



Senate Orientation Activities Review Board

Orientation Week Policy Manual

Approving Body: Queen's University Senate

Sponsor(s) Responsible for the Policy Manual: Voting members of the Senate Orientation Activities Review Board (SOARB)

Contact Officer(s): Ex-officio SOARB members representing the AMS and the University; the AMS Campus Activities Commissioner and the Vice-Provost and Dean of Student Affairs or Designate.

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Introduction to the Orientation Week Manual

The SOARB Orientation Week Policy Manual outlines the minimum expectations for Orientation Week planning and execution as recognized by the Queen's University Senate. The manual compiles policies, standards, guidelines and procedures that have evolved since the first Jackson Report of November 15, 1990. The policies apply to every undergraduate Orientation Week activity under the purview of SOARB. Sessional dates for the Fall semester, upon which the Orientation schedule is based, are set by Senate; Orientation Week currently starts on the first day of Residence move-in and concludes the following Saturday. This manual should be viewed as the mandate for Orientation Week and works in conjunction with other University policies concerning student safety and conduct as set by other bodies including the AMS Assembly.

Orientation Week Policies are **statements** that prescribe the mandatory rules for the implementation of Orientation Week programs as well as events during Queen's University Orientation Week. Each Orientation Week policy will describe

- the scope of the programs and functions they cover.
- relevant roles and responsibilities that Orientation Week leaders must undertake in order to safely plan and execute events.
- the controls, standards and guidelines that are in place to inform and also support the policy.

Orientation Week Procedures are **step-by-step instructions** to assist Orientation Week leaders as well as planners in implementing the established Orientation Week policies, standards and guidelines.

Orientation Week Standards consist of specific **mandatory controls** that have been established in order to enforce and support each policy. These standards help to ensure consistency among the respective Orientation Week programs and are meant to encompass controls relating to the implementation of specific activities. Every Orientation Week policy must clearly reference the relevant standards to which it, as well as its procedures, must adhere.

Orientation Week Guidelines consist of **recommended, non-mandatory controls** that help support standards or serve as a reference when no applicable standard is in place. Guidelines should be viewed as best practices that are not usually requirements, but are strongly recommended.

Orientation Week Purpose, Goals, Objectives, and Guiding Principles

Preamble

Student transition and adjustment to university life is a process which begins the moment a new student accepts their offer of admission to Queen's, continues through their first year of studies, and does not end until the new student has integrated into their new living and learning community.

Queen's aims to facilitate and foster a positive and successful transition for all new students to their discipline(s) of study, campus, living and learning environments through transition and orientation programs and activities. These activities are meant to provide personal, social, academic, community, and environmental familiarization with Queen's and its host city, Kingston.

The Senate recognizes the unique role played by students in planning, organizing, and implementing Orientation Week activities in collaboration with campus and community partners. SOARB acknowledges that these student leadership roles in Orientation Week are an important part of the Queen's broader learning experience.

This policy manual represents the policies, procedures, and standards of and supercedes any other document containing regulations surrounding Orientation Week, with the exception of the Grease Pole Operations Manual (GPOM) and the terms of reference of the Senate Orientation Activities Review Board. However, this document recognizes the value of previous SOARB reports and other policies including, but not limited to, the Jackson Reports Part I and II and *Spirit with Responsibility*. Senate must approve any changes to this policy manual.

Orientation Week Purpose

Fall Orientation Week program events and activities are an important element of the transition and orientation process for new students. Thus, Orientation Week is designed to:

- welcome new students in a positive and inclusive manner
- assist students in adapting to a new social as well as academic setting
- familiarize new students with standards and expectations for behavior on campus
- equip students with the capacity to meet the academic expectations of their disciplines and programs of study
- encourage students to become involved in all aspects of University life
- model an inclusive and respectful community where new students can feel a sense of belonging and connectedness

Orientation Week Goals

SOARB has the responsibility and the authority to ensure that the planning, organization and conduct of Queen's Orientation adheres to Senate Orientation policies and goals.

The goals and objectives of Orientation Week, as approved by Senate on January 31, 2002 are:

- to make all new students feel welcome
- to facilitate a smooth transition to university
- to build a strong and inclusive community of students
- to make new students comfortable in their academic, social and environmental contexts
- to provide a solid foundation for a successful university experience.

Orientation Week Objectives

On March 2, 2012, SOARB adopted the following specific objectives to support broad Senate goals.

Orientation Week specifically seeks to achieve the following objectives:

- To foster a climate that
 - is positive, respectful, inclusive and discrimination-free;
 - prepares students for academic and intellectual pursuits; and
 - promotes individual and community health, wellness and safety.
- To familiarize students with
 - personal support services and social opportunities;
 - expectations for non-academic conduct; and
 - the academic culture, expectations and resources.
- To facilitate
 - the development of social networks and interpersonal relationships;
 - student engagement with faculty members; and
 - student utilization of personal and academic resources.

Orientation Week Guiding Principles

On March 2, 2012, SOARB adopted the following principles to guide Orientation Week planning and implementation.

Orientation Leaders play a pivotal role in Orientation Week. They act as mentors and, help new students feel welcome. They familiarize new students with the resources and tools they will need to prepare for their academic transition to Queen's and they ease new students' personal and social transition. Given the diversity of new students that come to Queen's University, Orientation Week activities must provide an accessible and equitable experience within a climate that is non-discriminatory.

Thus, Orientation Week policies, and their supporting procedures, must be guided by the following values and principles:

- respect and safety to maintain the dignity, health and well-being of students
- inclusivity and equity to ensure an environment free from discrimination and harassment
- accessibility to remove financial and physical barriers to student participation in activities
- good citizenship to encourage positive engagement with the local community
- leadership to model and foster a positive sense of pride and belonging at Queen's

Senate Orientation Activity Review Board Terms of Reference¹

The Senate Orientation Activities Review Board (SOARB) has the responsibility and the authority to ensure that the planning, organization and conduct of Queen's Orientation Week events as well as procedures adhere to Senate Orientation policies and objectives.

SOARB is a review and regulatory body that reports directly to the Queen's University Senate and has two distinct functions:

1. setting general policies for Orientation, and leaving it to the Orientation Roundtable (ORT) Committee, the Faculty Deans or designates, Faculty Society Presidents or equivalents, and student-led Orientation committees to execute those policies, and
2. observing Orientation and monitoring how policies were carried out then reporting back to the Faculties and to Senate.

In carrying out its policy-setting mandate, should it contemplate making any substantive or structural changes, SOARB will consult widely and be perceived to be doing so.

SOARB will carry out its regulatory function as its principal set of criteria the stated goals of Orientation, and the Student Code of Conduct. SOARB recognizes the Vice-Provost and Dean of Student Affairs as the University official operationally responsible for Orientation Week.

Prior to submitting its annual report to Senate, SOARB will invite submissions from all segments of the University and the Kingston community.

SOARB Authority

Without restricting the generality of the foregoing, the responsibilities of SOARB include the authority to

1. Recommend to Senate policies for Orientation and to approve procedures developed to implement these policies. Propose modifications to existing policies and practices, and/or new initiatives as appropriate.
2. Monitor and report on Orientation planning and execution.
3. Withdraw any approvals where commitments, or understandings given at the time of approval, have not been met or are unlikely to be met.
4. Order the termination of unsafe or unauthorized activities or events as elements of any Queen's Orientation program.
5. SOARB will report to the Senate yearly on its review of the Orientation just past and on its recommendations for the next year. It will report to the AMS Assembly for information purposes.

¹ <http://www.queensu.ca/secretariat/senate/committees/orientation-activities-review-board>
(current as of 03/01/1016)

SOARB Composition

2 Ex Officio Members:

VP and Dean of Student Affairs or delegate

AMS Campus Activities Commissioner

9 Elected Members:

5 Students

4 Non-Students, including 1 alumna/alumnus selected by Queen's University Alumni Association

Definitions

AMS: The Alma Mater Society of Queen's University (AMS), the undergraduate student government.

CAC: The Campus Activities Commissioner of the AMS. The position acts as equivalent to Faculty Society/School President in the sequence of signatories for events planned and executed by cross-faculty/school Orientation Groups.

Deans and Designates: The Deans of Faculties/Schools, the Dean of Student Affairs for cross-faculty/school Groups, and their appointed designates. Deans and/or designates can add consistency to processes where the yearly turn-over of student organizers may result in loss of institutional memory year over year. They also add accountability measures to programs and practices to ensure that Orientation Week remains a safe, respectful, inclusive and useful transition experience for incoming students. Deans and/or designates advise their respective Faculty/School or Group Orientation Committees on Orientation Week plans and activities. Each Dean and/or designate must vet and approve all Orientation Week procedures, practices, and activities planned by student leaders within their Faculty/School or Group.

Exemption: SOARB approval granted for an activity currently prohibited by SOARB policy. Approval for an exemption will be for a maximum of a one-year period.

Faculty/School or Group Days: Orientation Week days set aside for discipline-specific orientation events developed and implemented by Faculty/School/Group student Orientation Week organizers in consultation with their respective academic Deans and designates and under the logistical direction of the AMS Orientation Roundtable Coordinator.

Faculty/School or Group Orientation Committee: The student committee from each Faculty Society, School or group tasked with the planning of events specific to their respective Orientation Week. In consultation with their respective Orientation Committee Head the Orientation Committee submits their plans through the approval process prior to implementation.

First Year Not in Residence Student (FYNIRS) Program: A Group Orientation Week program, administered by the AMS Campus Activities Commission, provided for students who are first year undergraduate students at Queen's and who will not be living in Residences in their first year. This program strives to transition FYNIRS to Queen's through Orientation Week and additional programming throughout the year.

New, Exchange, and Worldly Transfer Students (NEWTS) Program: A Group Orientation Week program, administered by the AMS Campus Activities Commission, provided for

- students who are not new to post-secondary education, but are new to Queen's or Queen's campus as they are transfer students.
- students who have completed the first year of their Queen's degree at the Bader International Study Centre (BISC).
- students attending Queen's as part of a formal exchange agreement.

Notice of Probation: The formal notification to a Faculty/School or Group that their Orientation program has failed to meet one or more of the goals of Orientation Week and therefore all activities related to Orientation Week are suspended until the Terms of Probation have been drafted and released.

Orientation Committee Heads: Students responsible for leading their Faculty/School or Group Orientation Week Committee in the development of Orientation Week events and activities consistent with SOARB-approved policies, procedures, and standards.

Orientation Roundtable (ORT): Orientation Roundtable is a student committee of the AMS Campus Activities Commission, with membership from all undergraduate Faculty/School/Group Orientation Weeks. The ORT Executive leads the ORT.

Orientation Roundtable (ORT) Executive: A student committee of the AMS Campus Activities Commission led by the ORT Coordinator and supported by four Directors (Logistics, Systems and Support, Concert, and Leadership Development) who are tasked with the external coordination for all the individual programs of member Faculties/Schools/Groups.

Orientation Week Leaders: Students responsible for assisting their respective Orientation Committee with the implementation or execution of Orientation Week events and activities. Leaders are assigned to a group of incoming students, to whom they act as a resource and support during and after Orientation Week.

Senate Orientation Activities Review Board (SOARB): Senate Orientation Activities Review Board is an appointed committee of Queen's University Senate

Student Experience Office (SEO): The SEO aims to help prepare and support students to achieve their personal, social, academic, and career goals by offering programs and services to support the successful transition of students into and through university, and to encourage their co-curricular leadership development and community engagement. A unit within the Division of Student Affairs, the SEO is led by the Manager of Student Experience and consists of professional and student staff who coordinate and implement University Orientation Days.

Terms of Probation: Sanctions imposed by SOARB on a Faculty/School or Group as a result of a failure to meet one or more goal of Orientation Week. The sanctions must be implemented and followed for a period of two years.

University Days: Orientation Week days set aside for university-wide and residence orientation events coordinated and implemented by professional and student staff members of the SEO under the leadership of the Manager of the Student Experience,

University Senate: The Senate is one of the governing bodies of the University.

Vice-Provost and Dean of Student Affairs: The VP & DSA is the university official who holds overall responsibility for Orientation Week. Additionally, The Vice-Provost and Dean of Student Affairs or their designate must vet and approve all Orientation Week procedures, practices and activities planned by student leaders of multi-faculty Orientation Week groups.

Scope of Policy Manual

The scope of this manual extends only to official Queen's University Orientation Week activities comprising University Orientation Days and Faculty/School or Group Orientation Days.

Coordinators of both University and Faculty/School/Group Orientation Days will demonstrate consistency with Senate approved Orientation Week goals and objectives, while adhering to SOARB defined Orientation Week guiding principles.

Faculty/School/Group Orientation Days

The Orientation Week Policy and Procedure Manual exists primarily to guide the planning, coordination and implementation of Faculty Orientation Days, undertaken by Faculty Orientation Committees, in consultation with Faculty/School/Group Deans and Society Presidents or equivalents and with logistical guidance from the AMS Orientation Roundtable Coordinator. Thus, planning and implementation of Faculty Orientation Days must adhere to all SOARB policies and procedures documented in this Manual.

University Days

Planning, coordination and implementation of University-wide Orientation Days are the responsibility of the Student Experience Office (SEO), under the auspices of the VP/Dean of Student Affairs. SEO policies and supporting procedures for planning and implementing University Orientation Days will be aligned with the Senate policies in this Manual. SEO procedures are listed in Appendix I.

I. Developing and Amending Orientation Week Policies and Procedures

Policy

The purpose of this policy is to define clear parameters for the development and revision of Orientation Week policies and procedures.

This Manual supersedes any policy recommendations of the Ad Hoc Senate Committee to Review Orientation Week (November 15, 1990 and February 19, 1991) and all Orientation Week recommendations, policies and procedures, with the exception of SOARBs terms of reference written prior to the last approved version of this Manual.

Any additions or amendments to Orientation Week policies in this Manual must be accepted by SOARB and approved by Senate. Any additions or amendments to Orientation Week procedures in this Manual must be approved by SOARB. All Orientation Week protocols, practices, and guiding documents developed by Faculties/Schools and Groups must be consistent with this Manual.

Procedure

The purpose of this procedure is to communicate clear processes for the development and revision of Orientation Week policies and procedures.

Proposals to add or amend Orientation Week policies or procedures may be brought to the attention of SOARB by

- any representative of a campus constituency (faculty, student or staff).
- any community constituency (local community group, alumni group).
- any Orientation Week stakeholder (e.g., Dean/designate, Orientation Roundtable Coordinator, Faculty/School President, Group Chair).

Each request must be submitted in writing to the Secretary of SOARB

Written requests must outline in detail the proposed change and provide a rationale for the requested change.

SOARB will determine whether the rationale presented warrants a change in policy or procedure. Any changes to policy endorsed by SOARB will be recommended for Senate approval. Any changes to procedure will be approved by SOARB and sent to Senate for information.

II. Orientation Week Schedule of Activities

Policy

The purpose of this policy is to communicate clear parameters for the timing both of Orientation Week as a whole and individual events within Orientation Week.

Daily activities shall begin and end at times that are conducive to students obtaining adequate rest and sleep from day-to-day. The duration and intensity of each activity must not place undue psychological and physical demand or stress on students.

Other than the activities listed in the procedures, no Orientation Week event shall begin before 9:00 AM nor end later than 12:30 AM. Orientation Committees, however, will be allowed to hold in-person registration* between the hours of 8:00 and 9:00 AM on the first day of Faculty/School or Group Orientation. At no time should communications with incoming students imply that attendance at registration for the full hour is mandatory.

(*advance, online registration is encouraged)

Procedure

The purpose of this procedure is to communicate the process for implementing the parameters for the timing both of Orientation Week as a whole and individual events within Orientation Week.

Orientation Week includes University Orientation and Faculty/School/Group Orientation days.

University Orientation Schedule

The professional and student staff team in the Student Experience Office (SEO), within Student Affairs plans, organizes and implements university-wide and residence orientation activities for all incoming first year students in consultation with the Vice-Provost and Dean of Students Affairs or their designate.

FYNIRS Orientation Schedule

The FYNIRS Program runs Orientation events for three days in parallel and in collaboration with University Orientation.

Faculty/School Orientation Schedule

Faculty/School or Group Orientation is organized and implemented by the Orientation Committees with assistance from the ORT executive and in consultation with the respective Dean or their designate and the Faculty Society President or equivalent.

NEWTS Orientation Week Schedule

The NEWTS Program runs events paralleling Faculty/School Orientation Days.

Approved Activities Starting Before 9:00 AM

The (i) ENGSOC Grease Pole, (ii) PHEKSA Orientation Camp fitness event, and (iii) Breakfast events will be permitted to start earlier to accommodate the conditions as outlined below:

- i. Buses transporting students to the ENGSOC Grease Pole event are allowed to start loading at 7:00 a.m. to ensure the event begins at what has been identified by the ENGSOC Water Team as an optimal time, which is 9:00 a.m.
- ii. During the PHEKSA Orientation at camp, voluntary early morning fitness activities are permitted and do not require an exemption of time. This recognizes that PHEKSA is responding to an existing demand from their students and therefore is taking appropriate safety precautions in an off-campus environment.
- iii. Orientation Committees may schedule breakfast events that commence before 9:00 a.m. if those in attendance are provided with a complete breakfast and the goal of the event is primarily an opportunity to interact with upper year students, staff or faculty.

III. Risk Management and Mitigation of Orientation Week Activities

Policy

The purpose of this policy is to communicate the requirements for risk assessment and mitigation not only during the planning process for Orientation Week events but also for identifying and resolving situations of unacceptable risk that may arise during Orientation Week.

Some activities are prohibited during Orientation Week because some personal, social, community, environmental, and/or reputational risk cannot be adequately mitigated. Other activities are prohibited because they do not support the University's mandates of inclusion, equity, and diversity.

All event planners and signatories must receive training in risk assessment by the Director of Environmental Health and Safety.

All event planning must include a risk assessment. Any risk associated with the event must have a risk mitigation strategy in place. All events that are assessed a medium or high risk by event organizers and signatories must be reviewed by the Director of Environmental Health and Safety.

Orientation Leaders must be made aware of prohibited activities and provided training on appropriate and safe steps to intervene and/or terminate prohibited activities should they occur.

Procedure

The purpose of this procedure is to communicate the required steps to prepare for and implement risk assessment and mitigation strategies not only during the planning process for Orientation Week events but also for identifying and resolving situations of unacceptable risk that may arise during Orientation Week.

The ORT Executive will organize risk management training for Orientation Committee members in consultation with the Director of Environmental Health and Safety to convey the standards and best practices of risk mitigation in event planning. The Director of Environmental Health and Safety, or designate, will deliver the training.

The SOARB Secretary will consult with the Director of Environmental Health and Safety to arrange for the appropriate training of Deans and designates as well as the SEO Manager.

Orientation Committee Heads must submit event forms, including risk assessment and mitigation strategies, to the ORT Coordinator for ORT review and approval.

The Director of Environmental Health and Safety will review and provide feedback on event forms where the risk is assessed medium or high by event organizers and signatories. Feedback may require alterations to an event in order to satisfy the risk mitigation criteria set by the University. If the risk cannot be adequately mitigated it will not be allowed.

Standards

Health & Safety Policy Statement <http://www.queensu.ca/secretariat/policies/board-policies/health-and-safety-policy-statement>

EHS procedures <http://www.safety.queensu.ca/pol.htm>

Health and Safety Bulletins
<http://www.safety.queensu.ca/safety/policy/eh&s/bulletins>

Department of Environmental Health & Safety Ext. 32999
Room capacity evaluation through EHS Ext. 32999

IV. Approvals for Orientation Week Activities

Policy

The purpose of this policy is to communicate clear parameters for obtaining necessary approvals for all sanctioned events taking place during Queen's Faculty/Group Days.

Faculty/School or Group Orientation event approval is a partnership between the Presidents of Faculty/School Societies, Dean's Offices, and the Alma Mater Society.

Events, as planned by the Faculty/School/Group Orientation Committees, must be submitted to three levels of signatories in sufficient detail to evaluate adherence to policies. The three levels are first the ORT Coordinator, then the Faculty Society President or equivalent (AMS CAC for FYNIRS/NEWTS), and finally the Dean or designate (VP/Dean Students for FYNIRS/NEWTS).

SOARB has the authority to withdraw any approvals where commitments or understandings given at the time of approval have not been met or are unlikely to be met.

Procedure

The purpose of this procedure is to communicate the process for obtaining necessary approvals for all sanctioned events taking place during Queen's Faculty/Group Days.

The SOARB Secretary will inform Deans and designates about Orientation Week policies, procedures, and approval processes such that they are equipped to approve all Orientation Week events and activities planned for their respective Faculties/Schools/Groups.

Orientation Roundtable will provide organizers and signatories with a list of prohibited activities which may not be included in any part of an event nor in activities between events.

Final event approvals must be completed by deadlines determined by and communicated through the Alma Mater Society Orientation Roundtable.

SOARB authority to withdraw approval of any event will only be exercised after discussion with the respective Orientation Committee and the ORT Coordinator.

Orientation Roundtable is responsible for seeking and obtaining permissions from the City of Kingston for elements including, but not limited to, parades, use of parks, noise bylaw exemptions and road closures.

V. Enrolment

Policy

The purpose of this policy is to define clear procedures for the communication of accurate enrolment numbers throughout the Orientation planning cycle.

Regular updates on student enrolment numbers will be communicated between University personnel responsible for recruitment and admissions, Deans and designates, and Orientation Week organizers in a manner that considers both the Admission process and Orientation Week planning timelines.²

Procedure

The purpose of this procedure is to communicate clear enrolment numbers in a timely fashion.

The Executive Director Undergraduate Admission and Recruitment (Student Affairs), or designate, will send regular reports of applications, offers and registrations to undergraduate direct entry programs to all Deans and designates starting late November or early December for the following September admission cycle. Reports will continue through to September and will include an update for the following Orientation groups: Arts & Science (not including ConEd, PheKin, CompSci); Concurrent Education; Physical Education and Kinesiology; Computing Science; Engineering and Applied Science; Commerce; Nursing; and Exchange, Transfer and BISC students.

The Manager of Residence Admissions will send monthly residence admission updates to the VP/Dean of Student Affairs designate, who will in turn update the FYNIRS leader. (The number of first year student not living in residences is calculated by subtracting the number of residence admissions from the total acceptances reported by Undergraduate Admission).

The Orientation Roundtable (ORT) Coordinator will discuss the Communication of Enrolment Numbers Policy and Procedure with Orientation Committee leaders at the first meeting of the

² While Orientation Week planning cycles differ slightly from one faculty/group to another, generally, they begin early in the calendar year, after all Orientation Committee leaders have been hired. Planning and budgeting (including hiring student leaders, scheduling events, booking venues, procuring supplies, establishing fees, etc.) begins immediately and is based on expected enrolment numbers. Targets for enrolment numbers are established on a three year planning cycle and approved by the Senate. Targets are met by calculating how many offers are likely needed in order to convert prospective students to acceptances – this is the yield rate. The yield rate is determined based on a complex analysis of past enrolment trends as well as current and emerging factors, which may influence student applications and acceptances to Queen's. In any given academic year, actual acceptances are confirmed in the June report, after the deadline for acceptances has passed. Some minor fluctuations in enrolment numbers will occur in the summer months leading to final registration numbers as of the beginning of Orientation Week. The deadline for registering to live in Residences is in early June, coinciding with the deadline for accepting offers to Queen's. While some minor fluctuation in the number of registered students will occur in the summer based on the possibility that some students may ultimately withdraw their application and give up their spot and others, who missed the deadline and are on a waiting list, may be placed in a spot that has become available.

Orientation Roundtable in January of every year. The ORT Coordinator will ensure that the Orientation Committee leaders are clear about their responsibilities to initiate requests for and maintain ongoing communication with Deans/designates regarding enrolment updates.

Orientation Committee leaders will initiate communication with Deans/designates about enrolment numbers in January and agree on the best method for requesting and receiving regular updates throughout the Orientation planning cycle, from January through to the end of August. It is the responsibility of the Orientation Committee leader to designate an alternate leader to take on the responsibility to maintain regular communication with Deans/designates about enrolment updates in the event the Orientation Committee leader is expected to be unavailable for any extended period of time during the planning cycle.

VI. Academic Events during Faculty/School Days

Policy

The purpose of this policy is to communicate clear expectations for coverage of academic content during Queen's Faculty/School Days.

Academic orientation events and activities are a required component of Faculty/School Orientation.

The Dean or designate is responsible for ensuring that academic requirements are met.

Access to academic events must be free of charge and open to all students from the group or faculty regardless of their paid participation in the social aspects of Orientation Week.

Procedure

The purpose of this procedure is to communicate clear processes for covering academic content during Queen's Faculty Days.

Orientation Committee Heads will work with their administrative Faculty/School Offices to ensure Faculty/School-specific academic goals and objectives are identified.

Orientation Committee Heads will develop and implement a communication plan to advertise to all students that academic events are free of charge.

Outgoing and Incoming Orientation Committee Heads must review the effectiveness of academic orientation activities on an annual basis and, based on that review and any new academic expectations or challenges identified by the Faculty/School, eliminate or modify events as required.

VII. Orientation Week Fees

Policy

The purpose of this policy is to communicate clear parameters for the collections and use of fees for participation in Queen's Faculty/School or Group Days.

Orientation Week fees should be kept as low as possible in order to maintain financial accessibility to all students.

There will be no charge for students to attend academic events that are part of Faculty/School or Group Orientation activities.

Leader-specific events, including pre-week, should not be subsidized through fees paid by incoming students.

Procedure

The purpose of this procedure is to communicate clear processes for the collections and use of fees for participation in Queen's Faculty/Group Days.

Orientation Week fees will be set by Orientation Committees taking into account financial accessibility, cost-recovery, and comparison across Faculties/Schools /Groups.

The fee approval form will be submitted by the Orientation Committee through the three-step approval process, in the following order. The Form will first be submitted to the Faculty/School Society President or equivalent, then the Dean or designate, and finally the ORT Coordinator.

The fee approval form must be submitted by a date set by the ORT Coordinator.

Orientation Committees will offer financing options and subsidies at their discretion. Any opportunities for such financing and subsidy must be advertised through the Orientation Handbook and Website. Charges for optional items, such as coveralls, must be clearly outlined in the Orientation Handbook and Website.

Orientation Committees, in conjunction with Faculty Societies, will, at their discretion, determine the method for collecting fees. The method must be clearly outlined in the Orientation Handbook and Website.

Rules and processes for issuing refunds will be determined and implemented by Orientation Committees. Refund rules and processes must be clearly outlined in the Orientation Handbook and Website.

VIII. Orientation Week Handbooks

Policy

The purpose of this policy is to set forth clear expectations for the development and publication of content for Orientation Handbooks and Websites.

Each Orientation Week Faculty/School and Group must develop and publish content for an Orientation Week Handbook and Website.

Common information, provided by the AMS ORT Coordinator, must be included.

Handbooks and Websites must be developed in consultation with the Social Issues Commissioner (SIC) of the AMS and approved by the Faculty/School/Group Dean or designate, the Faculty/School Society President or equivalent, and the ORT Coordinator prior to distribution.

Procedure

The purpose of this procedure is to set forth clear processes for developing and publishing content for Orientation Handbooks and Websites.

The ORT Coordinator will collect common information for inclusion in all Faculty/School or Group Handbooks and Websites. Common content must include the following:

- a schedule of non-Faculty/School/Group orientation events,
- information about the AMS and its resources,
- a listing of student support services and their contacts,
- alcohol education: safety information, accurate social norms, and resources to support students,
- safety resources on and off-campus,
- information about where to get help and advice in cases of discrimination and/or harassment consistent with the Senate Policy on Harassment and Discrimination
- up-to-date and accurate maps showing how to get around campus,
- sponsorship pages and advertisement for all faculties and groups,

Handbooks and websites must clearly communicate

- charges for optional items, such as coveralls,
- methods for making fee payments,
- rules and processes for requesting and receiving funds.

Each Faculty/School or Group will develop Faculty/School/Group-specific content in consultation with the SIC of the AMS, incorporate common content from the ORT Coordinator, and obtain appropriate approvals.

Standards

Harassment/Discrimination Complaint Policy and Procedure

<http://www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure#A>

Queen's University Student Code of Conduct

http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senateandtrustees/Code_of_Conduct_final_2008.pdf

Ontario Human Rights Code

https://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm

IX. Orientation Committee and Student Leader Training

Policy

The purpose of this policy is to communicate clear expectations for Faculty/Group Orientation Executive, Committee Head and Leader training.

All Orientation Committee members, Orientation Committee Heads, and Orientation Week Leaders must participate in a training program organized by the Orientation Roundtable Executive as well as Faculty/School/Group-specific training activities organized by Orientation Committees in consultation with their respective Deans or their designates.

The ORT Executive determines standardized training requirements for each position in consultation with campus resources and services relevant to the training content.

The content and depth of the training will be determined by ORT based on the position held by the Orientation Week volunteer.

Procedure

The purpose of this procedure is to communicate clear processes for Faculty/Group Orientation Executive, Committee Head and Leader training.

A standardized training program will be developed by the ORT Leadership Development Director in consultation with the ORT Coordinator, Health Counseling and Disability Services, the Human Rights Office, the Equity Office, the AMS Social Issues Commission, Environmental Health and Safety, and other relevant resources.

Based on advice from campus stakeholders, the ORT Leadership Development Director will set yearly priorities to train and prepare students for their roles as leaders and ambassadors of the University and their Faculty/School or Group.

The ORT Leadership Development Director, in consultation with the ORT Coordinator, will organize and schedule the delivery of standardized training content.

The first part of the standardized training will be for Orientation Committee Heads and will take place before Winter term leader training.

The second part of the standardized training will take place during the Winter term and will be for newly-hired Orientation Week Leaders.

The third part of the standardized training will take place within one week before Orientation Week and will also be for Orientation Week Leaders.

The standardized training for Orientation Committee Heads must include content on:

- Risk management
- Accessibility
- Sustainability
- Diversity, equity, and inclusivity in event planning
- Academic event planning
- Budgeting and sponsorship
- Interfaculty relationships
- Hazing prevention
- Peer-to-peer leadership strategies
- Introduction to Senate Policies and SOARB procedures

The standardized training for Orientation Week Leaders must include, but is not limited to, content on:

- Student leaders roles and responsibilities
- Orientation schedule and activities
- SOARB expectations and recommendations
- How to make events physically accessible, inclusive and discrimination free
- How to identify, approach and refer a student in distress or need of mental health support
- How to talk about, raise awareness of and discourage alcohol misuse
- Student Code of Conduct and expectations for behaviour, including hazing
- Goals and objectives of Orientation
- Interfaculty relations
- Accessibility
- Diversity, equity, and inclusivity
- Resources available on campus
- Sexual health and consent
- Emergency procedures
- How to be a leader post-Orientation
- Local community engagement and responsibilities during Orientation Week
- Orientation Leader Contract

Standards

Queen's University Student Code of Conduct

http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senat_eandtrustees/Code_of_Conduct_final_2008.pdf

Ontario Human Rights Code

https://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm

Accessibility for Ontarians with Disabilities Act

http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm

X. Orientation Committee and Leader Recruitment, Screening, and Selection

Policy

The purpose of this policy is to communicate clear expectations for Faculty/Group Orientation Leader recruitment, screening and selection.

The recruitment process for Orientation Committees and Leaders must be competitive, fair, and transparent.

All Orientation Committee members and Leaders must undergo an adequately professional screening and selection process to ensure the candidates are the best qualified and most suitable to execute their Orientation Week responsibilities.

Orientation Committees will be hired according to Faculty/School Society and/or AMS hiring policies, as applicable. Deans or designates will be informed of these policies and practices prior to hiring.

Only students in good academic standing, by the time Orientation Week begins, will be eligible to hold an Orientation Committee member or Leader position. Deans or designates are required to ensure that all leaders of their respective Orientation programs are students in good standing per the criteria of their Faculty or School.

All Orientation Committee members and Leaders must sign the “Contract for Orientation Week Leaders” before Orientation Week commences. This contract must be adhered to for the full duration of Orientation Week as stated in the contract.

Procedure

The purpose of this procedure is to communicate clear processes for Faculty/School or Group Orientation Leader recruitment, screening and selection.

Leader recruitment, screening and selection will be a consistent, collaborative, and cooperative process between Orientation Committees and their respective Deans or designates.

Deans or designates will be provided an opportunity to provide constructive feedback, and make recommendations, for the leader recruitment, screening, and selection processes and criteria for their respective Orientation program.

Before hiring Leaders, newly hired Orientation Committee Heads must make their Orientation Committees aware of resources existing, within student governments, to facilitate good hiring practices. Student leaders must utilize best hiring practices, as reflected by the hiring policies of the Faculty Society and/or the AMS, and employ regular strategies to critically assess hiring practices.

The ORT Coordinator will send names of hired Faculty/School/Group student leaders to the respective Dean or designate to confirm that all named are students in good academic standing at the University by the first day of Orientation Week

The Dean or designate will check the academic records of student leaders by August 15th and inform the ORT Coordinator of any students not eligible due to their academic standing.

The ORT Coordinator will inform the respective Orientation Committee Head, who is responsible for informing the student leader within two business days.

The signing of the Contract for Orientation Week Leaders must be completed by all Leaders and Committee Members at the end of pre-week training run by ORT. The contracts will be retained by ORT.

XI. Group Orientation Week Uniforms

Policy

The purpose of this policy is to communicate clear expectations and parameters for all Faculty/Group Orientation uniforms worn during Orientation Week.

Faculty/School or Group uniforms are permitted however they must be designed to foster pride in the Faculty/School or Group.

Orientation t-shirts and coveralls are considered uniforms.

Uniforms must be vetted by the Orientation Committees and the ORT executive.

All uniform designs, including artwork, lettering and slogans must be approved by the three required signatories as well as the Queen's University Trademark Licensing Program Coordinator.

Procedure

The purpose of this procedure is to communicate clear processes for adhering to the expectations and parameters set out for Faculty/Group Orientation uniforms worn during Orientation Week.

ORT Executive will allocate specific t-shirts colours for each Faculty/School or Group.

The ORT Executive will determine any restrictions on size, colour, or placement of designs as well as determine the number, size, colour, and placement of sponsor logos.

Faculty/School or Group Orientation Committee Heads will vet all uniform designs, including artwork, lettering, and slogans through the sequential approval process. The three signatories in the approval process, in order, are Faculty Society Presidents, the Dean or designate, and finally the ORT Coordinator.

After vetting through the sequence approval process, the design, artwork, lettering, and slogans must be sent to Queen's University Trademark Licensing Program Coordinator for approval.

Only after all signatories and the Trademark Licensing Coordinator have approved the uniform details, will the ORT Coordinator then process the clothing order.

Standards

Trademark Licensing Program

<http://www.queensu.ca/studentaffairs/trademark-licensing> (current 03/01/2016)

XII. Exemptions

Policy

The purpose of this policy is to outline rules for request for exemption to Orientation Week policies as set out in this manual.

It is the preference of the Board that Orientation organizers adjust planning and create an event that does not require an exemption rather than seek exemptions.

Requests for exemptions will only be considered if there is evidence that personal, social, community, environmental, and reputational risks have been considered and adequately mitigated.

Evidence and rationale must be endorsed by the three levels of signatories outlined in the activity approval policy. The Department of Environmental Health and Safety must be consulted throughout the process and must be satisfied with the level of risk management exercised by the Orientation Committee.

Exemptions granted will be for a one-year period. Orientation Committees may request the same the exemption the following year, however, permission for an exemption for one year does not guarantee permission for exemption for another year.

An Orientation Committee that requests and is granted the same exemption for two or more consecutive years may request that SOARB consider removing the prohibitive policy or amend policy or procedure to reflect ongoing approval of the event.

Procedure

The purpose of this procedure is to outline the protocols for handling requests for exemptions and policy amendments.

Before requesting any exemption to SOARB's prohibited list of activities, Orientation Committees should note that prohibited activities have been identified as those which may pose a risk to student health and safety as well as to the campus and local community, including reputational harm.

At the request of an Orientation Committee, SOARB will be available to provide an initial consultation in advance of a formal request for exemption.

If the Orientation Committee believes, after consultation with the Department of Environmental Health and Safety and other relevant groups, that the exemption they are requesting does not pose an unmanageable level of risk to students, the campus and local community as well as the university generally, then they may proceed to request, in writing, an exemption from SOARB.

Requests for exemptions must be submitted as soon as possible in the planning process and no later than the penultimate SOARB meeting of the Winter term,

Orientation Committee Heads will prepare a formal request to SOARB, outlining the evidence and rationale for the request, including commentary and recommendations from Environmental Health and Safety and any other supporting documentation.

The written request will be submitted to the Secretary of SOARB who will circulate the request to Board members.

The Board will discuss the request and shall invite the Orientation Committee to attend a SOARB meeting where the exemption is being discussed. Following the presentation and question period by the Orientation Committee, SOARB will discuss and vote on whether or not to approve the exemption, with or without conditions. Previous success obtaining an exemption should not be considered a guarantee of future success.

SOARB will deliver its decision with relevant details of discussion in writing to the Orientation Committee Head, copying Environmental Health and Safety and the relevant signatories.

SOARB will consider exemptions granted for two consecutive years more broadly upon request from the relevant Orientation Committee to determine whether they should amend policies and procedures, including revision of the prohibited list of activities.

Previous success obtaining an exemption should not be considered a guarantee of future success.

XIII. Hazing and Other Inappropriate Behaviours

Policy

The purpose of this policy is to outline rules for handling alleged hazing activities either directly observed by SOARB members or reported to SOARB in its capacity as a review Board.

This policy applies to alleged hazing activities, violations of *Spirit with Responsibility*, the Contract for Orientation Leaders and the Queen's Student Code of Conduct organized and/or participated in by students involved in Orientation Week. It applies to those in Orientation leadership roles as well as upper year students who may be interfering with sanctioned Orientation Week activities.

According to the Queen's University Student Code of Conduct,

Students shall not organize or participate in hazing activities, on or off-campus. Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness or consent to participate. Any action taken or situation created may be deemed hazing regardless of the intent of the organizer(s).³

All incoming students must be provided information from the AMS and their Faculty/School/Group on the Student Code of Conduct including the definition of hazing and other inappropriate conduct as outlined in *Spirit with Responsibility* and the Contract for Orientation Leaders.

In addition to information about their responsibilities, students must be given information about the negative consequences of hazing to individuals and the university community, and the inability of someone to consent to being hazed. Students are to be encouraged to report incidents of hazing they are subjected to or witness. The process for making hazing complaints must be made transparent to students.

Any alleged hazing or inappropriate behaviour that is witnessed by brought to the attention of a SOARB member during Orientation Week must be reported to the ORT Coordinator who will follow Orientation Week Policy and Procedures concerning potential termination of a Leader contract.

SOARB members who observed or were notified of alleged hazing or behaviour that contravenes *Spirit with Responsibility*, the Contract for Orientation Leaders or the Queen's Student Code of Conduct, during Orientation Week must bring the issue to the Board. SOARB will determine whether it is appropriate for the Board, as a body, to file a complaint to the AMS Commissioner of Internal Affairs under the AMS Non-Academic Discipline System, in accordance with the

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http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senateandtrustees/Code_of_Conduct_final_2008.pdf

Senate Policy on Student Appeals, Rights, and Discipline⁴. There is no time limit for SOARB to receive and act on information about behaviour that occurred during Orientation Week.

Procedure

The purpose of this procedure is to outline the process for handling alleged hazing activities directly observed by SOARB members or that come to SOARB's attention in its capacity as a review Board.

Before Orientation Week

Before Orientation Week, SOARB members will be briefed on hazing and provided with a scripted, consistent message to use if they need to approach a student Orientation Leader or an upper-year non-leader about violations of *Spirit with Responsibility*, the Contract for Orientation Leaders and the Queen's Student Code of Conduct.

During Orientation Week

During Orientation Week, a SOARB member, who observes or receives information about alleged hazing or violations of *Spirit with Responsibility*, the Contract for Orientation Leaders and the Queen's Student Code of Conduct, conducted by student Orientation Leaders or by upper-year students, will immediately contact and report the incident to the ORT Coordinator.

The report to the ORT Coordinator should include as much information about the individuals involved as possible (e.g. name of student leaders, Faculty/School/Group affiliation, location and time of the perceived violation, details about the activity in question, and a statement of how the activity violates SOARB and/or University policies and procedures).

In addition to contacting the ORT Coordinator SOARB member may also choose to intervene and/or contact Campus Security who will act within their mandate to address the behaviour.

After Orientation Week

After Orientation Week has concluded, SOARB members who observed or were informed of alleged hazing or violations of *Spirit with Responsibility*, the Contract for Orientation Leaders and the Queen's Student Code of Conduct that occurred during Orientation Week must bring the issue to the Board. SOARB will determine whether the reputation of the University was harmed or if the incident harms the student-run history and practices of Orientation Week. If the Board, as a body, agrees there has been harm they will file a complaint with the AMS Commissioner of

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http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslwww/files/files/policies/senateandtrustees/SAR_D_Policy.pdf

Internal Affairs under the AMS Non-Academic Discipline System, in accordance with the Senate Policy on Student Appeals, Rights, and Discipline⁵.

If SOARB votes in favour of filing a complaint, the Co-Chairs will initiate the complaint on behalf of the Board, in accordance with the Policy on Student Appeals, Rights and Discipline.

The Board will, at the same time, discuss whether it should exercise its authority to impose any additional restrictions, including Terms of Probation, consistent with its regulatory functions and responsibilities as outlined in its mandate. Whether or not a complaint is filed, the Board will discuss and agree upon appropriate follow-up actions to reduce the risk of repeated violations of *Spirit with Responsibility*, the Contract for Orientation Leaders and the Queen's Student Code of Conduct.

Standards

Queen's Student Code of Conduct
Contract for Orientation Leaders
SOARB Terms of Probation
Student Appeals, Rights and Discipline Policy
Canadian, provincial, and municipal laws

5

http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/senateandtrustees/SAR_D_Policy.pdf

XIV. Terminating a Leader Contract

Policy

The purpose of this policy is to outline rules for “de-leadering” or terminating an Orientation Week leader contract.

This policy applies to the behaviours of Orientation Leaders during Orientation Week that would warrant terminating a leader contract (“de-leadering”).

Behaviours that may warrant de-leadering, include, but are not limited to

- behaviours that contravene the Senate policies and SOARB procedures.
- activities that deviate from planned and sanctioned events and which place any student at risk of physical or psychological harm (e.g., hazing and violations of *Spirit With Responsibility*, the Contract for Orientation Leaders and the Queen’s Student Code of Conduct.
- non-compliance with direction given by the ORT Coordinator, Campus Security, or Environmental Health and Safety or their designate.
- non-compliance with the Orientation Leader Contract or the Student Code of Conduct.

Suspected violations of the aforementioned behaviours must be reported to the ORT Coordinator and the appropriate Orientation Committee Head, who both have the authority to de-leader. Although only the ORT Coordinator and Orientation Committee Heads have the authority to de-leader, SOARB and other Orientation Week partners may make recommendations to de-leader to the ORT Coordinator.

When de-leadering has occurred, the Orientation Committee Head must submit an ORT Incident Report Form to the ORT Coordinator.

Once a student is de-leadered, they may no longer participate in any Orientation Week events for the remainder of the week. If a de-leadered person attempts to continue their role as a leader during the week, the ORT Coordinator must be notified immediately.

In all instances of de-leadering, the de-leadered student reserves the right to meet with the ORT Coordinator to be clear about the behaviours that led to the decision. Any such meeting requested, will be arranged before the conclusion of that Orientation Week.

A student who is de-leadered may appeal the decision to the University Senate Appeal Board, but they may not remain in their leadership position pending the appeal.

Procedure

The purpose of this procedure is to outline the process for “de-leadering” or terminating an Orientation Week leader contract.

De-leadering by Orientation Committee Heads must be done through submission of the ORT De-Leadering Form to the ORT Coordinator.

During Orientation Week, a SOARB member, who is made aware that a student Orientation Leader may be behaving in ways that warrant de-leadering, either through observation or by receiving information, must immediately contact and report the incident to the ORT Coordinator.

The report to the ORT Coordinator should include as much description of the student leaders involved as well as the activity in question as possible (e.g. name of student leaders, Faculty/School/Group affiliation, location and time of the perceived violation, details about the activity in question, and a statement of how the activity violates the SOARB and/or University policies and procedures).

In addition to contacting the ORT Coordinator, and depending on the perceived seriousness of the situation, the SOARB member may choose to intervene, using the scripted message provided in their briefing package, or they may choose to contact Campus Security who will act within their mandate to address the behaviour.

The ORT Coordinator will contact the relevant Orientation Committee Head who will then initiate contact with the leader to remove them from their position. If leaders are non-compliant or resistant, the ORT Coordinator will contact Campus Security for assistance to gain compliance.

The Orientation Leader will have an opportunity to meet with the ORT Coordinator to understand the decision regarding their de-leadering. The Orientation Leader may contact their Orientation Committee Head, who will be responsible for contacting the ORT Coordinator to facilitate a meeting to occur before the end of that Orientation Week.

The ORT Coordinator will also decide, at that time, whether referring the student to the AMS NAD is appropriate.

A student who is de-leadered may appeal the decision to the University Senate Appeal Board (USAB), but they may not remain in their leadership position pending the appeal. The Orientation Roundtable Coordinator will direct leaders, wishing to appeal the de-leadering decision, to information regarding the process for initiating a USAB appeal, including contact information for the University Ombud.

XV. Terms of Probation

Policy

The purpose of this policy is to communicate the rationale for imposing probation on a Faculty/School/Group Orientation program.

Probation will only be imposed for serious offences. The authority to remove permissions is outlined in the mandate of SOARB as established by Senate.

Should a Faculty/School/Group, and its designated Orientation Executive, substantially fail to meet the expectations for appropriate planning of and conduct during Orientation Week, they may be placed on probation for a two year period.

Substantial failure to meet planning and conduct expectations includes, but is not limited to,

- gross misconduct, such as, but not limited to, hazing.
- lack of Orientation Executive control in planning or executing events, or lack of due diligence to control unplanned activities that usurp planned, sanctioned activities.
- offences that seriously threaten the student-run history and nature of Orientation Week
- Willful negligence in implementing SOARB recommendations.

Only in exceptional cases will probation be lifted after one year. The Faculty/School/Group must demonstrate, to the satisfaction of the Board, how they met or exceeded the requirements and expectations of the probationary terms, for the probation to be lifted after one year.

Procedure

The purpose of this procedure is to outline the process for imposing and lifting probation on a Faculty/School/Group Orientation program.

SOARB will meet at their earliest opportunity following Orientation week. Based on SOARB event review, and feedback from University and community partners, SOARB will decide, if necessary, to place a Faculty/School/Group on probation. Decisions to impose probation will be made within before the conclusion of its annual review cycle, marked by Senate's acceptance of the annual SOARB report. SOARB will strive to do so within one meeting of the relevant Faculty/School/Group's debrief process. SOARB will endeavour to give faculty organizing groups reasonable time and opportunity to discuss any issues relating to the decision to impose probation before such a decision is taken by SOARB.

The terms of probation will be established by SOARB and communicated to the Faculty/School/Group Dean and to Senate.

Assuming that no violations necessitate earlier review, the terms of probationary status will be reviewed by SOARB during the regular debriefing cycle. Modifications, including removal of probationary status, will be made at that time. At the end of the two-year probationary term the Faculty/School/Group Orientation will be reviewed and a report will be issued publicly.

To request that SOARB consider lifting the probation earlier than the specified two year requirement, the group on probation must present their case to SOARB. In their presentation, the group must explain how they met or exceeded the expectations outlined in the notice of probation and why that should compel the Board to lift the probation.

The Board will discuss the information presented by the group and determine whether the group has sufficiently, and to the Board's satisfaction, made changes that warrant early lifting of the terms of probation.

XVI. *Spirit with Responsibility* Guide for ORT

Spirit with Responsibility is an informational AMS document reviewed and updated annually by the ORT Coordinator. This update happens following the approval of the annual SOARB report to Senate on Orientation Week.

Spirit with Responsibility serves as a summary of and guide to current Orientation policies and procedures for Faculty/School or Group Orientation Committees.

Spirit with Responsibility is comprised of two parts: the first is the guide to current Senate-approved policies and procedures; the second part consists of appendices of relevant supporting documents necessary for consistency in planning standards for Orientation Committees. The appendices may include, but are not limited to, the following ORT forms:

- Fee and Slogan Approval Form
- Centralized Resource Order Form
- Equipment Request Form
- Incident Report Form
- De-Leadering Form
- Alcohol Form

The *Spirit with Responsibility* Appendices may also include the following relevant Senate and AMS documents for informational purposes:

- University Student Code of Conduct
- Contract for Orientation Leaders and Executives
- AMS Policy Manual 2, Section 1, Part D: Orientation Roundtable
- SOARB Terms of Reference
- Goals and Objectives Orientation Week Training

It is the responsibility of the ORT Coordinator to ensure *Spirit with Responsibility* aligns with current Senate-approved Orientation policies and SOARB-approved procedures. Once updated, it will be made readily available to Orientation Committee Heads who will be responsible for making their Orientation Committee members familiar with its contained policies and procedures before Orientation planning begins.

Standards

- Queen's Student Code of Conduct
http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senateandtrustees/Code_of_Conduct_final_2008.pdf
- The Student Appeals, Rights and Discipline Policy_
http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senateandtrustees/SARD_Policy.pdf
- Queen's Harassment and Discrimination Policy_
<http://www.queensu.ca/secretariat/policies/senate/harassmentdiscrimination-complaint-policy-and-procedure>
- Health & Safety Policy Statement
<http://www.queensu.ca/secretariat/policies/board-policies/health-and-safety-policy-statement>
- Environmental Health and Safety procedures
<http://www.safety.queensu.ca/pol.htm>
- Health and Safety Bulletins_
<http://www.safety.queensu.ca/safety/policy/eh&s/bulletins>
- Fire Safety and Room Capacity as established by Queen's EHS Fire Safety Officer, EHS Ext. 32999
- Queen's University Policies Relating to Information Technology
- Trademark Licensing Program_
<http://www.queensu.ca/studentaffairs/trademark-licensing>
- Contract for Orientation Leaders See Appendix II
- Canadian, provincial, and municipal laws
- SOARB Terms of Probation See Appendix III
- Student Experience Office (SEO) Procedures for University Orientation Days
See Appendix I

Appendix I

Student Experience Office (SEO) Procedures for University Orientation Days

In planning, coordinating and implementing events/activities for University Orientation Days, the SEO has the following supporting procedures in alignment with Senate-related policies:

- I. Developing and Amending Orientation Week Policies
 - Any proposals to add or amend Senate-related policies relevant to SOARB will be brought to the attention of the Secretary of SOARB
- II. Orientation Week Schedule of Activities
 - The SEO will schedule University Orientation Days
- III. Risk Mitigation and Management of Orientation Week Activities
 - The SEO will mitigate and manage any risk associated with activities during University Orientation Days in a manner consistent with related Senate policies
 - Relevant professional and student staff must:
 - Receive risk assessment training from Environmental Health & Safety (EHS)
 - Be aware of prohibited orientation activities and behaviours
 - Assess risk and develop risk mitigation strategies for relevant events
 - Submit all events that are assessed as medium or high risk for review by the VP/Dean of Student Affairs (DSA) designate and the Director of EHS
- IV. Approvals for Orientation Week Activities
 - University Orientation Days activities planned by the staff in the SEO must be approved by the Manager of Student Experience and the designate to the VP/DSA
- V. Academic Events during University Orientation Days
 - Any Faculty/School-specific activities during Orientation Week will be developed in consultation with the Faculties/Schools
- VI. Orientation Week Fees
 - Fees for any events during University Orientation Days will consider financial accessibility, cost-recovery, and comparable practices across PSE institutions
- VII. Orientation Week Handbooks
 - The SEO will develop and publish content for any handbook and/or website for University Orientation Days
- VIII. Staff and Volunteer Recruitment, Screening, and Selection
 - The Manager of Student Experience (or designate) will conduct all recruitment, screening, and selection of staff and volunteers in alignment with Queen's Human Resources policies, procedures, and best practices

IX. Staff and Volunteer Training

- Relevant student and professional staff in the SEO, as well as front-line student volunteers and residence staff (e.g., ResSoc members, Residence Dons), will have knowledge and skills, and/or receive training, including but not limited to the following areas:
 - Orientation Week goals and objectives
 - Student transition issues
 - Student Code of Conduct
 - Hazing and hazing prevention/response, including bystander intervention
 - Risk assessment and management
 - Emergency contacts and protocols
 - Accessibility, diversity, inclusivity, equity and human rights
 - Mental health, sexual health and sexual assault, and alcohol issues
 - Resources on campus and referral protocols

X. Orientation Week Uniforms

- Any uniforms and/or clothing made available to students during University Orientation Days will be optional and they will be vetted by the VP/DSA and the Queen's University Trademark Licensing Program Coordinator

XI. Exemptions

- The SEO will request exemptions to any Senate-related policies in a manner as outlined in the related SOARB Orientation Week Policy Manual

XII. Hazing and Other Inappropriate Behaviours

- SEO staff and volunteers, while in the capacity of planning and/or implementing University Orientation Days, will bring to SOARB's attention, through the Manager of Student Experience, any possible hazing activities they observe or which are reported to them

XIII. Terminating the Contract of University Orientation Days Staff and Volunteers

- The Manager of Student Experience will, in consultation with the VP/DSA designate, terminate employment and/or volunteer agreements as required in a manner that is consistent with Queen's Human Resources policies, procedures, and best practices

Appendix II

Contract for Orientation Leaders and Executives

Orientation for Queen's students is a welcoming and inclusive activity. It is critical and mandatory that all incoming students should never be made to feel inferior or subordinate. First year students have the freedom to choose to participate in activities during Orientation Week. Differences in gender, race, ethnic origin, sexual orientation, religion, and abilities are to be treated with respect and sensitivity. Students must be free to act as individuals and should not be expected to behave in any particular way to be accepted. Students are entitled to their private space and time.

Orientation Week runs from _____
to _____.

As a Leader during Queen's University Orientation Week, I endorse and will abide by the following Code of Conduct:

1. I will not engage in any behaviour or act that will damage the reputation of Queen's University.
2. I will respect the community of Kingston as my own and act responsibly and with courtesy toward its other members and their property. I will encourage a similar attitude amongst the incoming students.
3. I will not engage in any sexual activity with new students during Orientation Week.
4. I will not harass others by direct suggestion or through cheers.
5. I will not lead or participate in cheers that can be interpreted as sexist, racist, homophobic, vulgar, crude or obscene.
6. I will not consume any alcohol or narcotic or be under the influence of any such substance at any time that I am in the presence of incoming students, during either formally planned events or informal, spontaneous social events.
7. I will not promote the consumption of any alcohol or narcotic among first year students by either pressuring them to indulge or by buying or giving them any such substance.
8. I will make every effort to promote amongst the incoming students a sense of community within the Queen's family in which all members are equal. I will make every effort to encourage similar behaviour amongst my peers while they are in the presence of incoming students.
9. I am aware that students on academic probation are not allowed to serve as Orientation Leaders.

By signing this form I confirm that I am not on academic probation.

By becoming a Leader, and signing this Code of Conduct, I assume these responsibilities of leadership voluntarily. I am aware that failure to abide by this agreement will place the actions in question under review and may result in the termination of my position as an Orientation Leader for Orientation Week (year)

The terms of this contract are in effect from _____
until _____

Appendix III

Senate Orientation Activities Review Board Notice of Probation

As stated in Queen's University Senate Policy:

SOARB has the responsibility and the authority to ensure that the planning, organizing and conduct of the Queen's Orientation adhere to Senate Orientation policy and objectives, including the authority to:

1. Review and approve all Orientation activities and events as elements of the Official orientation program;
2. Monitor the planning procedures and conduct of Orientation;
3. Withdraw any approvals where commitments or understandings given at the time of approval have not been met or are unlikely to be met;
4. Terminate unsafe or unauthorized activities or events as elements of the Queen's Orientation program.

Queen's University Goals of Orientation:

The goals of Queen's Orientation are:

- to make all new students feel welcome;
- to facilitate a smooth transition to university;
- to build a strong and inclusive community of students;
- to make new students comfortable in their academic, social, and environmental contexts;
- to provide a solid foundation for a successful university experience

General Notice of Probation:

The Senate Orientation Activities Review Board (SOARB) works proactively and collaboratively with Orientation Week planners to communicate clear expectations for the implementation of a positive, safe and inclusive orientation experience for incoming students.

It is only in the most serious cases of failure to meet the planning and/or conduct expectations that SOARB will place a group on probation, as outlined in the Orientation Week Policy Manual made available to all groups.

Having reviewed all of the activities of Orientation Week (year), SOARB has identified the need to place (group) on probation for demonstrating:

[Select one or more]

- gross misconduct, such as, but not limited to, hazing.
- a lack of Orientation Executive control in planning or executing events, or a lack of due diligence to control unplanned activities that usurp planned, sanctioned activities.

- behaviors that seriously threaten the student-run history and nature of Orientation Week
- willful negligence in implementing SOARB recommendations.

This probation will take immediate effect. Any Orientation Week planning, hiring, training, or related activities for Orientation Week (year) must be suspended until the detailed terms of probation can be communicated to (group).

Following the delivery of the Terms of Probation, SOARB will meet with you to clarify the strategies for remediation. Probation is for a two year term and the lifting of probation is contingent on the group's ability to demonstrate, to the satisfaction of the SOARB, that all Orientation Week activities are aligned with the Student Code of Conduct and all Orientation Week policies.

Below is the probation procedure from the manual

SOARB will meet at their earliest opportunity following Orientation week. Based on SOARB event review, and feedback from University and community partners, SOARB will decide, if necessary, to place a Faculty/School/Group on probation. Decisions to impose probation will be made within the first two post-Orientation Week meetings.

The terms of probation will be established by SOARB and communicated to the Faculty/School/Group Dean and to Senate.

Assuming that no violations necessitate earlier review, the terms of probationary status will be reviewed by SOARB during the regular debriefing cycle. Modifications, including removal of probationary status, will be made at that time. At the end of the two-year probationary term the Faculty/School/Group Orientation will be reviewed and a report will be issued publicly.

To request that SOARB consider lifting the probation earlier than the specified two year requirement, the group on probation must present their case to SOARB. In their presentation, the group must explain how they met or exceeded the expectations outlined in the notice of probation and why that should compel the Board to lift the probation.

The Board will discuss the information presented by the group and determine whether the group has sufficiently, and to the Board's satisfaction, made changes that warrant early lifting of the terms of probation.