. It is each resident's responsibility to be aware of and behave in a manner consistent with the Residence Community Standards, Residence Contract, College Code of Conduct and any other relevant College policy, as well as all relevant municipal, provincial and federal laws and statutes.
6. Residents are required to take responsibility for their guests in residence. All residence rules, policies and procedures apply to guests of residents. Residents risk consequences to them if their guest behaves in an unacceptable manner.
7. Every resident is expected to act in a responsible manner which does not compromise his or her own safety or endanger the health and safety of others. Housing & Residence Life, on behalf of the College, reserves the right to determine what constitutes unsafe practices. This includes but is not limited to: tampering with fixtures and/or building systems, (including the wiring and fire prevention controls), fabricating of building structures, or impeding any means of exit from the building.
8. The resident is financially responsible for any damage or losses to his or her room or its contents, and also for the cleanliness of the room upon vacating. All students in a suite are jointly and severally responsible, with the other occupant(s) of the suite, for damages or losses to the shared areas of the suite. All charges for damages to common areas will be split equally among the occupants of the building, provided that such damage cannot be traced to those directly responsible.
9. Each resident agrees to adhere to the GConnect Contract and the Information Technology Acceptable Use Policies as well as any other relevant policies relating to the use of Information Technology. Violations of the Residence Community Standards that are believed to have occurred through the use of the internet will be investigated with the same level of importance as incidents that are brought to the attention of Housing & Residence Life in any other manner.

Note: Violations of the Residence Community Standards, Residence Contract or any other College policy, Municipal, Provincial or Federal law may be investigated by Housing & Residence Life and any other appropriate College department or outside agency, such as the Police. Sanctions for any one incident may be given to a resident by multiple agencies, such as Housing & Residence Life, another College department or the Police.

Standards & Consequences

An investigation may result if Housing & Residence Life staff are made aware that a resident has engaged in unacceptable behaviour or breached the Residence Contract and/or Residence Community Standards. The investigation may include, but is not limited to, speaking to the parties involved, utilizing security cameras, and the collection of evidence including that which may be found through online sources. Should the facts of an incident be disputed or the accused individual denies responsibility for an offence, then the Residence Life Manager will direct an investigation to conclude the most probable course of events, based on the balance of probabilities.

Once the investigation has been concluded, and it is found that a resident has engaged in unacceptable behaviour, breached the Residence Contract and/or Residence Community Standards, then the incident will be classified into one of the following three definitions:

One (1) Point Offences - Actions by an individual(s) that:

1. Interfere with the rights of another individual(s) to the peaceful use and enjoyment of his or her space in residence

Two (2) Point Offences - Actions by an individual(s) that:

1. Create a significant nuisance and/or disturbance to an individual or community and/or
2. Failure to cooperate with Housing & Residence Life's administrative procedures

Three (3) Point Offences - Actions by an individual(s) that:

1. Endanger the safety and security of themselves or another individual(s) and/or
2. Compromise personal or college property and/or
3. Attack the dignity/integrity of an individual and/or
4. Contravene federal, provincial and/or municipal laws and/or college policy

Committing any 3 Point Offence can lead to eviction

The first three charts below include, but are not limited to, examples that would be found under the three different offence levels defined above. The fourth chart outlines the consequences of obtaining points under the Residence Community Standards.

Any resident can be evicted from residence by either:

1. Accumulating six points through the Residence Community Standards.
2. Committing a 3 Point Offence that is deemed serious enough by the College.

In order to explain why some behaviour are listed in multiple levels below, it should be noted that a resident's behaviour is measured against the One Point, Two Point and Three Point offence definitions first to determine the seriousness of the actions. After determining the offence level, then the actions are measured against the specific examples in the first three charts below. Therefore, the context and other factors of an incident will help determine the assigned point value. Typically, however, the examples in the charts fall under the corresponding point values assigned.

Please remember, that residents have the responsibility to seek clarification of the Residence Community Standards, as ignorance may not be used as a defense against receiving a sanction.

One Point Offences

Definition of One (1) Point Offences -- Actions by an individual(s) that:

- Interfere with the rights of another individual(s) to the peaceful use and enjoyment of his or her space in residence and/or
- Fail to cooperate with Housing & Residence Life's administrative procedures

RESIDENT'S ACTION OR BEHAVIOUR		Normal Range of Sanction
1.a	Cleanliness standards — Students are expected to keep their bedroom, shared living areas and the exterior of their room/suite doors clean and adhere to the rules of proper removal of garbage and/or recycling. Please note that suite tours by Housing & Residence Life staff may take place on a monthly basis. Throwing or leaving garbage anywhere other than in an appropriate container is prohibited.	1 point; Restitution for damage
1.b	Physically Active Games in Residence Common Areas--Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to indoor sports, water fights, golfing/putting and bouncing/throwing an object.	1 point; Restitution for damage
1.c	<p>Unacceptable Noise—Creating noise that can be heard outside of a room or lounge or through a closed door is not permitted, aside from noise created from reasonable living activities. This may include, but not be limited to the following: bouncing or throwing a ball repeatedly, stereo/computer/television noise or noise generated from a gathering of people. Quiet Hours are in effect during the following times:</p> <p>Sunday through Thursday evenings from 11:00 PM to 8:00 AM the following morning.</p> <p>Saturday and Sunday mornings from 1:00 AM to 10:00 AM that morning.</p> <p>24-hour quiet hours for the fall begin at 11:00 pm on December 8, 2011 and end after the residence closes in December. 24-hour quiet hours for the winter begin at 11:00 pm on April 12, 2012 and end after the residence closes in April.</p> <p>All other hours are courtesy hours, that is, all residents are expected to be courteous towards other members of the surrounding community if they are engaged in an activity that generates noise. These guidelines are meant to act as a minimum standard and may be enhanced through consultations with the floor, residence community, RSC and Residence Life Staff. Noise levels at any times should not detract from any resident's</p>	1 point

	ability to pursue academic endeavours or to enjoy their living environment. An individual's right to reasonable quiet supersedes another's right to make noise.	
1.d	Equipment Storage — Students are not permitted to store any personal belongings or room property in any common or shared living areas. Equipment may include, but is not limited to bicycles, hockey equipment, desks, and musical instruments. Hockey equipment may be stored in the hockey storage room, please see the Front Desk for details and to obtain access to this room.	1 point
1.e	Use of appliances — Electrical or other cooking appliances including but not limited to toasters, toaster ovens, and microwave ovens, are permitted only in areas with approved facilities.	1 point; Restitution for damage
1.f	Removal of Residence Property — In order to promote community living, removing and/or relocating furniture from lounges, meeting rooms and other common living areas is not permitted.	1 point
1.g	Guests — A guest is any non-resident or non-staff member. A guest can be someone who was formally invited by a resident or someone that a resident invites, accepts or admits into the residence whether or not the resident has previous met that person. In either circumstance, the resident/host is responsible, at all times, for the behaviour of his or her guest, and the host must accompany his/her guest throughout the building at all times. This includes informing them of any relevant policies or standards. Students are not permitted to host overnight guests during Registration/Orientation Week or any time during 24 hour quiet hours unless written permission is granted from the Residence Life Manager or General Manger of Housing and Residence Life. Residents may host a maximum of 2 guests at any one time and residents are entitled to host their guest(s) to a maximum of eight (8) "guest" nights per calendar-month (one guest staying one night shall constitute one "guest night"). Hosts must also have obtained permission from their suite-mate within a reasonable time frame prior to the arrival of a guest(s). Any guest that stays past 11:00 pm is considered to be an overnight guest. Guests must sign in and provide picture identification to the Front Desk upon arrival. Guests may check in at anytime (ex. If you know your guest will be staying the night and they arrive at 2pm, you may sign the guest in at that time, you do not have to wait until 5pm). Guests in the residence must wear a wristband between 5 PM and 8 AM. Hosts must have obtained permission from their suite-mate within a reasonable time frame prior to the arrival of a guest(s). Acting as a host for a posted individual and/or a person whose visiting privileges have been revoked, is prohibited.	1 point; Guest privileges may be revoked.

1.h	Alcohol consumption—Students must abide by all Federal, Provincial and Municipal alcohol laws and College policy. Alcohol consumption is only permitted within suite areas (ie inside suite entrance). Consuming alcohol in all other residence areas is strictly prohibited. When open alcohol is transported through public areas, the alcohol must be in a sealed container. Acceptable sealed containers are containers that have a screw top that completely seals the container and requires completely unscrewing the top in order to drink from the container.	1 point
1.i	Decorating and Posters — Housing and Residence Life must approve, in writing, any decorating that is to take place outside of a suite. Reasons for this include, but are not limited to the following: ensure appropriate cleaning plans are in place and the review any messages that my impact the community. Students must poster and/or decorate within the designated areas in residence only. Tape, nails, tacks and pins, or any other such material are NOT to be used at any time to hang posters or affix objects to the walls, floors or ceilings within all areas of the residence including suite areas. Stick tack can be requested from the Front Desk to hang appropriate materials. Spray can material or similar products such as “Fake Snow” are not to be used on any residence surface without written approval from Housing & Residence Life.	1 point; Restitution for damage
1.j	Modifying Physical Structure — Tampering with or modifying the physical structures of the residence is prohibited. This may include, but is not limited to, using nails or screws in the wall or ceiling, altering door closure devices, and running wires, phone lines, cables, or electrical power between rooms. Removal of window screens, windows, or window limiters will result in a \$50 fine and restitution for damage.	1 point; Restitution for damage;\$50 fine for removal of window screens, windows or window limiters
1.k	Admission Procedures — Improper check-in, room transfer, or check-out is prohibited. This may include, but is not limited to failing to provide a photo or requested documentation, switching rooms without having the consent of Housing & Residence Life, and failing to turn in an access card.	1 point; Replacement charge
1.m	Commercial use — The use of the residence property, mail box, telephone or data connection for any commercial use is prohibited. This may include but is not limited to selling products or services, advertising without authorization, and allowing someone else to use the residence facilities for commercial use.	1 point

1.n	No Beer Bottles — Beer bottles have proven to be a safety hazard in and around the residence due to broken glass. Thus, beer or similar alcoholic beverage bottles are prohibited to be in or near the residence. Cans or plastic bottles containing beer are allowed. Bottles CLEARLY containing other types of alcohol, such as liquor are permitted in residence, but Housing & Residence Life has the absolute discretion to determine what constitutes a “beer bottle”.	1 point
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Two Point Offences

Definition of Two (2) Point Offences - Actions by an individual(s) that creates a significant nuisance and/or disturbance to an individual or community.

RESIDENT’S ACTION OR BEHAVIOUR		Normal Range of Sanction
2.a	Cleanliness Standards — Students are expected to keep their bedroom, shared living areas and the exterior of their room/suite doors clean and adhere to the rules for proper removal of garbage and/or recycling.	2 points
2.b	Physically Active Games in Residence Common Areas — Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to indoor sports, water fights, throwing/shooting/smashing an object, and using roller blades, skateboards or bicycles in the building.	2 points; Restitution for damages
2.c	Excessive Noise — Intentionally or unintentionally creating a noise that disrupts several members of the residence, college or surrounding community is not permitted. This may include but is not limited to the following: banging/knocking on multiple doors in a consecutive manner, directing stereo noise outside of a suite through windows or into the hallway or yelling/screaming inside or near the building.	2 points
2.d	Waterbeds/Hot tubs — Students are not permitted to bring in or use waterbeds or hot tubs in the residence.	2 points; Restitution for damages

2.e	<p>Pets —Students are NOT PERMITTED to bring into or keep pets in the residence. This includes, but is not limited to, hamsters, mice, gerbils, guinea pigs, rabbits, cats, dogs, insects and reptiles. Students MAY bring in to the residence plants and non-dangerous fish in aquariums no larger than 10 gallons. Housing & Residence Life retains absolute discretion to decide what constitutes a permitted pet.</p>	2 Points
2.f	<p>Telecommunications — Students are prohibited from using their phone or data service, or permitting them to be used, for a purpose or in a manner that is contrary to law or college policy, or for the purposes of relaying annoying or offensive messages. Students are responsible for ensuring that others do not have access to their phone or data service. This includes the prohibition of wireless routers within the residence. Students will be held responsible for messages sent from their room whether they were present or not.</p>	2 Points
2.g	<p>Cooperation with Staff — Residents and guests are expected to cooperate with staff members. Misleading, not cooperating with, or providing improper identification to staff is strictly prohibited. Interfering with or not cooperating with any Housing & Residence Life investigation is strictly prohibited. Failure to complete a sanction such as writing a letter, organizing a program, completing a volunteer task, etc. are all examples for failing to cooperate with staff and would result in an additional sanction of 2 points.</p>	2 points
2.h	<p>Unintentionally Triggering the Building Fire Alarm — Setting off the building fire alarm accidentally or unintentionally is prohibited. This may include, but is not limited to hitting a detector by mistake while participating in hall sports.</p>	2 points; Restitution for damage or emergency personnel
2.i	<p>Open Flames — Open flames are not permitted in residence, this includes, but is not limited to attended/unattended lit candles, lamps requiring combustible fuel, and incense. Residents requiring these items for religious purposes need to contact Housing & Res Life, in writing, at the beginning of the term in residence or at least seven days prior to their intended use. One exception to this standard is using birthday candles, but they must be monitored at all times, with the appropriate safety equipment nearby. Any consequences resulting from this exception is still the responsibility of the organizers.</p>	2 points; Restitution for damage or emergency personnel
2.j	<p>Throwing Material — Throwing, dropping or ejecting material from residence building windows, rooftops, or down stairwells or within the elevators is prohibited. Throwing material at the residence building is also prohibited. Removal of a window screen will result in a \$50 fine.</p>	2 Points; Restitution for damages; \$50 fine

2.k	Raids or Inappropriate or Destructive Pranks — Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. These raids or pranks include, but are not limited to water fights, “leaners”, dismantling, removing and/or relocating residence/personal property and “pennying” someone into a room.	2 points; Restitution for damage
2.l	Inappropriate/Illegal Entry — Entering another student’s room/suite or disturbing another resident’s property without the permission of the resident is not permitted. Students must have written permission to enter another’s room and do so only with authorized use of the prescribed key; manipulating the lock, door, or window is strictly prohibited.	2 Points; Restitution for damage
2.m	Threat of Violence — The threat of violence or physical aggression in residence will not be tolerated. This includes threats of violence or physical aggression that are made while in residence, but would occur off premise (ie. threat to hurt the person if they see them off campus).	2 points
2.n*	Harassment — Every individual has the right to an environment characterized by mutual respect. Every individual has the responsibility to treat all members of the College community with respect and without harassment. Harassment is defined as any attention or conduct (oral, written, graphic, or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating.	2 points
2.o*	Discrimination — Every individual has the right to an environment characterized by equal opportunity and equitable access to College goods and services. Every individual has the responsibility to treat all members of the College community without discrimination. Discrimination is defined as any conduct that results in adverse treatment of an individual or group on the basis of race, ancestry, place of orgiin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, marital status, record of offences, or receipt of public assistance.	2 points
2.p*	Disruption — Every individual has the right to an environment that, while safeguarding dissent, is free from interference and disruption. Students should not intimidate, interfere with, threaten or otherwise obstruct any activity organized by the College, including classes, or to hinder, other members of the College community from being able to carry out their legitimate activities, including their ability to speak or associate with others.	2 points

Three Point Offences

Definition of Three (3) Point Offences - Actions by an individual(s) that:

Endanger the safety and security of themselves or another individual(s) and/or compromise personal or college property and/or Attack the dignity/integrity of an individual and/or contravene federal, provincial and/or municipal laws and/or college policy

Please note that the consequence of any 3-Point Offence can be suspension or eviction from residence.

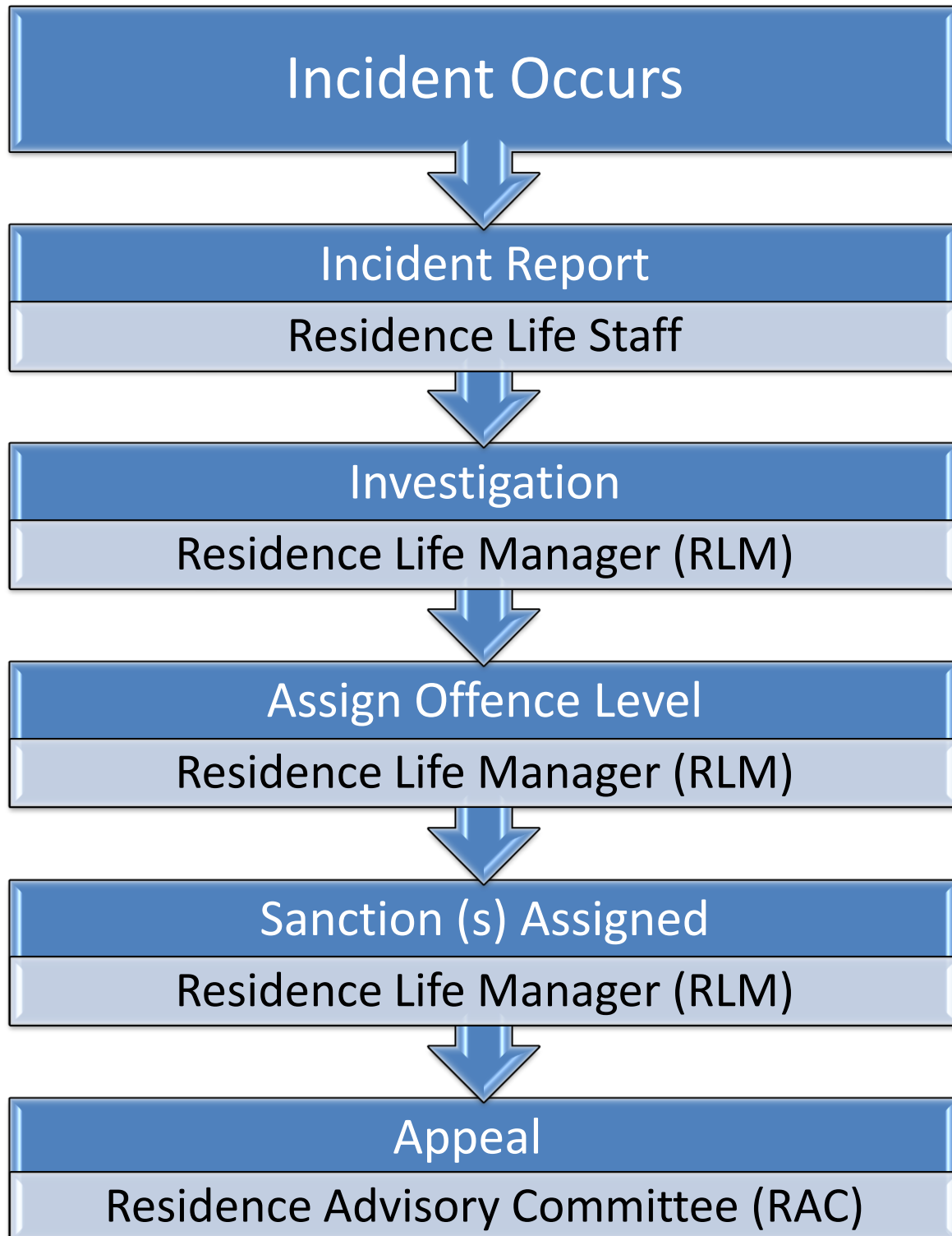
RESIDENT'S ACTION OR BEHAVIOUR		Normal Range of Sanction
3.a	Prohibited Lamps — Torchiere Lamps or halogen lamps that expose the bulb at the top of its structure, as opposed to those with a shade or shield, are prohibited in residence for fire safety reasons.	3 points
3.b	Restricted Areas — Students are prohibited from being in any restricted areas, these include, but are not limited to the roof of the residence, Telecommunication Rooms, the Facilities/Loading Dock area, and the area behind the residence after dusk.	3 points
3.c	Weapons — Firearms and any other weapon or item that is created/intended to cause harm, or could be seen as intimidating, are strictly prohibited. These may include, but are not limited to paintball guns, air soft guns, bear spray, pepper spray, etc.	3 points
3.d	Illegal Drugs — Students in residence are prohibited from being involved with trafficking, possessing, using, and consuming any illegal drug substance in residence. Evidence of drug traces or drug paraphernalia, or the smell of prohibited substances (eg marijuana) in or near suites, common areas or near the residence building will be assumed to be conclusive of use or possession.	3 points; \$250 fine
3.e	Pornography — Displaying or making available for viewing pornographic material in the hallways, common rooms, lobbies, stairwells, bathrooms, exterior room doors, or any interior area of a room that can be seen from an open door is prohibited (in accordance with the Criminal Code of Canada, Section 163).	3 points
3.f	Gambling — Gambling is prohibited in residence.	3 points
3.g	Subletting — Residents are prohibited from subletting or allowing other people to live in their residence room.	3 points
3.h	Mass Consumption of Alcohol — Possession and/or consumption of “common source” alcohol (e.g. Kegs, swish barrels, jello shooters, and other large containers of alcohol, etc.) and/or participating in “drinking games” (e.g. century club, funneling, etc.) within residence is prohibited.	3 points

3.i	Underage Drinking — Students under the age of 19 cannot consume alcohol in or near the residence building. In addition, residents must abide by all Federal, Provincial, and Municipal laws and College policy regarding alcohol use and consumption.	3 points
3.j	Tampering with Physical Structure — Tampering with fixtures, building systems, and fire equipment is strictly prohibited. This may include, but is not limited to discharging or suppressing any fire prevention or detection equipment, propping interior or exterior doors, removing windows and tampering with the elevator or card access systems. Tampering with fire equipment, smoke detectors, and fire extinguishers will lead to a \$150 fine.	3 points; Restitution for damage or emergency personnel; Replacement of equipment; \$150 fine.
3.k	Explosives — Explosive or flammable material is not permitted in residence buildings, this may include, but is not limited to firecrackers, fireworks, barbecue propane tanks, dynamite, motorized vehicles etc. Proper storage for flammable materials such as oil paints, etc. is required. Please seek assistance to store materials if in doubt.	3 points; Restitution for damage or emergency personnel; Replacement of equipment; \$150 fine.
3.l	Access to Residence — Loaning or giving anyone an access card or any residence keys is prohibited. Any lost access cards or keys should be reported immediately. Charges may apply for replacement of the lost items.	3 points
3.m	Open Elements — Any device that uses an open element is not permitted in residence for fire safety reasons. This includes, but is not limited to hot plates.	3 points; Restitution for damage
3.n	Safety Procedures — failing to follow emergency or safety procedures is prohibited. This includes, but is not limited to failing to leave the residence during a fire alarm and entering an area that is restricted.	3 points; \$100 fine
3.o	Use of Residence to Support Illegal Activities — Using the residence to support or assist with illegal activities is strictly forbidden. This may include, but is not limited to: storing stolen property or hosting discriminatory websites.	3 points
3.p	Open Flames — Open flames are not permitted in residence and this includes, but is not limited to attended or unattended lit candles, lamps requiring a combustible fuel, and incense. Residents requiring one of these items for religious purposes need to contact Housing & Residence Life, in writing, at least seven days prior to their intended use. One exception to this standard is using birthday candles, but they must be monitored at all times, with the appropriate safety equipment nearby. Consequences resulting from this exception is still the responsibility of the organizers.	3 points; Restitution for damage or emergency personnel

3.q	Throwing Material — Throwing, dropping, or ejecting material from residence buildings, windows, rooftops, or down stairwells is prohibited. Throwing material at the residence building is also prohibited. Removal of a window screen will result in a \$50 fine.	3 points
3.r	Raids or Inappropriate or Destructive Pranks — Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. These raids or pranks include, but are not limited to water fights, “leaners”, dismantling, removing, and/or relocating residence/personal property and “pennying” someone into a room.	3 points; \$50 fine; Restitution for damage
3.s	Inappropriate/Illegal Entry — Entering another resident’s room/suite or disturbing another resident’s property without the permission of the resident is not permitted. Students must have written permission to enter another’s room and may do so only with authorized use of the prescribed key; manipulating the lock, door, or window is strictly prohibited. Removal of a window screen will result in a \$50 fine.	3 points
3.t	Vandalism — Vandalism is defined as the willful or malicious destruction or defacement of public or private property. Any vandalism directed toward another individual or group of individuals may also constitute harassment.	3 points; Restitution for damages
3.u	Violence — Violence or physical aggression in residence will not be tolerated. Physical aggression is defined as any violent or physically aggressive behaviour. These behaviours include, but are not limited to hitting, punching, slapping, kicking, pushing, pulling and fighting.	3 points
3.v*	Harassment — Every individual has the right to an environment characterized by mutual respect. Every individual has the responsibility to treat all members of the College community with respect and without harassment. Harassment is defined as any attention or conduct (oral, written, graphic, or physical) by an individual or group who knows, or ought reasonably to know, that such attention or conduct is unwelcome/unwanted, offensive or intimidating.	3 points
3.w*	Discrimination — Every individual has the right to an environment characterized by equal opportunity and equitable access to College goods and services. Every individual has the responsibility to treat all members of the College community without discrimination. Discrimination is defined as any conduct that results in adverse treatment of an individual or group on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, disability, age, marital status, record of offences, or receipt of public assistance.	3 points

3.x *	Disruption — Every individual has the right to an environment that, while safeguarding dissent, is free from interference and disruption. Students should not intimidate, interfere with, threaten or otherwise obstruct any activity organized by the College, including classes, or to hinder, other members of the College community from being able to carry out their legitimate activities, including their ability to speak or associate with others.	3 points
3.y	Jumping in Elevator—Jumping or rough housing in an elevator which causes the elevator over speed switch to trip is prohibited.	3 points; Restitution for damages; \$150 fine
3.z	Smoking — All areas in residence are non-smoking. Smoking in areas where second hand smoke is affecting the community is also prohibited. Such areas may include but are not limited to doorways near windows or air intake vents. College policy indicates that anyone smoking near the residence must stay outside of the yellow line that is painted in front of the residence.	3 Points; \$250 Fine
<p>* Note: Harassment, discrimination or disruption may also occur online. ‘Online’ includes, but is not limited to, e-mail, chatting services, networking sites, blogs, & screen names. Incidents may occur online that break residence community standards and/or incidents may occur that break residence community standards and then are reported online. If these incidents are brought to the attention of residence staff, they will be dealt with in the same manner as listed above.</p>		

INCIDENT DECISION PROCESS



Typical Consequences for Points Gained

Points Accumulated	Consequences
1	Letter of Warning
2	Letter of Warning
3	Letter of Warning, Educational Sanctions **The consequence of any 3 pt. offense can be suspension or eviction
4	On Notice
5	On Probation
6	Suspension or Eviction

Additional sanctions or consequences, aside from those listed above may be given to the resident at the sole discretion of the College. These include, but are not limited to, educational sanctions, alcohol behavioural contracts, counselling etc.

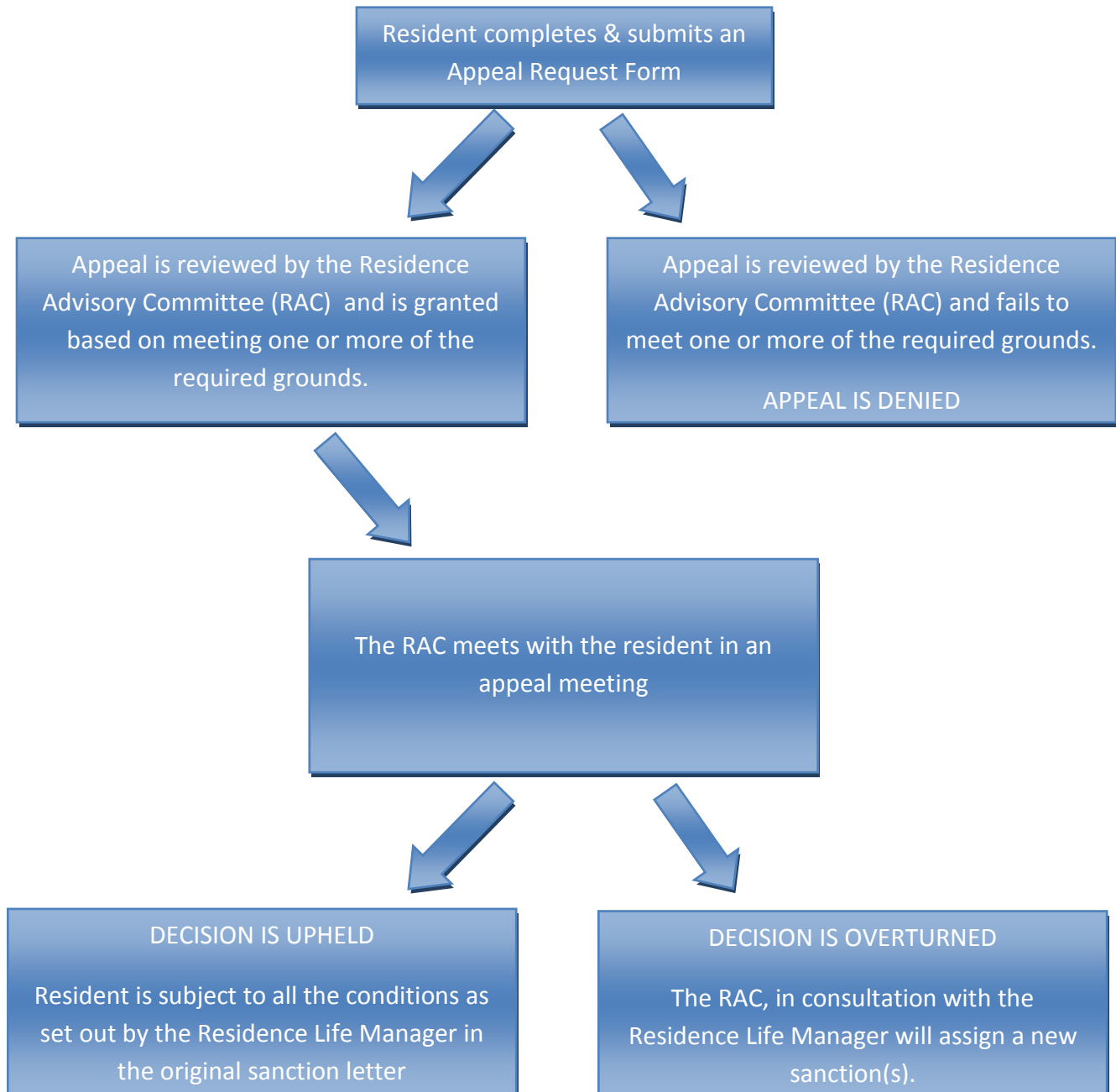
The points given to a resident after an incident remain in place for one calendar year. In other words, if a resident is given 1 point on September 20, 2011 and 2 more points on October 31, 2011, then on September 20, 2012 that resident only has 2 points remaining on their record.

A Resident has the right to have an advisor prior to and present at a meeting; however, the advisor is not allowed to represent or speak on behalf of the student. A language interpreter will be allowed to participate at the request of the resident or Housing & Residence Life staff.

Complying with Sanctions

Failure to comply with a Residence Community Standards Sanction may lead to the doubling of sanction points. For example, if you received a 2 point sanction for smoking in the residence, part of the sanction may be to clean the cigarette butts up from in front of the residence. If you failed to complete the sanction by the date specified your points would be doubled to 4 points. You would then receive notification that you had received an additional 2 points for failure to comply with a sanction and a new sanction would be imposed.

APPEAL PROCESS (not including eviction)



All appeals are final. Residents cannot appeal an appeal decision

Appeal Process (Not Including Eviction)

The resident has the option to appeal a decision by using the following guidelines.

1. The resident must abide by the original sanction while the appeal is being heard.
2. A resident has 72 hours from the time they receive written documentation from the RLM to submit an appeal form, to the Residence Advisory Committee. A resident may appeal on the following grounds:
 - a. Bias and/or unfair treatment – any procedural error, improper investigation, discrimination, etc.
 - b. The sanction does not suit the infraction/behaviour – *Note: A resident's prior discipline record is considered when sanctions are issued. Sanctions are progressive as offences occur. Sanctions specifically outlined in the Residence Community Standards cannot be appealed as being unsuitable.*
 - c. New information has come to light rendering the original decision unreasonable in light of the evidence presented – new witness, something not known when the original decision was made.

* Please note that a student can only appeal a decision once. It is also important to note that an appeal may result in two different outcomes:

1. The original decision is upheld.
2. The original decision is overturned, in which case the General Manager of Housing, Residence Life & Conference Services will issue a new sanction.

It is important to note this sanction cannot be appealed. The Residence Advisory Committee will hear all appeals regarding the Residence Life Manager's decision. The General Manager of Housing, Residence Life & Conference Services has the final decision making authority on all matters relating to residence.

All sanctions levied by Housing & Residence Life are considered to be in effect at the time a resident is informed, whether it is verbal or written. Written documentation will follow any decision to levy a sanction.

Eviction Process

The eviction process is initiated by the Residence Life Manager upon making a decision which results in a resident having either committed a 3-point offense or after having accumulated 6+ points.

Responsibilities of Housing & Residence Life

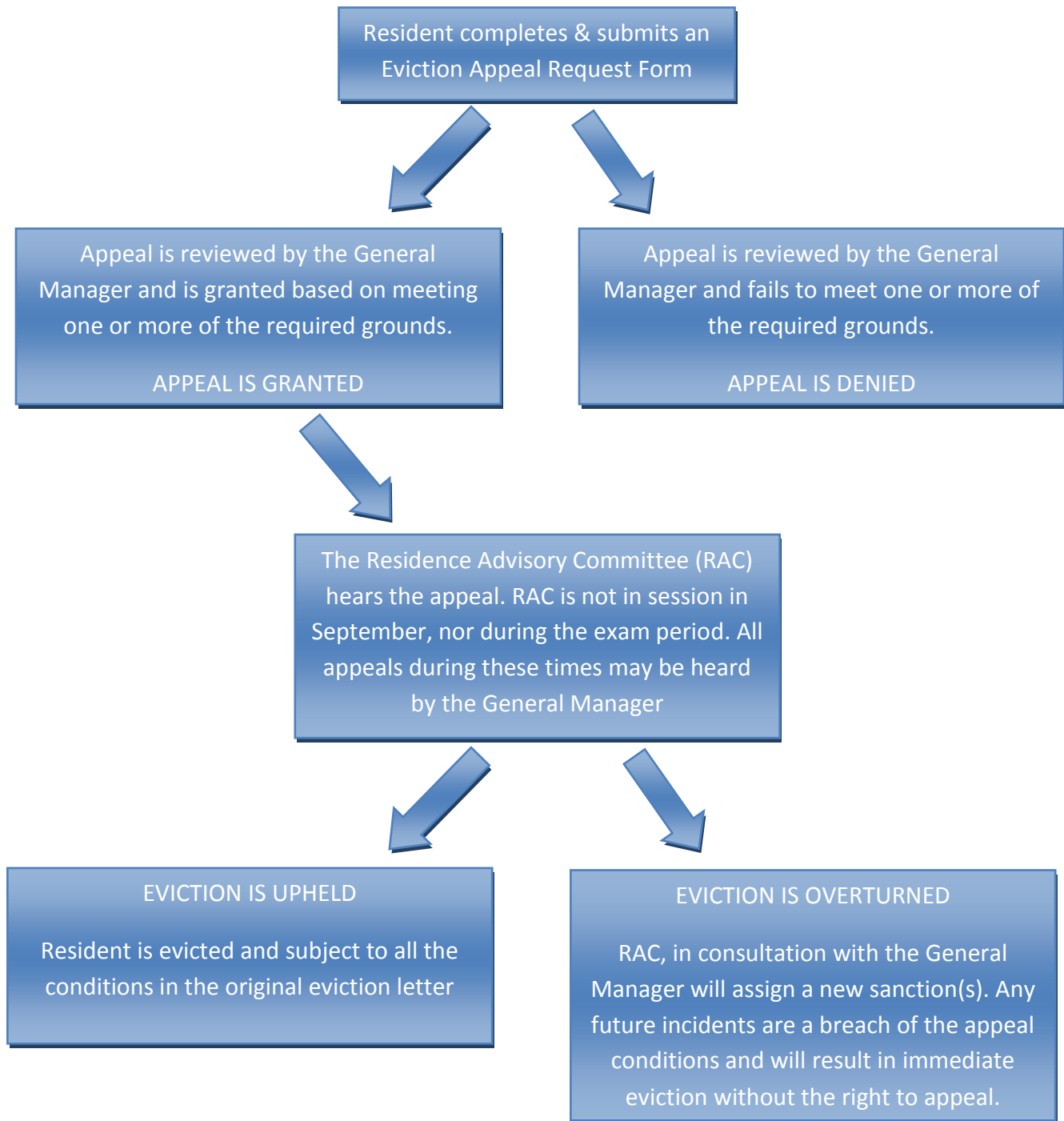
- Inform resident of eviction in writing. The letter will outline the events which lead to eviction and delineate a timeline indicating when the student is required to leave residence and when s/he may return to pack the remainder of their belongings.
- The resident will be provided with information about the appeal process and relevant deadlines.
- The resident is encouraged to meet with a counselor in the Career & Student Success department.
- The student remains responsible for his/her residence fees until such time comes that the student is eligible for a refund as outlined in the residence contract.

- If the resident does not have alternate accommodations, the department will be responsible for booking one night in a local hotel. Resident will be refunded after a receipt is provided.

Responsibilities of the Resident

- Resident must complete and submit a residence appeal form to indicate whether or not they plan on appealing the eviction. This is required in order to begin the appeal process or the process of refunding the balance of their residence fees, if applicable. If the residence appeal form is not submitted within 72 hours it will be deemed that the resident is not appealing the eviction.
- Resident must check-out of residence by following the residence check-out procedures.
- Resident must abide by the timelines and consequences outlined in the eviction letter (ex. Visiting privileges, when the student may return to pack belongings)
- Within 24 hours the resident must submit receipts for re-imbusement for one night at a local hotel (re-imbusement is limited to the cost of the room only; meals, phone charges, and transportation are the responsibility of the individual resident)

EVICTIION APPEAL PROCESS



All appeals are final. Residents cannot appeal an appeal decision

Eviction Appeal Process

General Information

It is important to note that the resident may not appeal the sanctions or consequences for every prior incident at the time of the eviction appeal. The student will have had the opportunity to appeal the process outlined under 'Appeal Process'. Eviction is the consequence for the accumulation of 6+ points; or any single 3 point offence which is deemed to be extremely serious in nature.

The resident has the option to appeal a decision by using the following guidelines.

Responsibilities of the Resident

- The resident must abide by the original sanction while the appeal is being heard, even if he or she has to move out of the residence.
- Any costs associated with an appeal are the responsibility of the resident (ex. paying for alternative accommodations).
- The resident is encouraged to meet with a Counselor from Career & Student Success in order to ensure they understand the eviction and appeal process.
- The resident has 72 hours from the time they receive written documentation to complete and submit an eviction appeal form to the General Manager of Housing, Residence Life & Conference Services. A resident may appeal their eviction on the following grounds:
 - Bias and/or unfair treatment – any procedural error, improper investigation, discrimination, etc.
 - The sanction does not suit the infraction/behaviour – *Note: A resident's prior discipline record is considered when sanctions are issued. Sanctions are progressive as offences occur. Sanctions specifically outlined in the Residence Community Standards cannot be appealed as being unsuitable.*
 - New information has come to light rendering the original decision unreasonable in light of the evidence presented – new witness, something not known when the original decision was made.

The resident is required to provide a copy of their academic schedule with their appeal letter in order to facilitate a meeting time that will not interfere with their academic schedule.

All sanctions levied by Housing & Residence Life are considered to be in effect at the time a resident is informed, whether it is verbal or written. Written documentation will follow any decision to levy a sanction.

Responsibilities of the General Manager

- Appeals concerning evictions will be heard by the committee chaired by the General Manager. The General Manager does not have a vote in the appeal hearing and his/her role is simply to chair the procedure and answer any procedural questions.
- The General Manager will call together and Chair an Appeal Committee. The Appeal Committee will be comprised of 3 members of the Residence Advisory Committee. The members chosen for

an eviction appeal hearing must not live on the same floor as the resident who is appealing his/her eviction.

- The General Manager will inform the resident of the Committee's decision in writing within 24 hours of the meeting.

Eviction Appeal Committee Process

- Present at the Eviction Appeal hearing will be the Eviction Appeal Committee, the General Manager, the Residence Life Manager and the resident.
- The General Manager will Chair the proceedings and outline the following process to all present.
- The Residence Life Manager will have the opportunity to present to the Committee the resident's behaviour history and why eviction was pursued. The Committee will ask any questions of the RLM.
- The resident will have the opportunity to explain why they are appealing the eviction and present their appeal letter. The Committee will ask any questions of the resident.
- The RLM and the resident will have the opportunity to respond to what was said by the opposing party.
- The Committee will have the opportunity to ask any further questions to both parties.
- The RLM and the resident will leave the meeting and the Committee will come to a decision. It is also important to note that an appeal may result in two different outcomes:
 - The original decision is upheld
 - The original decision is overturned, in which case the General Manager, in consultation with the Appeal Committee will issue a new sanction. It is important to note this sanction cannot be appealed.

The General Manager will inform the RLM and the resident of the decision in writing.

* Please note:

- A student can only appeal a decision once.
- If the eviction is overturned and new sanctions are imposed, if the resident fails to adhere to those sanctions, the resident will have violated the sanctions and the original sanction of eviction will be reinstated. In violating the new sanctions, the resident will have forfeited his/her right to appeal.

Definitions

Acceptable Noise - Noise that should be expected in a student living environment during appropriate times of the day as a result of reasonable living activities

Behavioural Contract - (Sanction) A set of behavioural expectations and limitations, written in the form of a contract, that is determined between Housing & Residence Life and the resident(s). With his or her signature, the resident agrees to the terms of the behavioural contract and is aware that any breach of this contract constitutes an offence that will result in further consequences.

Collective Billing - Unclaimed damage or vandalism costs to the common areas of the residence may be sent to every resident or a specific section within the residence as an additional charge to recoup the

costs of repair and administration. Example. A broken lounge window that occurs on the 3rd Floor. The entire 3rd floor could receive a bill for this damage. Collective billing can also occur for the whole building for (including but not limited to) common area damages, fire alarm fines etc.

Community/Educational Sanctions - (Sanction) These sanctions include but are not limited to: community restitution, community service, creating an educational program for the community and/or reflection paper describing what the student has learned from an incident or series of incidents.

On Probation - (Sanction) Resident must meet with the Residence Life Manager and with a Counselor in Career & Student Success. Resident will be prohibited to re-apply to residence or run for a Residence Students' Council position for 2 subsequent academic years at the conclusion of their current term in residence. The student will also be prohibited from visiting the residence for one subsequent year at the conclusion of their current term in residence. A student WILL, at the College's sole discretion, have restrictions placed on him/her that may include, but not be limited to the following: not being able to consume or be under the influence of alcohol while in residence or loss of guest privileges. Association with ANY other unacceptable behaviour will lead to eviction from residence.

Posting From Residences - (Sanction) People may be posted, or barred, from residence(s) and not allowed to return to the specific building(s). If the posted individual is found in the building then the Police may be called and the person may be charged under the Trespass to Property Act.

Suspension from Residence - (Sanction) When warranted, or as an alternative sanction to eviction, a resident may be required to vacate residence for a specified period of time. During this time the student will not be permitted to stay in any residence on campus. Any costs associated with the suspension are the responsibility of the resident (ex. Paying for alternative accommodations).

Unacceptable Behaviour - Any behaviour that is described in the One Point, Two Point or Three Point Offences in the Residence Community Standards or any behaviour that breaches Federal, Provincial or Municipal law or Georgian College policy.

Unacceptable Noise - Creating noise that can be heard outside of a room or lounge or through a closed door is not permitted, aside from noise created from reasonable living activities. This may include, but not be limited to the following: bouncing or throwing a ball repeatedly, stereo/computer / television noise or noise generated from a gathering of people. This definition is primarily in effect during Quiet hours.

Verbal Warning - Verbal warnings are used by the Residence Advisor to indicate to the student what policy was violated, and what the consequences are if the behaviour is repeated. It is imperative that students understand that the warnings are occasionally given by the Resident Advisors as a courtesy, most often for incidents involving noise, and are in no way mandatory. A first occasion of inappropriate behaviour will normally result in documentation being issued.

Eviction - (Sanction) Student loses ability to live in the residence. The student will also be prohibited from visiting the residence for three subsequent years at the conclusion of their current term in residence. Housing & Residence Life will outline the terms of eviction, in writing, at the time the eviction notice is given to the student.

Excessive Noise - Intentionally or unintentionally creating noise that disrupts several members of the residence, college or surrounding community is not permitted. This may include, but not be limited to the following: banging/knocking on multiple doors in a consecutive manner, directing stereo noise outside of a suite through windows or into the hallway or yelling/screaming inside or near the building.

Incident Report - A documentation tool used to track behaviour that may be unacceptable, in breach of the Residence Contract or Residence Community Standards. The primary purpose of the Incident Report is to ensure that residents are informed of their behaviour if it was questionable in nature. Residents are required to sign an Incident Report so that all of the parties involved have equal access to the information that has been written about an incident. Depending on the nature of the behaviour, and past history, sanctions may be placed on an individual because of this documented behaviour. Please note that every student has the right to express his or her view in writing to the Residence Life Manager, within 48 hours of receiving the Incident Report.

Letter of Warning - (Sanction) Outlines a resident's involvement in the past incident(s) and highlights potential consequences for further unacceptable behaviour.

Normal Range of Sanction - A listing of the sanctions or consequences that typically follow a resident who has behaved unacceptably, breached the Residence Contract or Residence Community Standards. It should be noted that other sanctions might be placed on an individual, at the discretion of the College, which are not listed in the One Point, Two Point or Three Point charts in the Residence Community Standards document.

On Notice - (Sanction) Resident must meet with the Residence Life Manager and with a Counselor in Career & Student Success at the discretion of the RLM. Resident will be prohibited to re-apply to residence or run for a Residence Students' Council position for one subsequent academic year at the conclusion of their current term in residence. A student may, at the discretion of Housing & Residence Life, have restrictions placed on them that may include, but not be limited to the following: not being able to consume or be under the influence of alcohol while in residence or loss of guest privileges. Association with any other two or three point offence will lead to eviction from residence.