



**COMMUNITY LIVING  
STANDARDS**



## I. Introduction

Our Residences are comprised of many individuals living together as part of a shared community, where individuals have their own set of rights and responsibilities. The Community Living Standards provides a structure for ensuring these rights are respected and a guideline for correction when they are not.

Meeting new people, adjusting to College, and living around your peers will be a lot of fun. However, it can also be challenging at times. One of the many reasons why Residence is so great is because there are people all around to support you and your academic success throughout this transition. The Campus Housing Team is a tremendous resource for you, so take full advantage. Remember, many of them were once first-year students like you! Throughout your time in Residence you will learn how to share a common space, how to negotiate with a roommate or neighbour, ways to manage your time, appreciate different perspectives, and what it means to be a part of a community! We know that mistakes will happen and, while we deal with serious issues in an appropriate manner, in most situations our goals with the conduct system are to help students learn appropriate behaviours, act responsibly, and make mistakes in a safe and supportive environment.

As a member of our Residence community, you have agreed to contribute to this type of learning environment and to abide by a set of expectations that support community living. This document outlines standards to help support you and others to have a fantastic experience in Residence this year.

The Community Living Standards outline the following expectations: behaviour that is deemed acceptable for living in Residence, and behaviour that CHOC and/or Olds College have indicated is not acceptable. The Community Living Standards are violated when a resident (or their guest) engages in prohibited conduct and/or does not meet the expectations outlined.

We want to hear from you and answer any questions you may have. If we don't know the answer we will get one for you. For questions regarding the Community Living Standards (CLS), contact a Resident Assistant or Residence Life Coordinator.

## II. Rights, Responsibilities, and Privileges

When you live in Residence you have certain rights and responsibilities. Here's a summary of what they are.

### I Have the Right To:

- Sleep during the night.
- Study in units and common areas without being disturbed during hours designated as "quiet hours".
- Be informed of community events or planned disruptions.
- Have well-maintained facilities.
- Feel safe.
- Be supported and respected.
- Privacy.
- Procedural fairness, that ensures that an individual who is alleged to be in violation of the Community Living Standards is given fair consideration in the investigation and determination of responsibility.

### I Am Responsible To:

- Avoid conduct which inhibit another community member's ability to sleep and study during "quiet hours".
- Actively work with roommates and neighbours to settle disputes and disagreements in a timely and efficient manner; and the responsibility to seek assistance from the Housing Team after you have made a reasonable effort to resolve disputes.
- Seek help for oneself and/or others when necessary.
- Contribute toward a safe, inclusive, positive, and welcoming living and learning experience and the right to make a complaint when this is violated.
- Make complaints and/or report incidents that are knowingly true.

- Report incidents of prohibited conduct (please be sure to review the safe harbour and amnesty clause).
- Address the Campus Housing Team, Campus Security, and College staff in a timely, respectful, and appropriate manner, including both verbal and written responses.
- Engage in responsible behaviour and conduct yourself in a manner that is consistent with the core values embraced in the Community Living Standards, The Residence Handbook, CHOC, as well as the College.
- Be aware of policies, codes and expectations of conduct (and a responsibility to ensure your guests adhere to this too).
- Provide identification to the Campus Housing Team, Campus Security, and College Staff, when requested.

#### **Privileges:**

Privileges enhance your living learning experience in Residence because they improve the academic and social experience. Privileges are granted to residents upon arrival, based on the principle that residents will conduct themselves according to the Community Living Standards. Privileges may be revoked if there are violations of the CLS.

It is a privilege for you to:

- Use commons areas and facilities, including their equipment, furnishings, and services.
  - o Elevators
  - o Club House
  - o Fitness Room
  - o Meeting Rooms
  - o Lounges
  - o Social Alcoves
  - o Boot Rooms

**III. Community Based Standards** | The following actions and behaviours constitute violations of the Community Living Standards. Please note: For the purposes of this document, the term *person(s) of authority* refers to all employees of College Housing Olds Corp., to all employees of Campus Security, and all employees of Olds College.

#### **1. Identification**

- a. Failure to provide valid photo identification to persons of authority in a cooperative manner when requested.
- b. Fabricating materially false information to any person of authority.

#### **2. Quiet Hours and Excessive Noise**

- a. Failure to comply with a reasonable request of a community member or a person of authority to lower excessive noise levels during courtesy hours (24 hours per day). During courtesy hours, all noise must be kept to a level which is respectful to other residents in the building.
- b. Failure to comply with quiet hours (Sunday-Thursday: 10pm-8am and Friday-Saturday: 12am-8am). During this time, noise must be kept at levels that will not interfere with the study or sleep of other community members. Quiet Hours are extended to 24 hours during college sanctioned final exam periods in December and April.

#### **3. Visitors and Guests** | The Visitor and Guest policy is a shared responsibility between students of the community, and community staff. Students are encouraged to notify an RA of potential violations of this policy in a timely manner. College Housing Olds Corp. has two defined levels of this policy:

Standard Visitors: Residents living in Centennial Village and College Courts Town Houses may welcome visitors without registration between the hours of 7am-11:59pm, daily.

Overnight Guests: All non-residents, visiting Centennial Village or College Courts Town Houses for any amount of time between the hours of 12am-7am, daily must be registered at the Residence Office or with your Resident Assistant (RA).

The following actions and behaviours are prohibited:

- a. Unescorted guests in the Residence Facilities. Guests should not be left unaccompanied and must call their resident host from outside the building in order to gain entry.
  - b. Failure to receive approval from roommates in College Courts to have guest(s). A Resident's rights to privacy, sleep and study take precedence over the rights of a host to have a guest.
  - c. Guests staying more than two (2) consecutive nights, or more than four (4) total nights in each month.
  - d. Habitation of a room by anyone other than the resident(s) assigned to that unit.
  - e. Guests staying or sleeping in spaces other than their host's room.
- 4. Recreational Activities**
- a. Any non-sanctioned activity that includes throwing an object or running in any Residence facility.
  - b. Riding a bike, skateboarding or rollerblading in any Residence facility.
- 5. Theft and Possession of Stolen Goods**
- a. Stealing property or possession of stolen property belonging to CHOC, Olds College, an outside entity, or to another individual.
- 6. Damage/Vandalism**
- a. Engaging in an act that damages, destroys, or defaces the property of another individual.
- 7. Weapons**
- a. Possession or carrying a gun, rifle, pistol, imitation firearm, or other firearm of any kind, or any bomb, powerful explosive, fireworks, or Tannerite, while in Residence or Residence Parking Lots.
  - b. Possessing or carrying any knife, switchblade, or any sharp-pointed or edged instrument.
  - c. Possessing or carrying any item resembling an actual weapon.
- \* Students must store all tools required for their academic program in the provided storage space/lockers, in your classroom space. Alternatively, students may choose to rent a locker within Centennial Village to store high risk tools and supplies.
- 8. Causing a Disturbance**
- a. Fighting
  - b. Conduct that unreasonably endangers, inflicts, or attempts to inflict physical or emotional injury upon another.
  - c. Pranking that causes harm or potential for harm or damage to property.
  - d. Recording or distributing another person's image or voice without permission, where that person had a reasonable expectation of privacy.
- 9. Harassment and Discrimination** | CHOC has the right, as well as the moral and legal responsibility, to ensure that its community members are treated fairly, equitably, and respectfully, to provide a learning, living, and working environment that is free from discrimination, harassment, and intimidation. This also includes cyber violence.
- a. Failure to uphold the moral and lawful expectations related to harassment and discrimination.

- 10. Sexual Assault and Sexual Violence** | CHOC recognizes all members of the College, and thus the Residence, have a right to live, work, and study in an environment that is free from any form of sexual violence. Sexual violence describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This includes a range of behaviours such as sexual harassment, assault, and violence. This also includes cyber violence.

The College's Sexual Assault and Sexual Violence policy sets out the policy and response protocol to sexual violence and ensures that those who experience sexual violence are supported and that their rights are respected.

- a. Failure to uphold the moral and lawful expectations related to sexual violence.

**11. Failure to Comply**

- a. Failure to comply with reasonable instructions given by persons of authority.
- b. Deliberately fabricating false or misleading information to persons of authority.

**12. Pets**

- a. Pets or animals of any kind in the Residence Facilities. Residents are permitted to keep fish in their unit provided the following conditions are met: (i) the fish bowl contains fresh water and it does not exceed 3 liters; (ii) the bowl is cleaned on a regular basis; (iii) if you are in a townhouse, all residents in the unit must agree to having the fish inside the unit; (iv) no illegal or poisonous species are kept; (v) proper arrangements are made for holiday breaks.
- b. Service animals are not considered pets. Any resident requiring an accredited service animal should contact the campus housing team prior to their arrival, review the Service Animal Policy and complete an application for review/approval.

**13. Motorized Vehicles and Bicycles**

- a. Failure to park motorized vehicles in designated parking areas.
- b. Failure to store bicycles in the designated racks provided outside Centennial Village or on College Courts patios.

**14. Unauthorized Access**

- a. Unauthorized entry to any residence space, including restricted access areas of the Residence. These areas include, but are not limited to, rooms assigned to other students, staff rooms, mechanical rooms, electrical rooms, roofs, closed buildings, custodial rooms, and storage areas.
- b. Allowing unknown persons into Centennial Village through "tailgating" at key card access points.
- c. Propping open exterior doors.

**15. Business Enterprises**

- a. Canvassing, selling, soliciting, or promoting the sale of any goods or services without prior approval from the Residence Life Coordinator, or delegate.
- b. Posting materials in common areas or hallways without prior approval of a Residence Life Coordinator, or delegate.

**16. Abandoned Items**

CHOC will dispose of or donate any item abandoned in an assigned unit or common area after thirty (30) days. Abandoned belongings that must be stored by CHOC will be subject to a fee.

- a. Abandonment of personal items in your assigned unit.
- b. Abandonment of personal items in laundry rooms.
- c. Abandonment of personal items in commons areas.
- d. Abandonment of personal items in storage areas or parking lots.

## 17. Social Media

- a. Please refer to Olds College's Social Media Policy [here](#).

**IV. Substance Based Standards** | The following actions and behaviours constitute violations of the Community Living Standards. Please note: For the purposes of this document, the term *person(s) of authority* refers to all employees of College Housing Olds Corp., to all employees of Campus Security, and all employees of Olds College.

### 1. Smoking

- a. Smoking inside Residence facilities and outside, within five (5) meters of any entrance or window, including the use of electronic cigarettes, also known as vapour products.

### 2. Controlled Substances

- a. Possession, use, purchase or distribution of an illegal substance.
- b. Illegal possession, use, purchase or distribution of a controlled substance.
- c. Misuse of prescription or non-prescription drugs (drugs taken in a manner inconsistent with their use as identified on the packaging or as directed by a physician).
- d. Possession of drug related paraphernalia (including but not limited to: hookahs, rolling papers, scales, grinder, bowls, and bongs, etc.).

### 3. Cannabis

- a. Cannabis consumption and possession for non-medical use is prohibited on campus until the Cannabis Act comes into force. Once the Cannabis Act comes into force students will be expected to abide by the relevant Olds College policies as they relate to Cannabis consumption. Students with prescriptions for medical marijuana should contact the Accessibility Services Coordinator and the Housing Office to register and develop a reasonable accommodation plan on responsible use.

### 4. Propane Barbeques | Propane barbeques are permitted in College Courts only. Both the BBQ and the propane tank must be chained and locked to the patio fencing.

- a. Misuse or improper storage of a personal propane barbeque.
- b. Must be manned at all times while in use.

### 5. Alcohol | CHOC permits the safe and responsible consumption of alcohol. Educational resources and support are available on the practice of harm reduction and safety-first consumption.

- a. No person younger than 18 years of age may purchase, possess, or consume alcoholic beverages.
- b. Persons 18 years of age or older may not possess open containers of alcoholic beverages or consume alcoholic beverages on Residence property except in designated areas.
- c. Alcohol consumption is restricted to **inside** a specific unit unless prior permission is received through a "Alcohol Policy Agreeance Form" completed by a RA or CHOC team member. (see "What are the expectations for hosting or attending a party?")
- d. Persons 18 years of age or older may not provide alcoholic beverages to persons under the legal drinking age.
- e. No person may participate in the making of any form of alcohol in Residence, except for approved students utilizing the Brew Lab in Centennial Village. This includes but is not limited to the process of fermentation.
- f. Possession of bulk alcohol including but not limited to kegs, beer balls, pony kegs, ponies, Texas mickeys, or alcohol in containers larger than 1.89 litres.
- g. Possession of binge drinking paraphernalia, including but not limited to beer darts, beer bongs, funnels, and injectors.
- h. No person of any age may engage in behaviour that is disorderly, disruptive, or jeopardizes the health or safety of self or others, especially due to the consumption or use of alcohol.

6. **Social Gatherings in Residence** | CHOC defines a party as any social gathering that meets two or more of the following criteria: There are eight or more people present (including hosts and guests); Alcohol is being consumed; there is enough noise being made to attract attention or disrupt the surrounding community.

**What are the expectations for hosting or attending a party?**

- The party must remain contained within your room/unit, and should not impact communal space (i.e. hallways, lounges, lobby areas, entrances, patios) unless an “Alcohol Police Agreeance Form” is completed. The Alcohol Police Agreeance Form allows students to request permission to host a social gathering outside of their unit within the common spaces of Centennial Village. Social gatherings must not be held in the main lobby area of Centennial Village but may be permitted after speaking to an RA and completing the necessary paperwork within the alcove spaces. If you are interested in hosting a social gathering outside of your unit in Centennial Village, please speak with an RLC or RA prior to 7:00pm and complete the necessary paperwork.
- All Community Living Standards must always be followed by hosts and guests (remember that as host, you are responsible for the actions of your guests)
- Hosts and guests must always maintain a safe and secure environment in Residence. Excessive noise is not acceptable at any time.
- Risky or irresponsible actions such as drinking games or competitive drinking are strongly discouraged.

**What are my responsibilities?**

Who is responsible?	Responsibilities:
Everyone (includes hosts and guests)	<ul style="list-style-type: none"> <li>• Abide by all Community Standards</li> <li>• Know the whereabouts of and be responsible for your non-resident visitors at all times</li> <li>• Refrain from playing drinking games or promoting the mass consumption of alcohol</li> <li>• Keep all alcohol inside the room/unit (no transporting or consuming in common spaces)</li> <li>• Respectfully follow and cooperate with all instructions from staff</li> <li>• Respect the safety, security, and property of the building and its residents</li> </ul>
As the host of a party:	<ul style="list-style-type: none"> <li>• Be present for duration of party</li> <li>• Ensure there is no promotion of mass consumption of alcohol</li> <li>• Be responsible for ALL guests who are let into your room/unit</li> <li>• Inform all roommates of plans to host a party before the start of the party</li> <li>• Ensure the party is confined to the room/unit</li> <li>• Be proactive in shutting down the party by Quiet Hours</li> <li>• Contact the RA on-duty or Campus Security if you require assistance enforcing the rules, handling unruly guests, shutting down the party, or if an incident occurs</li> </ul>

<p><b>As a guest attending a party (see above for who is considered a guest):</b></p>	<ul style="list-style-type: none"> <li>• Follow all responsibilities listed under 'Everyone' (please see top section)</li> <li>• Follow any guidelines set in place by host(s)</li> <li>• Respectfully exit the room/unit when Quiet Hours begin or if the party is shut down and exit/clear hallways</li> </ul>
<p><b>As a roommate or neighbour in the proximity of a party:</b></p>	<ul style="list-style-type: none"> <li>• Speak to the host(s) directly if the party is disruptive or getting out of hand and request they address the problem or shut down the party</li> <li>• Inform Residence staff immediately if the party is disruptive beyond expectations and assistance is required</li> <li>• Inform Residence staff immediately if Community Standards are being violated</li> </ul>

**V. Facilities Based Standards** | The following actions and behaviours constitute violations of the Community Living Standards. Please note: For the purposes of this document, the term *person(s) of authority* refers to all employees of College Housing Olds Corp., to all employees of Campus Security, and all employees of Olds College.

**1. Fire Safety and Safety Equipment**

- a. Starting a fire.
- b. Activating a fire alarm without due cause or falsely reporting a fire emergency to persons of authority.
- c. Tampering with or covering smoke detectors, fire extinguishers, or sprinkler heads.
- d. Tampering with or obstructing security cameras
- e. Destroying, damaging, or misusing emergency or safety equipment.
- f. Failure to evacuate the building completely and immediately in the event of an alarm. Students must remain at the muster point until instructed by fire department officials or a person of authority that they may re-enter.
- g. Failure to take precautionary steps while cooking.
- h. Storing item(s) that may pose a fire hazard in a residence unit. Such items include, but are not limited to, any open flame source (candles), incense, or flammable liquids.
- i. Failure to practise safe use of electrical outlets and electrical devices. (Fire regulations prohibit overloading of electrical outlets. Only use CSA approved power bars with surge protection.

**2. Building Structures**

- a. Tampering with or removing any window screens, latches, or apparatus in either student rooms or common areas.
- b. Leaving windows open in below zero temperatures.
- c. Throwing, dropping, pouring, or hanging anything from windows, ledges, or rooftops.
- d. Climbing and/or repelling on any housing structure.

**3. Room Alterations** | Students are responsible for ensuring the furniture in their unit is in the same location upon move out as it was upon move in. Damages that result from making room or common area alterations will be billed to the appropriate students.

- a. Furniture is not to be removed or rearranged for use in spaces other than its original location.
- b. Painting any interior or exterior area of any part of the residence facility.



- c. Making own repairs to malfunctioning and/or damaged items within any part of the residence facility.

**4. Vandalism and Damages**

- a. Engaging in an act that damages, destroys, or defaces the residence facilities.
- b. Failure to report damages of the residence facility immediately to the Housing Team or Campus Security.

**5. Locks and Keys**

- a. Unauthorized use, possession, or duplication of residence keys, cards, or fobs.
- b. Unauthorized switching of keys, cards, or fobs, for the purposes of a room change.
- c. Tampering with locks.
- d. Additional locks added to doors or other residence property or equipment.

**6. Prohibited Decorations**

- a. Items placed within two feet of a fire protection system component (ie. manual pull station, smoke detector, sprinkler, fire extinguisher, exit sign).
- b. Any room and exterior room decorations and wall hangings hung with damaging materials. We recommend the limited use of push pins and small finishing nails.
- c. Decorations posted in residence rooms, outside of room doors, hallways, common areas, or on the adjoining property outside residence facilities that would constitute a violation of the rights, as well as the moral and legal responsibility, to ensure that community members are treated fairly, equitably, and respectfully, in order to provide a learning, living, and working environment that is free from discrimination, harassment, and intimidation. (ie. pornography). Violation of this policy is at the discretion of the Residence Life Coordinator or designate.
- d. Displays in windows or other prominent places promoting alcohol or illegal substances. (ie. "Trophy Walls" of empty alcoholic beverage containers).

**7. Prohibited Items**

- a. Failure to comply with the Approved/Not Approved Items policy as defined on the Housing website.

**8. Appliances**

- a. In Centennial Village only a mini fridge, microwave, and automatic shut off kettle or coffee maker are permitted. All appliances must be CSA approved.
  - i. **Use of toaster ovens, grills etc. are prohibited.**
- b. In College Courts only a mini fridge, and automatic shut off kettle or coffee maker are permitted. All appliances must be CSA approved and less than 5 years old.
  - i. **Use of toaster ovens, grills, etc. are prohibited.**

**9. Furnishings** | Additional Furnishings outside of what's provided upon move in become the responsibility of the resident and are used at their own risk. Please note the following exceptions which would constitute a violation of the Community Living Standards. Please also review further information on responsibilities regarding furnishings and pest control in the Residence Handbook.

- a. Upholstered furniture which result in pest infestation.
- b. Furnishings fastened to the walls/ceiling.
- c. Furnishings not approved by all members of the house in College Courts.
- d. Failure to remove personal furnishings upon move out.

**10. Housekeeping**

- a. Failure to maintain the cleanliness of one's room and common areas.
- b. Leaving personal trash in any public or shared areas or spaces that would block the path of exit in case of emergency.

- c. Failure to remove trash and/or recycling on a regular basis.
- d. Leaving garbage or bottles on the patios of College Courts for any period on time is prohibited.
- e. Conduct which creates or contributes to unsanitary conditions in the Residence community.

**11. Renting or subletting a unit is strictly prohibited.**

**VI. Housing Conduct Processes** | The following is an overview of the processes that may take place in the event of a violation of the Community Living Standards.

1. **Housing Conduct Philosophy** | The Housing Conduct Process strives to provide a fair and judicious conduct process grounded in education, ethical decision making, and accountability. Conduct processes have been developed to maintain the standards to ensure that all Residents can expect and enjoy an environment that promotes academic and community success.
2. **Housing Conduct Goals**
  - a. To uphold the rights and responsibilities of each and every resident and staff member.
  - b. To maintain and protect the needs and expectations of the community.
  - c. To support all individuals involved (within the capacity and ability of staff)
  - d. To foster a culture of responsibility, accountability, respect, self-discipline, and safe decision making.
  - e. To reach a resolution through communication, education, and in some cases, restitution.
  - f. To ensure residents involved in the housing conduct process can: articulate their rights as they pertain to the process; discuss how their personal values and principles impact decision making; recognize the effect of their behaviour on others in the residence community.
3. **Positive Behaviour** | The Campus Housing Team depends on the involvement, engagement, and contributions of residence students as role models, mentors, and peers. We reward residence students who demonstrate responsibility, accountability, respect, self-discipline, and safe decision making; and manage, maintain, or enhance the residence community through peer-to-peer assistance with events, facilities, occurrences, situations etc. Rewards are offered through avenues such as:
  - a. Olds College Scholarships for residence students where community involvement, citizenship, and leadership are among the eligibility criteria.
  - b. Offers to attend experiential learning opportunities such as Community Helpers.
  - c. Student leadership roles such as Residence Assistants, Village Leaders, or Office Assistants.
4. **Negative or Concerning Behaviour** | The Campus Housing Team must address behaviours or actions that are negative or concerning when they occur, especially if they are violations or breaches of policy. A process exists, built on clear expectations, while protecting a students' right to be heard, be notified, receive a fair and timely process, and have the right to appeal.
  - a. **Receiving Information** | The Residence Life Coordinator constantly receives information and reports from a variety of sources. All members of the community are encouraged to bring concerns, information, or evidence, forward to a person of authority.
  - b. **Review and Assess Information** | The Residence Life Coordinator or delegate will review and record the received information and reports and will assess it using criteria such as: type and number of violations involved, likelihood of re-occurrence, history of similar behaviour, evidence available, past or present risk to the health, safety, or security of themselves or others.

*Note, the standard of whether a resident student is responsible or not responsible is not to the extent required in a criminal case (beyond a reasonable doubt). It rests with the balance of probabilities – that is, would a reasonable person, upon reviewing the information provided, come to the same conclusion as the Residence Life Coordinator or delegate reviewing the case.*

- c. Required Response from Resident | A resident must respond to and comply with the Housing Conduct Processes. This is not optional. A resident's failure to respond to the communication of Residence Life Staff related to an alleged offence, sanction, or disciplinary outcome, will not be tolerated. Failure to respond may result in further sanctioning.
- d. Meetings to Discuss Violations | During an initial meeting where the information is brought forward, residence students can openly discuss their experiences, worries, and concerns. These meetings are meant to be and open, honest, and safe conversations. The Residence Life Coordinator or delegate will educate the resident and, in most cases,, will come to a decision jointly with the resident regarding how to address the behaviour.
- e. Addressing the Behaviour | CHOC will address negative behaviours not only with those responsible but also with those affected to ensure restoration to the community. There are several potential outcomes when addressing violations of the Community Living Standards. The Housing Conduct Process may result in one of or a combination of the below outcomes:
  - i. Community Resolution | The Resident Assistants or Residence Life Coordinator will work together with Residents to ensure that students understand why the behaviour is problematic so that it does not happen again. Students responsible will have the ability to participate in identifying harms and repairs to the community with the Residence Life Staff.
  - ii. Coaching | A member of the Housing Team will address the behaviour and support those affected. This is a restorative approach that involves communication, education, and facilitating necessary conversations. This is often facilitated by Resident Assistants.
  - iii. Health and Wellness Follow-up | Resident Assistants or the Residence Life Coordinator will follow up with those involved, individually or as a group. They will discuss what took place and provide assistance, support, resources, and referrals to departments, services, partners, or agencies, on and off campus. This may also include discussing the establishment of healthier decisions and outlets.
  - iv. Community Service Hours | Residents may be required to complete some level of community service as a result of their actions. This may include but is not limited to, custodial services, passive or active programming, education and or promotion of resources.
  - v. Restorative Meeting | The Residence Life Coordinator and Housing & Residence Life Manager will allow students to participate in a facilitated discussion to identify harms and repairs to the community. The outcome of the meeting is that students involved develop an agreement to repair harms and rebuild trust.
  - vi. Sanctions and Restitution | In keeping with the Housing Conduct Philosophy, sanctions and restitution are intended to educate students as to why their actions were inappropriate, help students improve their ethical decision making, and hold students accountable to their contractual obligations of living in campus housing.

Except for Residence Conduct Probation, a record of the outcome or sanction will not be provided to anyone outside the Campus Housing Team. However, requests from campus partners for information will be reviewed on a case by case basis and sharing of information will only take place with the student's knowledge.

Sanctions and Restitution will be determined on the following criteria:

- The severity of the violation
- The sanction that has been assigned in the past for similar situations (an established precedent)
- The student's previous conduct history, as well as their attitude throughout the conduct process

Examples of Restitution:

Noise Violation	\$75.00
Open Alcohol	\$75.00
Guest Policy Violation	\$75.00
Excessive Lockouts	\$75.00
Pet Policy Violation	\$200.00
Causing a Disturbance	\$75.00 - \$200.00
Violence	\$75.00 - \$200.00
Smoking Indoors	\$250.00
Evictable Offence	\$400.00

- vii. Residence Conduct Probation | Probation is a formal status, typically imposed for one or more semesters. During the probation period, privileges (guests, alcohol, amenities) may be lost and any subsequent violations may result in further action, potentially leading to eviction.
- viii. Eviction | The termination of a student's Residence Contract would require the student to vacate Residence by a specified date or immediately. While evictions rarely occur, there are some violations of the Community Living Standards that would initiate a review of the student's eligibility to live in Residence. The following actions may be cause for eviction.
  - Any student that engages in sexual violence or physically aggressive behaviour, regardless of the intention.
  - Any student that intentionally tampers with fire safety equipment or security equipment.
  - Repeated violation of the Community Living Standards and violation of the Residence Conduct Probation.
  - Failure to pay fees.

Decisions to review a student's Residence Contract and assess potential for eviction will be review on a case by case basis by the Campus Housing Team.

- f. Appeals | The sanctions assessed by the Residence Life Coordinator can be appealed. The appeal must be made, in writing, to the Housing and Residence Life Manager within three business days of the decision. The appeal should consist of a plain, concise, and complete written statement outlining the grounds for appeal and all relevant information to substantiate the basis of the appeal. Once a student submits a request for an appeal, the sanction(s) will not be enforced until after the determination of a final appeal decision.

5. **Amnesty** | CHOC is committed to upholding the law and the policies contained within the Community Living Standards. CHOC wishes to promote an environment where students are not afraid to seek help due to the added fear of disciplinary repercussions. While CHOC cannot guarantee amnesty from civil or criminal legal action or consequences, the Housing and Residence Life Manager may defer or decline formal disciplinary action when the safety and security of the community takes precedent.
6. **Safe Harbour** | CHOC has a safe harbour clause for students. We believe that students who have an alcohol, drug, and/or addiction problem deserve help. If any resident student brings their own use, addiction, or dependency to the attention of the Campus Housing Team, outside the threat of conduct sanctions, and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbour clause by the student. Failure to follow the action plan will nullify the safe harbour protection and conduct processes may be initiated.
7. **Parental Notification for Minors** | CHOC reserves the right to notify parents/guardians of dependant students of violations of the Community Living Standards. Parental notifications may also be utilized at the discretion of the Campus Housing Team when permitted by FOIP or consent of the resident.

*Reviewed July 2018*

*Questions and suggestions for revision are welcomed and can be directed to the  
Housing and Residence Life Manager.*