



Residence Community Standards

2020-2021





SMITH HOUSE



ADELAIDE HALL

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*Updated January 2021

Guiding Principles for Residence Community Living

Residence Life creates a community environment where all of our students can feel a sense of belonging, build resilience, and be academically successful. We encourage the personal development of our community members by fostering a sense of belonging, providing a wide range of educational and academic programming, and holding individuals accountable for violations of the residence behavioural expectations.

The Residence Community Standards, as a part of the overall residence experience, are designed to:

- Encourage all residents to use and enjoy residence spaces peacefully and safely.
- Challenge residents to think critically, accept responsibility for their actions, and learn and grow from their experiences.
- Emphasize the rights, responsibilities, histories, dignity, and academic pursuits of all residents.
- Provide guidance for residents to understand the expectations of living in a community environment.
- Emphasize the rights and responsibilities of residents in promoting a safe, healthy, and inclusive environment for all members of their community.

Rights & Responsibilities While Living in Residence

Residence Life is responsible for balancing the needs of the community with those of the individual. You are required to uphold and demonstrate a high standard of respect for all members of the community, including Residence and University staff members.

- You are responsible for reading and familiarizing yourself with this handbook, the [Queen's University Student Code of Conduct](#), and all relevant provincial and federal laws;
- You have the right to a safe, secure, and inclusive residence community that is free from harassment, intimidation, discrimination, and is respectful of the need for a quiet environment in which to study and have adequate sleep;
- You are responsible for reporting any incidents of misconduct where there may be a risk of harm, a possible violation of the Community Standards, or a negative impact on the dignity of any other resident;
- You have the right to be heard when voicing a concern;
- You are responsible for checking your Queen's email frequently, responding to all meeting requests, attending scheduled meetings or hearings, and completing any assigned sanctions;
- You have the right to live in a community that demonstrates respect, dignity for others, and fairness;
- You are responsible for keeping the living environment clean and safe, and to report anything or anyone that threatens or comprises this;
- You have the right to live peacefully in Residence regardless of your race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, and mental or physical disability.



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COVID-19 and Living in Residence

Residence Life strives to provide a community environment where all of our students can feel a sense of belonging, build resilience, and be academically successful. To be able to achieve that this year we must all actively work together in protecting the health and safety of our community by taking steps to minimize the potential spread of COVID-19. Residence Life has among many things: enhanced cleaning/disinfecting practices, installed hand sanitizer on all floors, hallways, and entries, reduced occupancy limits in common areas, assigned rooms by academic programs to limit contact, and created an isolation protocol for positive cases.

We cannot do this alone, there is collective and individual accountability for maintaining a safe and healthy environment. COVID-19 is a serious public health threat, you are all required to act in a manner that demonstrates respect and consideration for those around you. Cases of COVID-19 are rising in young people, largely those in their 20s, who experience mild symptoms or may appear non-symptomatic and then risk infecting more vulnerable people. It is important to remember that you will be living in a community where some individuals will be more susceptible because of underlying health conditions. Additionally, health experts are still unsure why some otherwise healthy, young peoples are experiencing more severe and sometimes fatal cases of COVID-19. When you take care of yourself, you take care of others. This guidance will evolve as the public health crisis evolves and may include additional measures that will be communicated to you as they arise.

The following are new measures we are putting in place that you are required to follow as stipulated by agreeing to your Residence Contract:

- **No guests** are allowed in Residence during this time. A **guest** is defined as: (1) a non-resident of Queen's University Residences, (2) a resident in a building in which they are not currently assigned to live, or (3) a resident in a room they are not currently assigned.
- You are required to follow **physical distancing** principles, **hand hygiene**, and **respiratory etiquette**, as well as any other instructions by Public Health Officials and University employees, in all areas in and around Residences.
- **Group gatherings** will be restricted based on Public Health recommendations, and lounge/common room use will be limited in number to respect physical distancing requirements.
- You are required to **wear a mask** covering your mouth, nose, and chin, in Residence whenever you leave your room. Including, but not limited to: hallways, common rooms, kitchens, bathrooms, elevators, etc. A proper mask should be made of at least 3 layers, fit securely over the nose, mouth,

and chin without gaping, and be comfortable enough to not require frequent touching.

Requirements for masks are subject to change.

- You are required to uphold **shared space etiquette**; cleaning kits will be provided to disinfect fixtures (washrooms, laundry room, study/lounge rooms, kitchens, etc.).
- You are encouraged to use **stairs instead of elevators** wherever possible to follow physical distancing.
- You are required to **follow requests/instructions** from all Queen's University staff and as posted in residence to respect everyone's safety and wellbeing.
- You are encouraged to **stay up-to-date on immunizations** as recommended by Public Health Ontario, including the 2020 Influenza immunization. For support and/or questions regarding immunizations, please contact [Student Wellness Services](#). Please view the following for more information on the [immunizations schedule](#).
- You are required to read and abide by the information in the Residence Contract and Residence Community Standards.

Failure To Abide

Behaviour that fails to abide by the new measures above, the Residence Contract, and the Residence Community Standards will result in interim measures/restrictions being put into effect pending a meeting with Residence Conduct staff. If you are found responsible for any of the above and/or violating Community Standards, particularly those that put the health and safety of our community at risk, sanctions could include (but are not limited to):

- Educational sanctions
- Behavioural agreement
- Restitution
- Loss of privileges
- Removal from residence

What To Do If You Are Feeling Sick



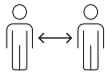

If you develop symptoms and/or suspect that you may have COVID-19, you must:

- Email Residence Life reslife@queensu.ca
- You will be directed to fill out an online form to disclose, contact information, health care information, and dietary needs.
- Instructions will be given for contacting a healthcare professional to decide on your next steps.
- Based on the directions given to you by a healthcare professional, you may be required to self-isolate, complete testing, and/or relocate.


If you have been directed by a health care professional to self-isolate for 14 days or pending test results, you must:

- Ensure you have contacted Residence Life at reslife@queensu.ca and completed the online form.
- You will relocate to one of our isolation rooms

Be COVID-19

W	I	S	E
 <p>Wear a face covering.</p>	 <p>Isolate when you are sick.</p>	 <p>Stay 2 metres apart.</p>	 <p>Exercise frequent hand hygiene.</p>

kflaph.ca



By choosing to live in Queen’s Residences, you are contractually required to comply with policies and procedures related to health and safety, including but not limited to: potential for isolation, relocation or removal from residence, COVID-19 testing, participation in contact-tracing, self-monitor and report for symptoms and/or illness.

For more information regarding COVID-19 and living in residence, please see our website.

Equity, Diversity, Inclusion, & Indigeneity

Residence Life & Services is committed to creating and supporting communities where equity, diversity, inclusion, and indigeneity are embraced and celebrated. We are strengthened and enriched by our diverse backgrounds, perspectives, and lived experiences. We must acknowledge that identity is multi-dimensional and understand privilege as dynamic and situated. We as a department acknowledge that we have much work to do in this area. In Residence, we are actively working to eliminate discrimination, injustice, and violence; and engage our communities in dialogue and action. If this statement does not reflect your values, living in Residence may not be for you. Please see our website for more information and resources.

Residents have the right to live peacefully in Residence regardless of their race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, and mental or physical disability. Harassment, discrimination, intimidation, including, but not limited to actions that seek to target, exclude and/or shame a person based on a part of their identity is a violation of human rights and will not be tolerated in Residence. Residents are expected to live by these principles, and we will denounce and hold accountable anyone who does not. All actions will be taken seriously and will be investigated by University Staff.

Through the Community Standards, Queen's University Residences are committed to acknowledging the various intersections of our students' identities. Every person comes from a different background and brings a different set of experiences and expectations for living in Residence. We are committed to understanding all our residents' stories and histories and how that impacts their choices and behaviours as they transition into residence living. This is a collective and individual requirement, students living in Residence must be committed to respecting one another and embracing the differences we all bring to the community.

The Community Standards process, including documentation, investigation, and sanctioning, are designed to include the voices of all students living in residence. Queen's University Residences acknowledges its colonial past and that current policies and procedures are rooted in whiteness. We encourage all students to participate in the process to generate discourse on the theme of making it more equitable and inclusive for everyone involved, including the student staff who carry out this process day to day.

There exist formal and informal opportunities to get involved in the Community Standards to affect policy change and we encourage all students to voice their opinions. Students with experiences from diverse backgrounds will be given priority in formal processes.

- Formal Opportunities: Student Conduct Committee, Residence Society
- Informal Opportunities: Email residence.conduct@queensu.ca or visit our office in 110C Victoria Hall

The Queen's Student Code of Conduct

In becoming a member of the Queen's community, you accept the University's policies, rules and procedures, and acknowledge the right of the University to set standards of conduct, as well as the right of the University and/or its Authorized Agent(s) to impose sanctions for conduct found to have violated those standards.

You have a duty to familiarize yourself with academic and non-academic misconduct policies of the University and are required to adhere to the **Queen's University Student Code of Conduct**.

Queen's University retains the right to exercise emergency powers or to impose temporary/interim terms and conditions, pending the outcome of a proceeding, that are appropriate in the circumstances to ensure a safe residence environment. The exercise of emergency powers, including the issuance of a Notice of Prohibition (NOP), take effect immediately and are not suspended pending appeal. Interim measures are not evidence of any finding of fact concerning whether or not there has been a violation of the Community Standards.

By accepting your Queen's offer of admission to residence, you have agreed to abide by the standards, policies, and behavioural expectations of Queen's University Residences.

Procedures under the Residence Conduct process may be undertaken before, at the same time as, or after, civil, criminal or employment related proceedings; but, if a report of misconduct has also resulted in civil, criminal, or employment-related proceedings against a resident, the Residence Conduct Office will determine whether the process should be deferred until conclusion, or partial conclusion, of other proceedings.

Findings of responsibility within the Residence Conduct process may be considered in the application of sanctions for violations of the Student Code of Conduct.

PLEASE NOTE: The most up to date version of the Residence Community Standards can be found on our website at <https://residences.housing.queensu.ca/residence-conduct/>

If there is any discrepancy between information in this guide and on the website, then the website will be deemed correct.

Sexual Violence

Queen's University is committed to maintaining a positive learning and living environment in which any form of sexual violence will not be tolerated. The University has a **Sexual Violence Policy** in place that aims to address sexual violence in our community through support, awareness, education, training and prevention programs, and appropriate handling of disclosures and reports. **For information regarding Residence Life's response to sexual violence, please refer to our website.**

SEXUAL VIOLENCE means any sexual act or act targeting a person's sexuality, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

CONSENT means an active, direct, voluntary, unimpaired and conscious choice and agreement between adults to engage in sexual activity.

PLEASE NOTE: For additional information please contact Barb Lotan, the Sexual Violence Prevention and Response Coordinator at bjl7@queensu.ca, via phone 613-533-6330 or visit her office at B502 Macintosh-Corry Hall.

Resources

RESIDENCE DEPARTMENTS

Residence Life 613-533-6790 (reslife@queensu.ca)
001D Victoria Hall

Residence Admissions 613-533-2550 (reshouse@queensu.ca)
001D Victoria Hall

Residence Conduct 613-533-2965 (residence.conduct@queensu.ca)
110C Victoria Hall

EMERGENCY NUMBERS (24 HOURS)

Campus Security and Emergency Services (emergency) 613-533-6111

Campus Security and Emergency Services (non-emergency) 613-533-6733

Kingston Ambulance 911

Kingston Fire and Rescue 613-548-4001 or 911

Kingston Police 613-549-4660 or 911

FRONT DESKS

Victoria Hall 613-533-2531
(Open 24 hours)
Victoria Hall, Gordon/Brockington House, Watts Hall, Leonard Hall

Leggett Hall 613-533-3183
(Monday - Sunday: 8 am - midnight)
Leggett Hall, Brant House, Chown Hall, Morris Hall

Jean Royce Hall 613-533-2551
(Open 24 hours)
Jean Royce Phase 1, Jean Royce Phase 2

HEALTH AND CRISIS SERVICES

Barb Lotan – Sexual Violence Prevention
and Response Coordinator 613-533-6330 (bjl7@queensu.ca)

Frontenac Mental Health 613-544-4229 (24 hours)

Good2Talk 1-866-925-5454 (24 hours)

Hotel Dieu Urgent Care Centre 613-546-1240 (8 am – 8 pm)

Kingston Detox Centre 613-549-6461 (24 hours)

Kingston General Hospital 613-548-2333 (24 hours)

Queen's Office of Faith
and Spiritual Life 613-533-2186 (chaplain@queensu.ca)

Queen's Student Wellness Services 613-533-2506 (health.services@queensu.ca)

Queen's Human Rights Office 613-533-6886 (hrights@queensu.ca)

Queen's Student Counselling Service 613-533-6000 x 78264
(counselling.services@queensu.ca)

Queen's Walkhome 613-533-WALK (9255)
(Sunday to Wednesday: 7 pm – 2 am
Thursday to Saturday: 2 pm – 3 am)

Sexual Assault Centre Kingston 1-877-544-6424 & 613-644-6424 (24 hours)
(sack@sackingston.com)

Telehealth Ontario 1-866-797-0000 (24 hours)

Telephone Aid Line Kingston (TALK) 613-544-1771 (7 pm – 3 am)

Who to Talk To

RESIDENCE CONDUCT OFFICE

The Residence Conduct Office provides training, support, and education to members of the residence community. The Conduct team is responsible for ensuring the effective operation of the Residence Conduct process and provides advice to students regarding the Residence Community Standards. Questions or concerns about the Residence Conduct process, or interest in joining the Student Conduct Committee, should be directed to the Manager of Residence Conduct at residence.conduct@queensu.ca, 613-533-2965 or visit the office in 110C Victoria Hall.

RESIDENCE LIFE COORDINATORS (RLC)

Residence Life Coordinators are full-time professional live-in staff responsible for establishing a vibrant residence community. Provide feedback, mentoring, and support to residents through various interactions such as student conduct and behaviour management, educational programming, team development and student staff supervision, and crisis response.

RESIDENCE OUTREACH COUNSELLORS (ROC)

Embedded counsellors in residence are available for students wanting a safe, confidential space to chat and problem solve about a variety of issues, ranging from relationships to mental health concerns. To book an appointment call Student Wellness Services at 613-533-2506 and ask to see a Residence Outreach Counsellor. You may also visit Student Wellness Services in Mitchell Hall.

RESIDENCE DON

Dons are hired and trained by Residence Life to support residents and create a safe and engaged community. They are trained in peer counselling, conflict mediation, community development, leadership, and much more. They are knowledgeable about campus resources and can refer residents to the best place to get additional support. Dons on call are available between 8 pm and 7 am daily.

RESIDENCE SOCIETY (RESSOC)

ResSoc is the student government that works closely with Residence Life to enhance the living environment and general welfare of all residents. The Residence Society also advocates on behalf of student interests. If residents have concerns or suggestions, ResSoc would like to hear from all residents. ResSoc is located at Victoria Hall, room 106C, phone 613-533-6216 or email president@ressoc.queensu.ca.

RESIDENCE FACILITATOR (RF)

Residence Facilitators are upper-year students employed by the Residence Society (ResSoc), who work in conjunction with Residence Life, Residence Conduct, and Residence Council. They are available as a support person for students who are engaged in the Residence Conduct process. RFs can meet with students to explain and guide them through the process prior to their meeting with professional staff. Students can also request an RF be present as a support person during their meeting, but they must notify the Residence Conduct Office of this prior.

UNIVERSITY OMBUDSPERSON

The University Ombudsperson is a resource for the Queen's community in understanding university policies and procedures. The Ombudsperson provides impartial and confidential advice and/or referral but cannot act as an advocate and has no decision making authority. Rather, the role assists community members through awareness of their rights and responsibilities and helps ensure procedural fairness in university decision-making. The University Ombudsperson can be contacted via email ombuds@queensu.ca or by phone at 613-533-6495.

STUDENT WELLNESS SERVICES

Student Wellness Services supports the personal, academic, and social development of students at Queen's University by providing a range of programs and services including: health services, counselling services, accessibility services, and health promotion. For additional information please call 613-533-2506 or email health.services@queensu.ca

Residence Community Expectations

ALCOHOL & CANNABIS USE

Queen's is committed to fostering a campus culture that endorses healthy, responsible and low-risk consumption practices among students. During Orientation Weeks, August 24th – September 5th all sanctioned Orientation activities are substance free. This also means no alcohol, cannabis, or substances are allowed in residence during this time.

While many residents choose not to consume alcohol, if you are 19 or older, you may responsibly consume alcohol in residence (but only after September 5th), as long as you do so in your residence room and in accordance with the Community Standards.

Before you consider using recreational cannabis, it is important to know and understand the facts and policies about its use. Just like with alcohol, you must be 19 or older and it is not allowed during Orientation Week. Responsible consumption must be in accordance with the Residence Community Standards and Queen's Student Code of Conduct. If you have a prescription for medical cannabis use, please contact reshouse@queensu.ca to fill out an accommodation form.

If a student is under the age of 19 and is in possession of alcohol and/or cannabis, it will be disposed of by the student under supervision of a residence staff. Significant amounts of alcohol/cannabis will be dealt with by Campus Security and Emergency Services.

SMOKE-FREE QUEEN'S

Smoking/Vaping of any kind is prohibited on all Queen's University Property. For more information please see the Smoke-Free University Policy.

GUEST POLICY

In order to ensure the health and safety of our residents in the current COVID-19 affected environment, there will be no guests permitted in Queen's Residences for the entire academic year.

A **guest** is defined as: (1) a non-resident of Queen's University Residences, (2) a resident in a building in which they are not currently assigned to live, or (3) a resident in a room they are not currently assigned.

NOISE

- Courtesy hours are in effect 24 hours a day, 7 days a week. You are expected to be mindful of the impact your noise may have on others and respect requests to refrain from making noise at any time.
- **Quiet Hours occur between the hours of 11 pm to 8 am, Sunday to Thursday, and from 1 am to 8 am on Friday and Saturday.**
- Quiet Hours are extended during exam periods. You will be notified when Quiet Hours are extended.



MAIL

We do not accept items or packages at the desk that require proof of age upon pick up. Desk staff or other parties cannot sign for these on behalf of the resident. **If a package requiring proof of legal age upon pick up is delivered to a residence, it will be returned to the sender.** When ordering packages that require proof of age upon pickup, you must make alternative delivery or pick up arrangements.

Mail deliveries of alcohol and/or cannabis require proof of legal age of consumption upon pickup and will not be accepted. Please make alternative pickup or delivery arrangements.

SERVICE ANIMALS

Queen's University is committed to the inclusion and accommodation of students with disabilities. This includes the presence of Service Animals within all aspects of University life, including living in residence. Residence Life will work directly with Partners, who will sign a behavioural contract specific to residence after move-in. Partners may be held accountable for behaviour of their service animal that is considered a violation of the Residence Community Standards. For additional information, please see our [Service Animal Policy](#).

PROHIBITED ITEMS

There are some items that are restricted in residence because of the potential hazard to the health and safety of the community. Housing & Ancillary Services has the right to inspect, remove, or request the removal of any prohibited item. This list includes but is not limited to:

- Any illegal substances, unprescribed narcotics, or controlled substances.
- All candles (including decorative), incense, potpourri burners, fireworks, firecrackers, birthday sparklers, and flammable liquids.
- Cannabis plants.
- Extra furniture (except for a desk chair).
- Glass beer bottles, large containers of alcohol such as kegs, or any alcohol container exceeding 1 litre.
- Halogen lamps, sunlamps, or hydroponic systems and/or equipment.
- Hazardous materials such as gasoline, propane tanks, barbecues, fuels, corrosives, or explosives.
- Large stereos or subwoofers.
- Items that promote unsafe alcohol consumption (e.g. drinking games, drinking game tables, trophy walls, funnels, or other drinking paraphernalia).
- Pets – other than service animals as defined by the Service Animal Policy.
- Small appliance use in your room including, but not limited to kettles, coffee makers (Tassimo, Keurig, etc.), rice cookers, toasters and toaster ovens, microwave ovens, air conditioners etc. Hot plates and electric blankets are prohibited from use anywhere in Queen's Residences.
- Posting / displaying material of any kind in Queen's Residences, including but not limited to, on walls and doors outside of your room, and on windows, without permission is prohibited.
- Weapons including large knives, martial arts weapons, firearms, pellet and/or BB guns, or replica weapons. If weapons are required for an extracurricular activity (such as martial arts) please make arrangements to store the weapon outside of residence.

Possession and use of items to be used for religious purposes such as candles or kirpans must be approved by Residence Life. For information regarding Smudge Ceremonies please see the [Aboriginal Use of Traditional Medicines policy](#). Accommodation requests should be submitted to reslife@queensu.ca

Prohibited items which have been surrendered to Residence Life staff will be kept for a period of 30 days. After this period, any unclaimed property will be sent to a local charity or disposed of. Queen's Residences are not responsible for any lost or damaged property that is surrendered to Residence Life staff.

If you would like to schedule an appointment to discuss the return of an item, please contact residence.conduct@queensu.ca. We require at least 24-hours notice.



Residence Safety

COOKING

- Some residence common spaces provide facilities for residents to cook. You may not cook in your residence room or in hallways.
- Do not leave any cooking unattended. You will be held accountable for cooking-caused fire alarms.
- You are expected to check and ensure the cleanliness of any cooking appliance before and after use.

ELECTRICAL EQUIPMENT

- Personal electrical devices in residence should be used with discretion and must be CSA approved (radios, hairdryers, etc.).

EVACUATION PROCEDURES

- On hearing the fire alarm, you must leave immediately by the nearest exit in an orderly manner. Do not use elevators during an alarm.
- Failure to evacuate in a timely fashion is a violation of the Community Standards.
- The University is not responsible for the safety of those who ignore a fire alarm. Failure to evacuate poses a significant risk to the lives of other residents, staff, and emergency services personnel.
- Be aware of residents who may require assistance in evacuating the building. Please notify a residence staff member or emergency personnel of their location.



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- If you have an accessibility requirement (e.g. difficulty waking up) that hampers your ability to evacuate immediately when an alarm sounds, please notify Residence Admissions (reshouse@queensu.ca) and your Don when you move in.

FIRE AND LIFE SAFETY EQUIPMENT

The safety and security of our residents is extremely important. Anyone who is found to be placing the lives of people in our residence community at risk by tampering with fire or life safety equipment may be removed from residence.

Any individual who tampers with, modifies or covers any smoke detector, can be charged under the Fire Code and held accountable under the Community Standards.

Do not hang anything from the sprinklers. You will be held financially responsible for damages caused by intentionally or unintentionally triggering the sprinkler.

All residents are required to immediately report any malfunctioning fire or life safety equipment to Residence Facilities or Front Desk. This includes but is not limited to: smoke detectors, fire extinguishers, window limiters and/or screens, and missing or damaged ceiling tiles required by Fire Code. Failure to report may result in a Community Standards violation.

Security

Residence is committed to keeping all residents and residence property secure. If you have any concerns about your personal or community safety, please report these concerns to your Don or to Campus Security. Dons are on call between 8pm and 7am daily and can be reached by calling your designated front desk. Campus Security can be reached at 613-533-6111 (emergency) or 613-533-6733 (non-emergency). You are also encouraged to download the SeQure app or visit the [Campus Security and Emergency Services website](#). You have a responsibility not to allow individuals without keys into the residence behind you and you should report suspicious persons to your Don or Campus Security.

INSURANCE

- Insurance carried by the University **does not cover** personal possessions and the University **does not assume** any liability for lost, stolen or damaged items of personal property, no matter how the damage was caused. You are responsible for arranging insurance coverage for any personal property you bring into residence.

LOCKS, DOORS, AND KEYS

- It is important to carry your keys/keycard with you and keep your residence room locked at all times.**
- If you have locked yourself out of your room, lost your keys/keycard, or had them stolen, please contact your respective front desk.
- Keys and keycards are the property of Queen's Residences. You should only be in possession of residence keys/keycards that have been issued to you by Queen's Residences. It is a violation of the Community Standards to copy or lend keys/keycards to another person.
- Your keys are a complete set. Do not tamper with or separate your key set.
- Failure to return keys/keycards when checking out of residence will result in a replacement charge on your SOLUS account.

- Malfunctioning locks must be reported immediately to Residence Facilities.
- Forcing open a locked door is a violation of the Community Standards and may result in a damage charge.
- All key related charges will be posted to your SOLUS account.

MAINTENANCE AND DAMAGES

- You will be held financially responsible for any damage, loss, or neglect occurring in your assigned room, or in any Queen's Residences, as a result of your actions or behaviours.
- In order to ensure that you are not charged for existing deficiencies or damages that exist in your room when you move in, you should complete a Room Assessment Form on-line as soon as you move in.
- If you change rooms, you are responsible for completing a new Room Assessment Form.
- In order to ensure that any repairs, replacements, etc., are attended to as promptly as possible, please complete a Maintenance Request Order (MRO) on-line.

RESNET

There are a number of guidelines pertaining to the use of ResNet. Guidelines and information are available on [Residence Internet Services](#).

Failure to abide by the computing guidelines as outlined in the [Acceptable Use of Information Technology Resources Policy](#) will result in administrative consequences which may include disciplinary action up to and including termination of the Residence Contract.

ROOM ENTRY

Residence staff have the right to enter your room:

- In the event of an emergency, where the health, safety or security of residence or a resident is involved, or when Residence or University staff have reasonable grounds to suspect that the Community Standards or laws of the land are being violated, including, but not limited to, possession of weapons and/or presence of illegal or controlled substances.**
- Submission of a Maintenance Request Order (MRO) constitutes permission to enter your room for the purpose of cleaning, maintenance and/or inspection of facilities.
- Whenever possible, Residences will provide notice when we require access to your room.

Residence Conduct Process

Decision making in the Residence Conduct process is based on the balance of probabilities standard. Failure to attend a meeting will result in a decision being made without your input. You have a right to confidentiality within this process. Your conduct history and information is not shared with third parties. You have a right to request your documentation pertaining to the incident. If you have questions about an outcome, please contact the Residence Conduct Office at residence.conduct@queensu.ca.

POINTS

You will accrue points for each finding of responsibility. A Level One offence will accrue one (1) point, a Level Two will accrue two (2) points, and a Level Three will accrue a minimum of three (3) points. Termination of a Residence Contract will be strongly considered if a resident has accumulated eight (8) points or as outlined in the sanctions descriptions.

PROCEDURES

All incidents are documented by a Residence Life or University staff member and this documentation is submitted to a Residence Life Coordinator (RLC) for review and classification.

LEVEL ONE

For incidents considered Level One by nature where a resident has **0 - 4 points**, the investigation and adjudication will be handled by a Residence Life Coordinator (RLC).

LEVEL TWO

For incidents considered Level Two by nature where a resident has **0 - 4 points**, the investigation and adjudication will be handled by a Residence Life Coordinator (RLC).

PROGRESSION OF POINTS

For incidents considered Level One or Level Two by nature where a resident has accumulated **4 or more points**, the investigation and adjudication will be performed by the Residence Conduct Coordinator or designate.

LEVEL THREE

Incidents considered Level Three by nature will be referred to the Non-Academic Misconduct Intake Office (NAMIO) for assessment and referral. The NAMIO may assign a campus Case Manager or redirect it back to Residence Life. Cases redirected to Residence Life will be handled by the Manager of Residence Conduct or designate.

APEALS

Level One or Two

Residents must complete and submit an appeal form within five (5) business days of the date on their decision letter.

Forms can be accessed via [Residence Conduct](#).

Appeals will only be granted if they can demonstrate:

- Significant procedural irregularity; or
- New information not previously available at the time of the investigation.

***Dissatisfaction with a decision, failure to attend a meeting, not checking or reading email, and/or failure to abide by the terms of a decision letter are not grounds for an appeal.**

If granted, appeals will be heard by the Residence Conduct Board (RCB). Membership of the Board includes Chairs, Members at Large (MALs), Residence Society (ResSoc) representatives, and Residence Dons. The Board will hear statements from all parties, review investigation information, and may uphold, overturn, or change findings of responsibility.

Level Three

Residents may submit their appeal to the Non-Academic Misconduct Appeal Panel. Appeals must be submitted within 14 days of the date on their decision letter to centralnam@queensu.ca. More information on this appeal process can be provided by emailing centralnam@queensu.ca.

INCIDENTS INVOLVING STAFF

The University is committed to preventing workplace discrimination and harassment, and addressing and responding to any reports and complaints of harassment and/or discrimination in the workplace. For additional information, see the [Interim Workplace Harassment & Discrimination Policy](#). Incidents that may involve improper or offensive conduct towards staff may be heard by a member of the Residence Life Leadership team, or their designate.

COMMUNICATION AND NOTICE

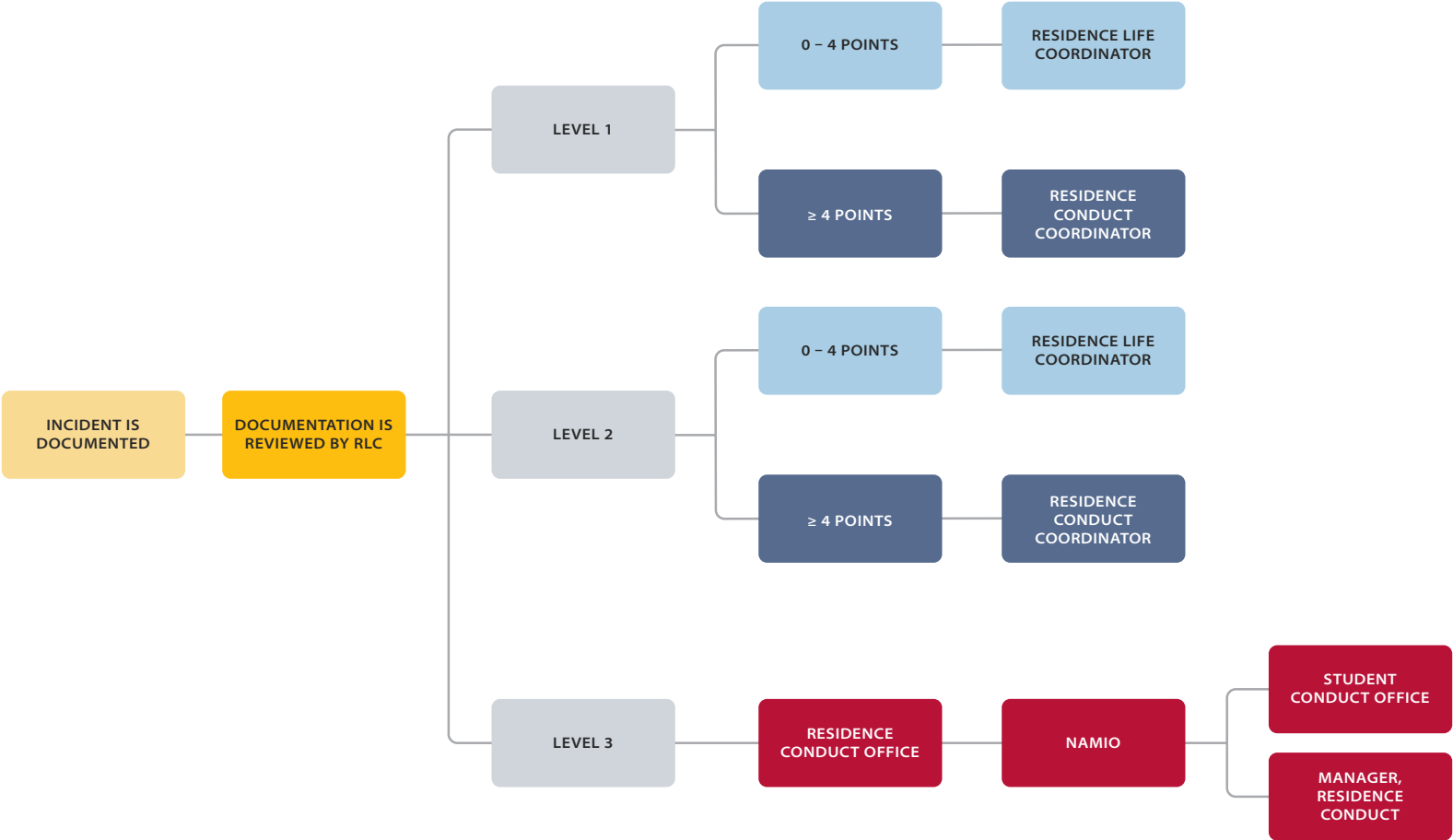
All notices and written communication pursuant to the Residence Conduct process or Interim Measures will be sent by email to you using your @queensu.ca email account. Correspondence will be deemed to have been received and read two (2) business days after delivery. The delivery date is defined by the date on the email message header.

The Residence Conduct process does not preclude intervention by Residence Life staff in instances of potential serious harm or injury, patterns of alcohol or substance misuse, and/or concerns regarding mental health or wellbeing. Residence Life retains discretion to impose interim measures that are appropriate in the circumstances to support a safe campus and residence environment.



BAN RIGH DINING HALL

Incident Flow Chart



Sanctions

Outcomes of the Residence Conduct process are designed to educate all residents on the consequences and impact of inappropriate behaviour. Listed below are examples that may be used independently or in combination for any single incident. Other sanctions may be assigned at the discretion of a Residence Life Coordinator, the Residence Conduct Office, or their designate.

WRITTEN WARNING – a formal letter of caution outlining the details of the finding of responsibility and an agreement that the behaviour will not continue. The letter will be kept on file and referred to if a future incident occurs.

EDUCATIONAL ASSIGNMENT – a requirement to complete specific educational activities which allow residents the opportunity to reflect on the finding of responsibility and the impact it has on the community and themselves. This may include a project, written assignment, participation in an educational program, or a meeting with a University or public official. Educational assignments are not in any way academic penalties, and do not affect your academic record.



BEHAVIOURAL AGREEMENT – a formal document that requires you to meet specific behavioural standards. This includes, but is not limited to: access restrictions, loss of guest and other privileges, regular meetings with a professional staff member, etc.

RESTITUTION – any damage, clean-up, neglect or replacement charges resulting from any incident or situation where a resident is found to be responsible. This includes any charges incurred by guest(s).

EARLY DISMISSAL – All residents are required to move out 24 hours after the completion of their last exam in April. Early dismissal requires residents to move out by a designated deadline.

LOSS OF PRIVILEGES – a temporary or permanent loss of residence privileges including but not limited to: hosting guests, access to a specific building, dining hall, or retail outlet, etc.

NO CONTACT – a requirement that a resident have no direct or indirect contact (including but not limited to in-person, phone, text, email, social media, or through a third party etc.) with a specified individual, individuals, or group.

RELOCATION – a permanent move from an assigned room in one residence building to another. A Notice of Prohibition (NOP) that prohibits access to the original residence of occupation for a specified time period may also accompany the relocation. Any further violations may result in suspension or removal from residence.

SUSPENSION FROM RESIDENCE – a suspension of the Residence Contract for a specific duration. A Notice of Prohibition (NOP) that limits or prohibits access to residence for a specified time period may also accompany the suspension from residence.

REMOVAL FROM RESIDENCE – the termination of the Residence Contract. A Notice of Prohibition (NOP) that limits or prohibits access to residence for a specified time period may also accompany the removal from residence.

Should anyone require accommodations throughout the conduct process or in the completion of sanctions, please contact the Residence Conduct Office at residence.conduct@queensu.ca or 613-533-2965. You may be asked to provide supporting documentation.

LEVEL ONE – CLASSIFICATION OF INCIDENT

Actions that have the potential to undermine the safety and security of an individual or the residence community; actions that interfere with another individual's peaceful use and enjoyment of residence.

1.1a	Failure to Cooperate	Failure to comply with any reasonable instructions, requests, and/or Agreements of/with any staff member of Queen's Residences, Hospitality Services, Queen's First Aid, Student Constables, Campus Security and/or Emergency Services or any other University or public official. Failure to complete any sanction or outcome assigned within the Residence Conduct process.
1.1b	Inappropriate Behaviour	<p>Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the residence community. Examples of inappropriate behaviour include, but are not limited to:</p> <ul style="list-style-type: none">• The use of e-cigarettes, vaporizers, or the smoking of any legal substance on residence property in accordance with legislation and University policy;• Generating, causing, or permitting a cannabis smell that is detectable outside of a residence room, in a shared room, or by roommates;• Engaging in sports, sporting, or other potentially destructive activities in residence.
1.2a	Open Alcohol in Residence	Possession or consumption of open alcohol in any space other than a private residence room. This includes public areas within or around residence such as hallways, common rooms, stairwells, elevators, washrooms, and dining halls. Any possession of alcohol in or around residence during Orientation Week.
1.2b	Underage Alcohol Use	Possession or consumption of alcohol in or around residence while under the age of 19.
1.2c	Glass Beer Bottles	Possession of glass beer bottle(s) in or around residence.
1.3	Underage Possession of Cannabis	Possession of cannabis, cannabis byproducts, including but not limited to oils, products considered edibles, seeds, or plants. Possession of cannabis accessories, including but not limited to bongs, grinders, pipes, and vaporizers, in or around residence while under the age of 19.
1.4	Noise	Failure to maintain a level of noise that respects others in the residence community and their ability to study, sleep, or otherwise enjoy the residence environment.
1.5	Pets	Possession of pets in residence with the exception of fish. Fish are allowed in residence provided they are kept in an aquarium no larger than 10 gallons, the container is cleaned regularly and no illegal or poisonous species are kept. Service animals are not considered pets.
1.6	Dye and Paint	Entering a residence building or dining hall with dye or paint on skin or clothing. Using dye or paint in residence.
1.7	Guests	Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level One Classification.

LEVEL TWO – CLASSIFICATION OF INCIDENT

Actions that have a significant negative impact on another individual within residence; actions that endanger the safety and security of an individual or others in residence; actions that undermine the dignity of another individual or the residence community; or actions which result in damage to University property.

2.1a	Failure to Cooperate	Refusal to comply with the instructions, requests, and/or Agreements of/with any staff member of Queen's Residences, Hospitality Services, Queen's First Aid, Student Constables, Campus Security and Emergency services or any other university or public official where such failure endangers the health or safety of self or others. Hindering the work of the Residence Conduct process.
2.1b	Inappropriate Behaviour	<p>Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the residence community. Examples of inappropriate behaviour include but are not limited to:</p> <ul style="list-style-type: none">• Displaying inappropriate or offensive signs/posters or drawing graffiti;• Throwing, dropping, or leaving any type of material (including garbage) in or near residence or dining halls;• Causing a disturbance in any dining hall or residence retail location;• Soliciting door-to-door or operating a business not approved by Residence Life in residence.
2.2a	Theft	Taking, or attempting to take, or relocate University or residence property without permission.
2.2b	Theft from Dining Hall or Residence Retail Location	Entering or attempting to enter a residence dining hall without presenting appropriate ID, using student ID other than your own, lending student ID to another person to enter the dining hall or residence retail location. Also includes removing, or attempting to remove any food, beverages, cutlery, furniture, or dishes from any dining hall.
2.3	Damages	The willful, malicious, or negligent destruction of public or private property in or around residence including residence dining halls; actions affecting any mechanical, electrical or structural changes to a residence room or building; failure to uphold reasonable standards of cleanliness (e.g., common rooms, washrooms, hallways, etc.).
2.4a	Fire Alarm Evacuation and Re-entry	Failure to promptly evacuate a residence in the event of a fire alarm or re-entering a residence building after evacuation without authorization from Residence staff, Campus Security and Emergency Services or Kingston Fire and Rescue.
2.4b	Fire Hazards	Operating any flame or burning of any substance (e.g., potpourri burners, incense, hookahs, bong, candles, e-cigarettes/vaporizers and smoking of any legal substance) in residence; using hazardous materials or non-CSA approved electrical appliances in residence. Obstructing residence hallways, stairwells, doorways or exits, common rooms, or other areas constituting a fire hazard. Exceeding the fire capacity of any room.

Continued on next page...

LEVEL TWO – CLASSIFICATION OF INCIDENT *(Continued)*

Actions that have a significant negative impact on another individual within residence; actions that endanger the safety and security of an individual or others in residence; actions that undermine the dignity of another individual or the residence community; or actions which result in damage to University property.

2.5a Inappropriate or Illegal Entry	Entering or attempting to enter any restricted area or private space without the permission of Queen's Residences or the resident. Tampering with an intrusion alarm or any secured door; tampering with locks.
2.5b Inappropriate or Illegal Entry: Residence Keys/Keycards	Unauthorized use of residence keys/keycards. This includes attempting to cut or copy keys/keycards, tampering with locked key rings, as well as lending keys/keycards to others.
2.6 Illegal Substances	Possession or use, in or around residence, of any narcotic or controlled substance including prescription medication, for purposes other than those for which they were prescribed. Possession of any illegal drug paraphernalia.
2.7 Unsanctioned Gathering	It is prohibited to advertise, announce, organize, run, and/or host a gathering involving the consumption of alcohol, cannabis, narcotics, or controlled substances.
2.8a Alcohol Quantity	Possessing large containers of alcohol including, but not limited to kegs, mini-kegs, Texas mickeys, etc.
2.8b Drinking Games	Participation in, or association with drinking games or any activities that promote excessive or rapid consumption of alcohol. This includes playing drinking games with any liquid.
2.8c Promotion of Unsafe Alcohol Consumption	Any possession of items or displays that are perceived to promote unsafe alcohol consumption (e.g., funnels, trophy walls, drinking game tables, wizard staffs, etc.) Any possession of displays of empty alcohol containers. Any actions that promote a drinking culture in residence.
2.8d Alcohol Purchase or Provision for Underage Residents	Purchasing or providing alcohol for underage residents or their guests.
2.9a Cannabis in or around Residence	Participation in or in association with the manufacturing, cultivating, growing, preparing, smoking, vaping, or consuming a cannabis product by inhalation in or around residence. Consumption in any form is prohibited in public spaces. Possession of more than 30 grams of dried cannabis or equivalent while over the age of 19.
2.9b Promotion of Unsafe Cannabis Culture	Any possession of items or displays that are perceived to promote unsafe cannabis consumption. Any actions that promote a cannabis culture in residence.
2.9c Cannabis Provision or Purchase for Underage Residents	Purchasing or providing cannabis or cannabis byproducts for underage residents or guests.
2.10 Guests	Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level Two Classification.

LEVEL THREE – CLASSIFICATION OF INCIDENT

Actions that **seriously compromise** the safety of and/or have a significant psychological impact on an individual or the residence community. May include incidents of a serious nature that are not expressed in Level One or Two offences, complex behaviour issues, or a progression of incidents from any or all levels.

3.1a Unacceptable Behaviour	Any action or behaviour that has a significant impact on any member of the residence community. This includes actions that may be considered, but are not limited to, harassment, discrimination, threats, coercion, intimidation, any action that contributes to an unsafe environment, or any action that is retaliatory in nature. Inappropriate or disruptive conduct, whether verbal, written, graphic, electronic, or physical, including but not limited to via computer, electronic device, or over social media. Any act that causes another person to consume any substance without their consent. Cannabis may not be sold or possessed for the purpose of selling.
3.1b Hazing	Initiating or attempting to initiate any activity that requires or expects from someone who wishes to join, or to maintain full status in, a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of that person's willingness to consent or participate.
3.2 Violence	Any action that results in harm or has the potential to harm an individual or individuals. These actions include physical assault and threats (e.g. verbal, physical, or electronic) of violence.
3.3 Fire Equipment and Life Safety Equipment	Tampering with, damaging, and/or misusing fire prevention, detection, or life safety equipment. This includes, but is not limited to, hanging materials from sprinklers or detectors, covering or disarming smoke detectors, damaging or tampering with ceiling tiles, elevators, and window screens, and throwing or dropping items out of residence windows.
3.4 Inappropriate or Illegal Entry	Attempting to gain or gaining access to restricted areas such as roofs, offices and maintenance or restricted courtyard areas; tampering with an elevator.
3.5 Illegal Substances	Possession or use, in or around residence, of any narcotic or controlled substance, including prescription medication, for purposes other than those for which they were prescribed, and includes administering, delivering, giving, selling, sending, transferring, or transporting a controlled drug(s) or substance(s) to others, which may be inferred by the circumstances surrounding the possession including but not limited to factors such as: quantity and/or quality of the drug(s) or substance(s); the value of the drug(s) or substance(s) and/or the presence of related drug paraphernalia.
3.6 Weapons	Possession of items such as large knives, martial arts weapons, firearms, pellet or B.B. guns, or replica weapons. The Queen's Weapons Policy may apply.
3.7 Theft	Taking, or attempting to take, without permission, the belongings of another individual.
3.8 Guests	Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level Three Classification.



RESIDENCES

Queen's University Residences
Housing & Ancillary Services
Residence Life
Victoria Hall
Queen's University
Kingston, Ontario, Canada K7L 3N8
residences.housing.queensu.ca