

**Huron University College  
Residence Discipline Code**

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## **Residences**

Burnlea Hall \* Brough House \* Hellmuth \* O'Neil Ridley \* Southwest \* Henderson

### **PART 1: INTRODUCTION TO RESIDENCE LIFE**

The Residence Life Staff and Student Services at Huron are thrilled that you have decided to spend this year in our residences. We are committed to the educational mission of the University and we strive to foster an atmosphere which is conducive to your personal, social, and academic development. The Residence Life Staff (we call them Dons) who live with you will provide support services and help you with your transition to university and residence living.

#### **1. Our Mission**

The mission of the Huron Residence Life Program is to provide opportunities for students to realize their intellectual and personal potential in a supportive, safe, and secure environment for all members of the Huron community. This learning community will complement the strategic plan of Huron, cultivate an appreciation of diversity, and foster an environment of mutual respect and cooperation.

#### **2. Our Vision**

Every effort of the Residence Life Program will strive to enhance the overall educational and living experiences of our residents.

#### **3. Our Objectives**

- To ensure residents accept responsibility for themselves as individuals and as members of the residence community through the policies outlined in this Residence Discipline Code and all other relevant Huron policies;
- To provide and support well-trained Residence Life Staff to assist residents as they pursue successful experiences at Huron;
- To encourage and expect an environment of mutual respect that promotes personal, social and academic development;
- To encourage campus involvement and active learning within a diverse community;
- To help students develop a sense of belonging in their residence community by supporting and promoting opportunities for involvement, leadership, and diversity; and
- To offer residents programs and opportunities to engage in social and intellectual interactions.

#### **4. Purpose of Residence Living**

As a residential post-secondary institution, Huron offers students unique opportunities to grow, learn, expand their awareness and understanding of others, create friendships that last a lifetime, and develop their own potential.

The residence experience at Huron is unique because the living environment for all 6 of our residences is closely connected to the academic environment. In assigning students to residences and floors, Huron aims to build communities and encourage friendship and relationship-building. Programming designed and implemented by Dons will be tailored to the specific interests and needs of each floor. The goal of the Residence Life Program is to provide opportunities for students to realize their intellectual and personal potential in an environment that promotes safety, respect, acceptance, and appreciation of diversity.

Huron expects that all individuals who choose to live in residence read and abide by the Residence Discipline Code and take full and complete responsibility for their actions within our residence community and at Huron generally. Becoming familiar with the goals, vision, and expectations for behavior will help ensure that everyone participates in creating and can benefit from a safe and functional environment.

Huron is committed to equity, diversity, and inclusion, and to protecting the rights of residents as set out in the Human Rights Code, R.S.O. 1990, c. H.19. Specifically, Huron takes seriously its obligation to provide accommodation to students that is free from discrimination.

## **5. Who's Who — Residence Life Staff at Huron**

There are approximately 25 members of the Residence Life Staff who live in the residence with the students, supporting and guiding them, providing programming, organizing events, and ensuring they are available to answer any questions or provide assistance in any way. They are trained to maintain an environment conducive to sleep, study, and the overall well-being of the residents. They are also expected to enforce and maintain the residence regulations and guidelines as outlined in the Residence Discipline Code.

### **Residence Life Coordinator**

Along with the Residence Managers, the Residence Life Coordinator assists with the day to day management of our Residence Life Program. This person supports and mentors the Dons throughout the year. They are a member of the Residence Discipline Committee to review all incident reports outlining any behavioural or disciplinary issues. They are full-time employees of the University and a resource available to students at any time. They report directly to the Residence Managers.

### **Dons**

Dons are upper-year students who live in residence to serve in a leadership role on their floor and/or in their house. They are responsible for: floor programming and event planning; being available to residents as a resource for support and guidance; ensuring residents' behavior is managed within this Discipline Code and responding accordingly when it is not (in accordance with the discipline procedures set out herein); and acting as role models for residents. At Huron, we expect our Dons to get to know the residents well; we rely on them to ensure residents feel safe, comfortable, and supported, and can provide direction or information if or when students need additional support.

There is one (1) Don assigned to each community. There is 4 Residence Education Dons who work with the Residence Life Coordinators in implementing the Residence Life Program.

### **Residence Managers**

The day-to-day management of our Residence Life Program is handled by our Residence Managers. These individuals hire, train, support, and mentor the Dons and the Residence Life Coordinator throughout the year. They follow-up on all incident reports outlining any behavioural or disciplinary issues. They are full-time employees of the University and a resource available to students at any time. They report directly to the Dean of Students.

### **Security Desk**

The security desk is covered 24 hours per day, seven days per week. There is always someone available to assist the residents with security concerns, access to rooms, or answering questions. The info desk can be contacted by calling 519-438-7224 x. 555.

## **PART 2: RESIDENCE DISCIPLINE CODE**

### **1. Introduction**

The Residence Discipline Code is a comprehensive guide about standards of acceptable and unacceptable behavior, the procedures to be followed if residents or their guests behave or are alleged to behave in an unacceptable manner, and the sanctions for unacceptable behavior.

There are two fundamental underlying principles to the Residence Discipline Code:

- i. Every individual is equal in dignity and worth and should be provided with equal rights and opportunities free from discrimination or harassment; and
- ii. Each student living in residence should be guaranteed the right to peaceful use of her/his/their living space and common areas.

Every reasonable effort will be made to ensure that these principles are adhered to and that residence is a safe and comfortable place for all residents.

The primary objectives of the Residence Discipline Code are:

- i. To foster self-discipline and accountability in students by helping them realize the consequences of their actions, and to understand how they can make better choices in the future;
- ii. To encourage students to resolve their community living issues in a mature fashion and in a way which enhances the residence experience;
- iii. To promote behaviour among residents and their guests that creates an effective study and learning environment; and
- iv. To support the physical safety and emotional well-being of the residents, and protect property belonging to Huron and to residents.

The Residence Discipline Code applies to all residents, and also holds residents responsible for the behaviours of their guests. It is intended to make residence students aware of their rights

and responsibilities so that they make informed decisions about their own behaviour and that of their peers. It is further intended to provide guidance and support for Student Leaders and Residence Life Staff (RLS) in their administrative decision-making regarding events and the resolution of discipline problems.

It is important to note that since residents are also students of Huron, they are also governed by all other applicable Huron policies. The application of the Residence Discipline Code is not mutually exclusive with the application of other policies and procedures and any sanctions imposed therein, including but not limited to the Harassment and Discrimination Policy, the Gender-Based Sexual Violence Policy, and the Student Code of Conduct.

## **2. Responsibilities**

Dons, under the direction of the Residence Management Team, are responsible for ensuring the behavior of students aligns with the expectations laid out in the Residence Discipline Code with a focus on ensuring the safety of all residents and with the goal of building community and a sense of belonging.

Residents are responsible for observing the terms and conditions of the Residence Discipline Code, the Residence Handbook, the Harassment and Discrimination Policy, the Gender-Based Sexual Violence Policy, the Student Code of Conduct, the Residence Contract, and all other Huron policies, as they may be amended from time to time. Residents are responsible for being aware of and behaving in a manner consistent with these policies as well as all relevant municipal, provincial, and federal laws. No resident is exempt from the terms and conditions herein.

## **3. Offences**

An Offence within the Residence Discipline Code refers to a violation of or failure to meet the rules and expectations of residents in a Huron residence, as set out herein and in the Residence Contract, Residence Handbook, and other Huron policies. Ignorance of the rules and expectations does not excuse or minimize an Offence; nor does intoxication.

A list of expectations and associated Offences is particularized in Appendix “A”, grouped by category and listed alphabetically. This information is contained in an Appendix for convenience only and is incorporated by reference into the Residence Discipline Code.

Offences are classified based on three levels of increasing severity, as follows:

**Level 1 (up to 3 points):** Actions that may interfere with the rights of another individual or community to a peaceful environment and use of space in a safe and healthy way.

**Level 2 (up to 6 points):** Actions that create a significant disturbance to other residents.

**Level 3 (7 or more points):** Actions that endanger the safety and security of individuals or the community; compromise or damage the property of Huron University College; and/or attack the dignity/integrity of an individual or community.

## 4. Disciplinary Action

### General Principles

Huron's approach to disciplinary action under the Residence Discipline Code is grounded in consideration of the following non-comprehensive list of factors:

- The nature and severity of the misconduct, including as defined by the "Level" of offence;
- The resident's previous record of behavior;
- The prospect of rehabilitation;
- The need for deterrence on the individual and systemic levels;
- The need for financial restitution, specifically in the case of damage to the Residence or property of other residents; and
- The impact or potential impact on other residents or members of the Huron community.

### Sanctions

Sanctions are the consequences or disciplinary actions for behavior that violates the Residence Discipline Code, and/or other Huron codes and policies. Each type and level of offence under the Residence Discipline Code is associated with a specified number of "points". All offences are associated with points ranging from 1 to 9. However, for a first-time offence that is minor in nature, Residence Life Staff may choose to provide a verbal warning to the resident rather than assigning points and an associated sanction. The assignment of points or imposition of sanctions is wholly within the discretion of Residence Life Staff.

The points system is a progressive discipline model. Points will remain on the resident's record until they have moved out of the residence. As the number of points a student accumulates increases, the severity of the sanctions **may** increase.

Students will be informed in writing of the sanction imposed, including any fine to be paid and the deadline for payment.

Sanctions pursuant to the Residence Discipline Code may be imposed in addition to any disciplinary processes initiated or measures imposed pursuant to other Huron policies and procedures, including for example the Student Code of Conduct and the Gender-Based Sexual Violence Policy. If a student commits an offence within the meaning of the Residence Discipline Code, Huron retains discretion whether to pursue the matter under the Residence Discipline Code and/or other applicable Huron policies and procedures, as appropriate. If the decision is made to use a Code or Policy that supersedes the Residence Discipline Code, based upon the nature of the offence, the procedures, sanctions and outcomes outlined in the relevant Code will be followed accordingly.

**No points/verbal warning:** first time offence that is minor in nature, if in the Residence Life Staff's discretion this is appropriate.

**Sanctions – up to 3 Points**

- Community Service — tasks or roles assigned as sanction, which contribute positively to the reputation, welfare, or condition of the Residence or surrounding community
- Letter of Warning — written notification from the Residence Manager to the Resident(s) that his/her/their behaviour is not acceptable and continuation or repetition of the behaviour may result in a more serious sanction and/or applicable fine
- Confiscation — removal of item(s) from the possession of the Resident that violate the Residence Discipline Code
- Education — tasks designed to promote learning and remediation
- Loss of Privileges — restrictions on certain privileges for the Resident
- Restitution — payment for damage or loss experienced by Huron, Residence, Residents, Guests or other
- Fines – Resident is directed to pay a monetary penalty per the outcome of the Residence Discipline Committee decision. A list of Fines is contained in Appendix “B” and incorporated herein by reference.

**Sanctions – up to 6 Points**

- Could include any sanctions listed above (up to 3 points), plus:
- Fines – Resident is directed to pay a monetary penalty per the outcome of the Residence Discipline Committee decision. A list of Fines is contained in Appendix “B” and incorporated herein by reference.
- Communication Ban — limitation on the privileges of a Resident to communicate with another Resident or staff member
- Transfer/Relocation — reassignment of accommodation within the Residence(s)
- Trespass Notice — a sanction given to an individual who is denied the privilege to enter a Residence or prohibited from a specific location within the Residence. The individual is also prohibited from attending any Residence events which occur outside the building. A copy of the trespass letter is filed with Campus Police. The individual found or seen violating the trespass notice at any time will be reported to Campus Police and may be subject to further sanctions under the Residence Discipline Code or Huron policies.
- Denial of Readmission to Residence — Resident will not be permitted to re-apply to live in the Residence in future school years, **if** they are eligible for consideration to live in residence as an upper year student.

**Sanctions – 7 or more points**

- Could include any sanctions listed above (up to 6 points), plus:
- Fines – Resident is directed to pay a monetary penalty per the outcome of the Residence Discipline Committee decision. A list of Fines is contained in Appendix “B” and incorporated herein by reference.

- Suspension — Resident is temporarily banned from the Residences for a defined period of time, after which they may be eligible to return. Conditions for readmission will be specified. If a Resident violates the suspension, they will be charged under the *Trespass to Property Act*.
- Recommendation for charges of non-academic Suspension or Expulsion — a sanction where Residence Life Staff make a formal recommendation to Huron's Administration to investigate and/or charge the Resident with non-academic violation of specific Huron codes or policies which may result in non-academic suspension or expulsion
- Eviction — termination of the Resident Contract and removal from the Residence building. A Trespass Notice is given barring the Resident from entering any and all Residences. The Resident will receive a letter from the Residence Manager outlining the reasons for Eviction and any terms and conditions related to removal from the Residence.

### **Probation**

Once a student has accumulated 7 or more points, they will be considered “on probation” and provided written notice of same. A student on probation may be subject to a behavioural contract, which is a signed agreement between the Resident and the Residence Manager stipulating that the Resident will comply with established conditions of conduct and to refrain from specified conduct. A student on probation is given written notice that any further offence may result in eviction.

## **5. Disciplinary Procedures**

Huron's application of the Residence Discipline Code is informed by the principles of natural justice and procedural fairness when considering investigation, violations, or sanctions. These principles are balanced alongside Huron's duty to ensure its policies and procedures are maintained for the health and safety of all community members and its discretion in the fair and timely administration of those policies. The following key principles govern Huron's disciplinary process under the Residence Discipline Code:

- The Resident has the right to be informed of the allegation(s) of the offence(s).
- The Resident is entitled to an opportunity to respond to the allegation(s) of the offence(s) prior to a sanction being imposed.
- Huron reserves the right to review and receive together responding submissions from a Resident regarding multiple allegations, complaints, or incidents where reasonable, provided the Resident has been informed of each being considered.
- The Resident is entitled to be advised in writing of the decision about the alleged offence(s) and the sanction(s) imposed, if any. The decision should be made within a reasonable time.
- Huron reserves the right, as set out in the Residence Contract and Residence Handbook, to enter and inspect any residence unit or accommodation within residence property: (i) where there is a reasonable safety risk that requires entry; (ii) where there



is reason to believe a violation of the Residence Discipline Code has, is, or may take place in the room; or (iii) for planning or performance of maintenance.

- Huron reserves the right to use and reply upon any evidence or information obtained during an entry or inspection into any residence unit or accommodation when considering disciplinary proceedings.

### **Standard of Proof**

The information necessary to prove that an offence has occurred is referred to as the standard of proof. The Residence Discipline Code is based on a model of balance of probabilities. The standard of proof has been met if, based on the information available, it is more likely than not that the alleged offence(s) occurred.

### **Incident Reporting & Discipline Process**

- 1. Incident Report:** A written Incident Report will be prepared by a member of the Residence Life Team and provided to the student. The Incident Report will identify the offence(s) (including the level) and may include appendices such as emails, photographs, security, fire, or police reports.
- 2.** The Discipline Committee will convene to consider the Incident Report.
  - 2.1.** For Level 1 and Level 2 offences for a student not on probation, the Discipline Committee shall consist of the Residence Manager, Student Development and Residence Life Coordinators.
  - 2.2.** For Level 3 offences, any offence where the resident is on probation, or any offence where the resident may accumulate 7 or more total points based on the finding for the incident(s) in question, the Discipline Committee shall consist of the Residence Manager Student Development, the Residence Life Coordinators, and the Director, Community Safety. Depending on the nature of the incident, Huron retains the right to appoint other officers of Huron to the Discipline Committee dealing with Level 3 offences.
- 3.** For Level 1 and Level 2 offences for a student not on probation, the Discipline Committee may choose to issue sanctions **with or without** a formal meeting (Review Meeting), which may include any and all students involved in the incident, either named in the Incident Report or known to the Discipline Committee but not named. Residents will be given reasonable notice of the time and place of any Review Meeting and are permitted to bring a support person to the Review Meeting.
- 4.** In the event the Discipline Committee elects to proceed **without** a Review Meeting, the resident will be notified in writing of the sanction being proposed and will be given an opportunity to respond in writing before the Discipline Committee's final decision is made. If no reply is received within 3 business days, the Discipline Committee will proceed accordingly.

5. For Level 3 offences, any offences where the resident is already on probation, or any offences where the resident may accumulate 7 or more total points based on the findings for the incident(s) in question, the Resident will be entitled to request a Review Meeting in addition to providing a response in writing. If the Resident does not request a Review Meeting, the Discipline Committee may choose to issue sanctions with or without a Review Meeting. Residents will be given reasonable notice of the time and place of any Review Meeting and are permitted to bring a support person to the Review Meeting.
6. **Proceeding Under an Alternate Huron Policy:** Depending on the nature and severity of the incident, the Dean of Students may elect to initiate an investigation under the Student Code of Conduct, the Gender-Based Sexual Violence Policy, or the Sexual Harassment and Discrimination Policy; in that case, the process and sanctions will follow those outlined in the policy under which the incident is investigated.
7. **Outcomes Related to Review by Discipline Committee**
  - 7.1. If the resident fails to attend the Review Meeting or provide any written response, the Discipline Committee may choose to proceed in their absence.
  - 7.2. The Resident will be notified of any final decision in a Decision Letter summarizing the finding(s), sanction(s), and probationary status (if applicable) within a reasonable time following the decision.

## 6. Appeal Process

1. Discipline Committee decisions may be appealed by the resident within two (2) business days of receipt of the Decision Letter. The Decision Letter will set out the resident's right to appeal and the time limit for doing so. The resident will be deemed to have received the Decision Letter upon delivery to the resident's Western e-mail account, residence room, or residence mailbox.
2. Simply disagreeing with, or not liking, the disciplinary action is not grounds for an appeal. The grounds for appeal shall be limited to the following:
  - i. New information has become available since the decision was rendered;
  - ii. The resident can demonstrate that there are reasonable grounds to believe there was a procedural irregularity that contravenes the principles or procedures outlined in the Residence Discipline Code, or if there is evidence of bias; or
  - iii. The resident can demonstrate that the decision was unreasonable or disproportionate.
3. A resident wishing to appeal the decision of the Discipline Committee must submit an appeal application. An appeal application must include the following information:
  - i. A copy of the Incident Report(s);

- ii. A copy of the Decision Letter;
  - iii. A written statement of the grounds for appeal together with all relevant supporting information; and
  - iv. A description of the relief or resolution requested.
- 4. Sanctions imposed by the Discipline Committee remain in effect during the appeal process. In the case of an eviction, the resident must vacate the Residence and find alternate accommodations, but need not remove all of their personal possessions until the appeal process is complete.
- 5. Appeal applications pertaining to a decision involving a Level 1, Level 2, or Level 3 offence, or where the sanction was an eviction, shall be e-mailed directly to the Dean of Students
- 6. The Dean of Students or their designate, will review the appeal application and determine whether the application meets the requirements set out in section 3 above and has been brought in the time set out in section 1 above.
  - 6.1. If the Dean of Students determines that the appeal does not meet the requirements, the Discipline Committee decision stands and the process ends. The resident shall be notified in writing. There shall be no appeal from a decision of the Dean of Students on a review of an appeal application.
  - 6.2. If the Dean of Students determines that the application meets the requirements, it shall be forwarded to the Residence Appeals Committee and the resident shall be notified in writing.
- 7. The Residence Appeals Committee shall consist of the Manager Student Engagement, the Registrar (Chair), and the Residence Manager, Operations. In the event that any one of these individuals cannot participate in a given appeal review, the Dean of Students shall appoint a designated replacement member for the Residence Appeals Committee for that review. A designated replacement must be a full-time staff member.
- 8. The Residence Appeals Committee will convene to review an appeal application within a reasonable time. This shall be a paper review of the existing record only, except that in the case of an eviction, the Residence Appeals Committee may, in its sole discretion, invite further submissions.
- 9. Following its review, the Residence Appeals Committee will take one (1) of the following actions:
  - i. Dismiss the appeal as having insufficient grounds;
  - ii. Consider the appeal and nevertheless uphold the original findings and sanctions imposed;
  - iii. Consider the appeal and uphold the original findings but not the sanctions imposed, choosing to impose alternative sanctions, which may be more or less severe than the original sanctions imposed;

- iv.** Consider the appeal and overturn both the original findings and the original sanctions imposed.

**10.** The Residence Appeals Committee must achieve unanimity in all decisions. The Chair of the Residence Appeals Committee will notify the Dean of Students of its decision, in writing, within two (2) business days of its decision and the Dean of Students shall notify the resident forthwith.

**11.** Decisions of the Residence Appeals Committee are binding and final.

## APPENDIX A: OFFENCES

This Appendix outlines specific violations of our Residence Discipline Code. Each violation is divided into Levels (1 – 3) and corresponding points that will be given depending on the actions or behavior of each resident within the violation category.

Please review the description of the overarching policies related to smoking, alcohol, illegal drugs, and cannabis (below). Students **who are of age** for Cannabis, smoking, and alcohol **are still subject to specific restrictions in residence** as outlined below. **Students who are underage are in violation of the Residence Discipline Code for any incident involving smoking, alcohol, and cannabis regardless of the legal status of those substances.**

### ALCOHOL

Underage drinking is a violation of the Liquor License Act. **If you are underage and are caught consuming or in possession of alcoholic beverages, you will be subject to disciplinary sanctions.** In accordance with the Liquor Laws of the Province of Ontario, the consumption of alcohol is restricted to the room of a legal aged student with **no minors present** or a licensed area of Huron University, and is not permitted in hallways, lounges or other public areas.

<b>Level 1 (up to 3 points)</b>	a) First time offense of underage drinking b) Consumption of alcohol in areas not permitted by Huron c) Possession of drinking and/or drinking game paraphernalia (funnels, beer bongs, etc.) d) Possession of large volume alcohol containers (holding more than 500 ml of beer or more than 1.18L of alcohol other than beer. Examples include kegs and mini-kegs)
<b>Level 2 (up to 6 points)</b>	a) Repeat offense of underage drinking

**Level 3 (7+ points)**

- a) Drinking games or promotion of a social function, activity, or contest in which the consumption of alcohol is the primary focus or used as a penalty
- b) Imposing the physical effects of drinking on the property or community of the residence (i.e. vomiting, urinating, passing out, aggressive or disruptive behaviour)
- c) Making or selling alcohol in the residence
- d) Purchasing for or supplying alcohol to any person under the legal age (19)
- e) Influencing, forcing, and/or promoting the consumption of alcohol by a resident and/or guest on another

### **SMOKING & VAPING**

Huron University is a completely **smoke-free campus**. Smoking is prohibited anywhere on the property. Smoking or vaping in any area of the residence is strictly prohibited, including rooms, hallways, suite entrances/common areas, bathrooms, public traffic areas, floor lounges, TV rooms, and stairwells. This policy is strictly enforced and will result in a fine up to and including **\$500.00**.

Contraventions of our smoke-free campus policy also include any signs of smoking or vaping in a residence, regardless of the age of the resident, including, but not limited to, ashes, smell of smoke, cigarette butts, towels under doors, and covered smoke detectors. Please note that smoking is not permitted around the front steps and front entrances of any of the residences. **E-cigarettes/vapes still fall under this smoke-free policy.**

Contraventions of our smoke-free campus policy also include any signs of smoking or vaping in a residence, regardless of the age of the resident, including, but not limited to, ashes, smell of smoke, cigarette butts, towels under doors, and covered smoke detectors. Please note that smoking is not permitted around the front steps and front entrances of any of the residences. **E-cigarettes/vapes still fall under this smoke-free policy.**

### **CANNABIS**

Cannabis consumption (smoking or ingesting) **is not permitted in residence or anywhere on the Huron University campus, regardless of age.** This includes, but is not limited to, dried cannabis, cannabis oil, edibles, and cannabis plants. Any evidence of cannabis use in residence, or evidence to suggest the distribution of cannabis to others who are not of legal age, will result in disciplinary outcomes.

Cannabis possession is permitted for students of legal age (19) provided it is stored in sealed containers and is not an amount greater than 30 grams. Paraphernalia (hookahs, Bongs, vaporizers, and grinders) is permitted for those students of legal age but must also be stored in a sealed container.

<b>Level 3 (7+ points)</b>	<ul style="list-style-type: none"> <li>a) Smoking in residence is not permitted, including but not limited to the use of cigarettes, cannabis, e-cigarettes, hookahs, and vaporizers and/or any tobacco product</li> <li>b) Smoking in an outdoor location on Residence grounds or any campus property which includes smoking in personal vehicles parked on Huron's campus is not permitted as Huron is a smoke and tobacco free campus</li> </ul>
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**CLEANLINESS & VANDALISM**

<b>Level 1 (up to 3 points)</b>	<ul style="list-style-type: none"> <li>a) Littering</li> <li>b) Failure to keep common areas/lounges and washroom in clean and sanitary condition after use</li> <li>c) Improper disposal of garbage including leaving it outside of rooms in hallways, overwhelming garbage bins with extraneous garbage, or leaving it anywhere except designated garbage areas or containers</li> <li>d) Collection of empty containers, bottles or cans that is deemed by Residence Staff to be beyond recycling purposes</li> <li>e) Failure to follow instructions for proper disposal of garbage or recycling</li> <li>f) Inappropriate use of bottles or containers for the collection of bodily fluids</li> </ul>
<b>Level 2 (up to 6 points)</b>	<ul style="list-style-type: none"> <li>a) Marking any surface through action or neglect deemed to be beyond normal wear and tear</li> <li>b) Actions or neglect that leads to or has the potential to lead to damaging, offensive, or harmful problems in the residence including water damage, odours, and insect/rodent infestation</li> <li>c) Failure to keep furniture, fixtures, and appliances in good order</li> </ul>
<b>Level 3 (7+ points)</b>	<ul style="list-style-type: none"> <li>a) Behavior that causes or has the potential to cause significant damage through action, carelessness, or negligence</li> <li>b) Willful damage, vandalism, graffiti, or neglect that leads to serious damage to the residence, Huron, or private property</li> </ul>

**GUESTS & VISITORS**

At any time, Huron reserves the right to limit guests or implement a No Guest Policy. As long as this restriction remains in effect, facilitating the entry of a non-resident (i.e. guest) into any

residence building on campus will be a level 3 offence (in bold below); the remaining offences may not be applicable in the circumstances, but if they are applicable they may be cumulative.

For clarification, “guest” is defined as someone who is in the residence for the purpose of seeing the host resident or someone who has been allowed to enter a residence by a host resident (this definition includes residents from other Huron buildings). Guests must be accompanied by their host at all times. Thus, you are ultimately responsible for anyone who you admit through the main residence/ house door.

Common sense and common courtesy apply when you want friends to visit your room. Before inviting guests, check with your suite mate; if your suite mate is writing a paper or studying for an exam, the distraction of others in the suite may not be welcome. Having an overnight guest is a privilege and not a right.

Overnight guests may only be accommodated for one night or a weekend visit and only with the permission of the suite mates who also occupies the suite in question. For safety reasons, each guest must be registered. Guest Forms will be shared with residents in September, and should be completed a minimum of 24 hours in advance. Any guest in the residence after 8:00 p.m. must be registered. Only one guest per resident will be allowed.

Abuse of the guest privilege will result in a revocation of the privilege. Special permission for more than one guest, or an extended stay, may be requested by contacting the Residence Manager in writing at least 48 hours in advance of the guest’s arrival.

Each resident is responsible for any guest that he/she/they brings into residence, including responsibility for those damages or losses caused by guests. Residents are also responsible for ensuring that their guests comply with the Residence Discipline Code, including not possessing residence keys or access cards, and the Code of Student Conduct. Disciplinary sanctions may be taken against you for the behaviour of your guests. Your guest maybe asked to leave at any time if it is deemed by the Residence Life Staff that the individual is not acting in accordance with the Residence Discipline Code or the Code of Student Conduct as outlined in this Handbook.

**There is a “no guest” policy in effect for the following time periods: Orientation Week, Homecoming Weekend/FOCO, Halloween, St. Patrick’s Day, etc. or any other weekends/dates as communicated by Huron.**

<b>Level 1 (up to 3 points)</b>	a) Failure to sign-in/sign-out guests at Security. b) Failure of Resident to be with their guest at all times in Residence. c) Permitting a guest to stay over the limit of two (2) consecutive nights without having been given permission by the Residence Life Staff in advance
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<b>Level 2 (up to 6 points)</b>	a) Living in or permitting someone else to live in a room or unit that has not been assigned to the Resident who has signed the Huron Residence Contract.
<b>Level 3 (7+ points)</b>	<p>a) <b>*Facilitating entry of non-resident (i.e. guest) into any residence buildings on campus when a no-guest policy is in effect.</b></p> <p>b) Hosting a guest who violates the Residence Discipline Code. All Residents are responsible for the actions and behaviours of guests signed in with them, at all times, while in the Residence.</p> <p>c) Hosting a guest who has been issued a trespass or similar notice restricting them from the Residence property.</p>

## NOISE & QUIET HOURS

Excessive noise infringes upon the rights of other Residents to study and sleep. Therefore, a reasonable level of quiet is expected. During quiet hours (listed below) all Residents have the right to request that unreasonable noise be terminated whether the noise is originating from a room, hallway, common area, washroom, stairway, or outside the building.

### Quiet Hours

Sunday to Thursday 11pm — 7am

Friday and Saturday 1 am — 9am

### Exam Period Quiet Hours

During mid-term and end of year exams, quiet hours will be enforced 24 hours a day.

Extended quiet hours begin the last day of classes and continue until the residence closes after the last exam.

<b>Level 1 (up to 3 points)</b>	<p>a) Non-compliance with Quiet Hours</p> <p>b) Possession of large musical instruments</p> <p>c) Use of musical instruments or sound equipment</p>
<b>Level 2 (up to 6 points)</b>	<p>a) Non-compliance with Exam Quiet Hours</p> <p>b) Excessive noise that interferes with the academic work of Residents and/or significantly disturbs the Residence community and/or neighbouring communities</p>

## DISRUPTIVE BEHAVIOUR

<b>Level 1 (up to 3 points)</b>	<p>a) Throwing, dropping, kicking, or knocking objects from or at Residence buildings, windows, or stairwells, whether intentional or unintentional</p> <p>b) Participating in physically active games or sports inside Residence or within the Residence grounds which could disturb residents, staff, or the surrounding community, or cause damage to facilities or personal injuries</p>
<b>Level 2 (up to 6 points)</b>	<p>a) Creating or permitting behavior in the Residence which is a nuisance or annoyance to Residents, Residence Staff, the surrounding community, or to the supplier of services authorized by Huron. This includes pranks/raids or similar actions that could be damaging to personal, Residence, or Huron property or reputation</p>
<b>Level 3 (7+ points)</b>	<p>Pranks or behaviour that violates the privacy and personal space or property of any Resident including but not limited to entering a Resident's room without permission for the purpose of a prank or raid, rearranging or confiscating any personal property of a Resident, or hiding or stealing any property of a Resident including but not limited to room access keys or student ID.</p>

## RESPECT & COOPERATION

<b>Level 2 (up to 6 points)</b>	<p>a) Failure to respond to the written or verbal direction of Residence Life Staff or Huron Staff</p> <p>b) Demonstrated lack of respect, civility, courtesy or cooperation with a member of the Residence community, including Residents, visitors, Residence Life Staff, or Huron staff</p> <p>c) Failure to provide identification or providing false identification when asked by Huron University RLS</p> <p>d) Providing a false report of an incident or impeding an investigation</p>
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## HARASSMENT & DISCRIMINATION

Huron will not tolerate verbal, electronic, or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community. Incidents of harassment or assault should be reported to the Residence Life Staff immediately and to Campus Police.

<b>Level 2 (up to 6 points)</b> <b>OR</b> <b>Level 3 (7+ points)</b>	<ul style="list-style-type: none"><li>a) Failure to abide by Huron's Student Code of Conduct or related legislation or policies which defines harassment and discrimination.</li><li>b) Any conduct that could be deemed as bullying, including cyber bullying, or bullying on social media be it via a group or an individual</li><li>c) Any statement, action, or display that could be deemed as <u>inappropriate or derogatory towards an individual or group</u></li></ul>
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## ILLEGAL DRUGS AND PARAPHERNALIA OR PROHIBITED ITEMS

Any observations about the behaviour, speech, odours or physical surroundings of an individual that cause suspicion of illegal activity will be investigated and/or reported, and sanctions may be implemented accordingly. **For residents 19 and under, these infractions apply to substances considered legal (ie. Cannabis, Tobacco) but that are illegal for anyone 19 or younger.**

Use or possession of illegal drugs anywhere on residence property is a violation of the residence contract and the law. Evidence of drug traces or drug paraphernalia, or the smell of prohibited substances (e.g. cannabis) on residence property, outside residence windows, in residence rooms or common/public areas will be assumed to be conclusive of use or possession.

<b>Level 1 (up to 3 points)</b>	<ul style="list-style-type: none"><li>a) Possession or storage of a Prohibited Item on any residence property (see “<b>Appendix D</b>” below)</li><li>b) Possession of paraphernalia associated with the use of illegal substances including but not limited to bong, pipe, roach clip, vaporizer, ash tray and grinder.</li><li>c) Possession of paraphernalia associated with the use of legal drugs (ie Cannabis) for those 18 years of age and under.</li><li>d) Using or being under the influence of an illegal substance in Residence</li></ul>
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<b>Level 3 (7+ points)</b>	<ul style="list-style-type: none"> <li>a) Possessing, using, growing, making, selling, or being under the influence of an illegal or un-prescribed substance in Residence.</li> <li>b) Any behaviour or activities that contravene the laws of the land</li> <li>c) Possession or use of medication for purposes other than those for which they were prescribed</li> <li>d) Purchasing for or supplying cannabis to any person under the legal age (19)</li> <li>e) Influencing, forcing, and/or promoting the consumption of cannabis or illegal substances by a resident and/or guest on another</li> </ul>
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**ADVERTISING, SOLICITING, CAMPAIGNING, AND SELLING**

Residents or other community members who wish to campaign or advertise activities associated with the Residence or Huron are required to speak with an RLS to seek permission.

<b>Level 1 (up to 3 points)</b>	<ul style="list-style-type: none"> <li>a) Displays in windows or other prominent places promoting alcohol, illegal substances, pornography, or other inappropriate activities or messages</li> <li>b) Unauthorized advertising, soliciting, promoting, or selling of products, events, and services in residence</li> <li>c) Unauthorized campaigning in residence</li> </ul>
<b>Level 3 (7+)</b>	a) Displays of material promoting hatred, violence, racism, sexism, homophobia, or any other discriminatory messages contravening the Residence Discipline Code or any other codes and policies of Huron University College

**FACILITIES & FURNITURE**

<b>Level 1 (up to 3 points)</b>	a) Removal of furniture, appliances, window screens, or other fixtures from assigned rooms/units or common areas and placing them elsewhere
<b>Level 2 (up to 6 points)</b>	<ul style="list-style-type: none"> <li>a) Alteration or renovation of rooms, furniture, or equipment</li> <li>b) Installation of unauthorized furnishings, equipment, or devices, including internet, phone, and cable.</li> <li>c) Failure to keep access clear to electrical panel, heating unit and/or maintenance unit</li> </ul>

## UNAUTHORIZED ACTIVITIES

All organized events, activities, or gatherings that have the potential to cause a disturbance must be approved by Residence Management, to ensure compliance with fire safety, noise, and other applicable policies. Residence Management will not approve any event that involves or is presumed to involve the use of alcohol or other substances. **Maximum capacity of a Residence room is defined as the number of Residents that live in the room plus 2 guests each.**

<b>Level 3 (7+ points)</b>	a) Any gathering over the maximum capacity of a Residence room b) Any organized event, activity, or gathering that has not gained the approval of the Residence Management c) Any gathering or organized event that is associated with a Fraternity/Sorority, has the appearance of or is reported as a Fraternity/Sorority Party, or involves rituals or behaviours that could be interpreted as hazing or initiation into a Fraternity/Sorority.
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## PETS

<b>Level 2 (up to 6 points)</b>	a) Keeping any animal or pet in Residence, including fish
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## RESTRICTED AREAS & UNAUTHORIZED ENTRY

<b>Level 3 (7+ points)</b>	a) Facilitating entry of non-Resident [ie. guest] into any Residence buildings on campus when a no-guest policy is in effect. b) Unauthorized entry into restricted areas of Residence, including rooftops, basements, utility rooms, offices, etc. c) Entry into another Residence room without consent of that Resident d) Switching rooms with another Resident without consent of the Residence Managers/Housing staff.
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## SAFETY, SECURITY, & FIRE PREVENTION

<p><b>Level 1 (up to 3 points)</b></p>	<p>a) Propping open a fire door, which includes room doors. This may include using the deadbolt or another item to prevent it from locking and/or to hold the door open</p> <p>b) Improper use of an emergency exit</p> <p>c) Lack of proper footwear when accessing all interior and exterior common areas of the Residence</p>
<p><b>Level 2 (up to 6 points)</b></p>	<p>a) Possession or use of any items residents are prohibited from bringing in to residence including but not limited to candles, incense, lava lamps, hot plates, flame cooking devices, indoor barbecues, and deep fryers is prohibited. Cooking devices without an automatic shutdown are not allowed in residence</p> <p>b) Blocking hallways, stairwells, exits, and access to fire safety equipment</p> <p>c) Permitting entry of any individual (resident, non-resident, or other) into Residence, either by opening a door or giving Residence keys or swipe cards to that individual</p> <p>d) Overloading or tampering with electrical systems</p> <p>e) Unsafe storage, disposal and/or use of prescribed medication and related medical devices such as needles, prescription drugs, and pill bottles</p> <p>f) Leaving food unattended while cooking</p>
<p><b>Level 3 (7+ points)</b></p>	<p>a) Covering, tampering with, disarming, or removing smoke detectors, heat detectors, or door alarms</p> <p>b) Tampering with video surveillance equipment or systems</p> <p>c) Possession or use of explosive or flammable material (i.e. firecrackers, fireworks, and BBQ (or barbecue) propane tanks)</p> <p>d) Discharging, tampering with, covering, or operating any fire prevention or detection equipment for any purpose other than the control of a fire</p> <p>e) Actions or neglect that leads to a fire</p> <p>f) Failure to evacuate during an alarm</p> <p>g) Careless or reckless driving on Residence grounds</p> <p>h) Actions, carelessness, or neglect that causes an elevator to stall and/or require repair</p>

## SEXUAL VIOLENCE

Sexual violence is a broad term that describes any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent. Examples of sexual violence include, but are not limited to: sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of

sexual images or video without consent, cyber harassment or cyber stalking of a sexual nature. Allegations of sexual violence may be dealt with pursuant to the Residence Discipline Code, Sexual Violence Policy, and/or the Student Code of Conduct and the sanctions and consequences may include those available under any of these policies.

<b>Level 3 (7+ points)</b>	a) Any behaviour deemed to be gender-based and sexual violence
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### TECHNOLOGY MISUSE

<b>Level 2 (up to 6 points)</b>	a) Failure to abide by Huron's technology, phone, and internet policies Installing/use of personal internet router
<b>Level 3 (7+ points)</b>	a) Interference with the technology of Residence, Huron, or another Resident b) Copyright infringement (i.e. illegally downloading music, movies, or other media using Residence Internet connection)

### UNAUTHORIZED ARTICLES & THEFT

<b>Level 1 (up to 3 points)</b>	a) Possession of equipment, keys, appliances, or furnishings not authorized by the Residence or Huron
<b>Level 3 (7+ points)</b>	a) Theft or possession of stolen property

### VIOLENCE & AGGRESSION

Violent or aggressive behaviour of any kind is not permitted in Residence. This includes behaviour such as physical force potentially causing hurt or damage to someone/something and/or behaviour that threatens another member of the community. Violence and aggression includes but is not limited to physical or verbal acts.

<b>Level 3 (7+ points)</b>	<p>a) Any communication or behaviour that is perceived as offensive, abusive, unwanted, aggressive, or threatening</p> <p>b) Any behaviours (consensual or not) that causes or has the potential/intent to cause physical or emotional harm. These behaviours include but are not limited sexual assault, hitting, punching, slapping, kicking, pushing, pulling, bullying, stalking, fighting, retaliation, and threats of violence</p> <p>c) Any behaviour deemed to be a physical assault</p> <p>d) Any behaviour that results in the injury of other residents/guests, or results in the injury or death of animals</p>
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**WEAPONS**

<b>Level 3 (7+ points)</b>	<p>a) Possession, storage, or use or threatened use of a weapon and/or replica weapons.</p>
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## APPENDIX B: FINES

Fines may be issued for any level of Offence. The list below, used in conjunction with the various categories of offenses and the point system, provides guidelines as to the amounts or ranges of fines that may be included in the disciplinary process.

Receiving a fine constitutes a sanction and involves the accumulation of points in the progressive discipline process.

### General Fine Amounts:

Level 1	Up to 3 pts	Up to \$50
Level 2	Up to 6 pts	Up to \$100
Level 3	Up to 9 pts	Up to \$200

These may be subject to change depending on the circumstances, whether it is a repeat offense, or whether there are also damages or restitution to be paid Huron.

### Specific Fine Categories:

Level 3	Smoking in Residence (Tobacco/Cannabis)	Up to \$500
Level 3	Tampering with a Fire Alarm/Fire Equipment	Up to \$500
	Hosting a Social Gathering Exceeding the Allowable Room Occupancy	Up to \$500
Level 3	Facilitating Entry of a Non-Resident(s) [i.e. guest]	Up to \$500

These additional fines may be used in conjunction with the Level 1,2 and 3 fines as sanctions. They are not mutually exclusive. **Residents may assume an equal collective financial responsibility for any damages caused to common areas, lounges, public spaces, or safety equipment (i.e.. Door alarms, fire alarms) provided that such damage cannot be traced to those directly responsible.**

## **APPENDIX C: ADDITIONAL FEES**

### **LOCKOUTS**

On occasion, we all find ourselves locked outside of our rooms with our keys/access cards on the inside. If you find yourself in this situation, the following procedures have been designed to assist you.

The Security Desk staff member will let you into your room. Call (519) 521-9407 or ext. 555. If you are let into your room, you will be assessed a fee based on the following list each term:

- 1-4 lockouts – No fee
- 5+ - \$35 fee for each lockout event

### **LOST KEYS**

There will be a **\$50 fine** for lost residence keys, each time there is need to replace them.

## APPENDIX D: PROHIBITED ITEMS

- Candles and incense (these are not permitted in residence lit or unlit), oil lamps or any item requiring a flame.
- Cigars/pipes/hookah or shishas/bongs/e-cigarettes/vapes are only permitted for residents age 19+.
- Speakers or stereo systems that can vibrate walls.
- Subwoofers or base-bins for computers, stereos, and musical equipment
- Amplifiers
- Lamps/lights with halogen bulbs, black lights, lava lamps, spotlights or any colored bulb-become a fire hazard, LED Strip Lights.
- Appliances, including but not limited to:  
  
Dishwashers, freezers, clothes washers and dryers, microwave ovens, toasters/ toaster ovens, hot pots, hot plates, rice cookers, indoor grills (ie. George Foreman) crock pots, coffee makers (drip or percolator), or other cooking equipment are strictly forbidden in residence rooms, air fryers. Cooking and cooking equipment not only create sanitary problems but violate fire and safety standards.
- Draperies/blinds
- Heaters or heat lamps
- Pets-in consideration of health standards, and those residents with allergies, pets are not allowed in residence (this includes fish, turtles, lizards, birds, rodents, etc.)
- Plug-in air fresheners (ie. Glade)- a build-up of scent will activate the smoke detectors.
- Waterbeds
- Glass alcohol bottles
- Drinking game paraphernalia
- Firearms and other weapons including paintball guns, B., guns, or replicas, or anything that could be considered a weapon.
- Poker chips, gambling equipment
- Non-CSA approved appliances and electrical equipment
- Water coolers
- Hover boards, drones, or any motorized vehicles.
- Illegal drugs, substances or drug paraphernalia.
- Firecrackers, gunpowder, flammable solvents, or other forms of explosive or volatile materials.
- Containers of alcoholic beverages made for mass consumption, Le, kegs, swish barrels, four-liter cans, Texas mickeys, mini-kegs, etc. (large volume containers -any container over 20 oz. or 750 ml. is prohibited)
- Paraphernalia used in unsafe alcohol consumption, le, funnels, beer bongs.