

Bishop's University Residence Community Living Standards 2020-2021



Resident's Full Name (PRINT): _____

Residence Community Living Standards

Updated August 2020

Introduction

The Residence Community Living Standards are in place to ensure a safe, comfortable, and enjoyable residence experience for all members of the residence community. The cornerstone of our residence philosophy is a spirit of common courtesy and mutual respect amongst all community members at all times.

The objectives of the Residence Community Living Standards are to ensure a positive living environment for all students and to assist students with their academic goals. While recognizing the nature of a residential environment, Residence Life seek to educate students around community standards and the effect that their choices may have on others around them. Students have the privilege of enjoying social activities as long as they do not conflict with the rights of other students to pursue academic endeavours or to enjoy normal quiet hours. No one has the right to engage in activities that result in injury or insult to another person, or damage to property.

The Residence Community Living Standards set out clear expectations of acceptable behaviour within the residence community and the consequences for behaviour that is contrary to these expectations. The system has been created to differentiate between actions based on three levels of offences, while at the same time being progressive to discourage repetitive unacceptable behaviour. All residents are given 6 community points when they move into our residences. Residents who engage in unacceptable behaviour will be assessed a certain number of points that will be deducted from their 6 community points. The greater the number of points a resident is assessed, the more serious the consequences are for that resident. Ultimately, a resident who has repeatedly engaged in unacceptable behaviour or has engaged in a serious offence will be removed from the residence community.

Any student that has been assessed three points or more, either from one offence or a series of offences, can make a request to earn one of their points back. Students must be incident free for at least one month before they can request to earn back any points. The Residence Life Coordinator and the Manager of Student Life will decide if a student's behaviour warrants this privilege. Examples of activities that students can participate in or organize to earn back points include: organizing an educational program for their residence, a passive program for their residence, community service, etc.

Residence Life employs student staff known as Resident Assistants and Senior Resident Assistants, who live in each residence. They are resource personnel and employees of Residence Life and assist with the upholding of the Residence Community Living Standards. The Residence Community Living Standards apply to all residence buildings, entrances, walkways, and fire escapes in residence and the lawn areas surrounding every residence as well as all food service locations on campus. Every reasonable effort is made to investigate all policy infractions in a timely and effective manner. Cooperation with staff is expected to ensure that all information can be gathered; failure to cooperate with any staff is a contravention of the Residence Community Living Standards.

Harmful Behaviour

If you exhibit behaviour that is harmful to yourself or disruptive to others, regardless of reason or cause, you may be asked to find more suitable accommodation off-campus. If you compromise your personal safety (eg. self-harm, eating disorders, suicide attempts, underage drinking) you may

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be asked to pursue counselling or emergency medical services. Where behaviour or health issues are of a serious concern, Residence & Conference Services reserves the right to notify your emergency contact as listed on your Residence application. You should also know that when this type of conduct disrupts residence life for others, disciplinary sanctions may occur.

Unacceptable Behaviour

Unacceptable behaviour is that which is inconsistent with the above principles and objectives. When such behaviour occurs, it constitutes an offence. Ignorance, anger, alcohol or substance abuse, do not diminish your responsibility for such behaviour. Residence students are responsible for observing the terms of the Residence Community Living Standards, the Charter of Student Rights and Responsibilities, the Code of Student Conduct, the Residence Alcohol Policy, the Lease Agreement with Residence and Conference Services contract as well as the Additional Rules and Clauses. Furthermore, it is expected that if a student is aware of a problem, they should advise the proper personnel so that steps may be taken to prevent the situation from escalating. Students are responsible for their behaviour and those of their guests and any consequences of said behaviours that take place in their residence at all times.

Any inappropriate behaviour or breach of the Residence Community Living Standards will result in an investigation by Residence Life Staff. This investigation is to determine the most probable course of events based on the balance of probabilities.

Unlike the standard of proof commonly used in criminal cases and usually known as “proof beyond a reasonable doubt”, the standard of proof to be used by Residence Life will be the “balance of probabilities” or the “preponderance of evidence.” By this, it is meant “more likely than not” in the sense that an unbiased observer, having reviewed all the evidence and having heard all sides of the story, should be able to say “The fair decision in this case is X more likely than not”.

Activities that will result in immediate eviction from residence include:

1. The distribution, or sale of illegal drugs or facilitating the distribution or sale of illegal drugs in residence;
2. Use or threats of using weapons or threats of violence;
3. Wilful damage to residence property.

All other offences fall under the various point offences described in the charts below.

The Residence Community Living Standards defines 3 levels of offences:

All students have 6 community points when they move into residence. As students or their guest(s) become involved in situations that contravene our community expectations they will be assessed points that will be subtracted from their initial 6 community points. A student who has lost all 6 of their points will be asked to leave residence.

One (1) Point offences - Actions by an individual(s) which:

- Interfere with the rights of another individual(s) to the peaceful use and enjoyment of their space in residence
- Fail to cooperate with Residence and Conference Services administrative policies

Two (2) Point offences - Actions by an individual(s) which:

- Create a significant nuisance and/or disturbance to an individual or community

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Three (3) Point offences - Actions by an individual(s) which:

- Endanger the safety and security of themselves and/or others
- Compromise personal or university property
- Attack the dignity/integrity of an individual(s)
- Contravene the laws of the land

Any resident can be evicted from residence by either:

- Losing their 6 community points
- Committing any offence that is deemed serious enough to warrant immediate eviction by the University

The charts below include, but are not limited to, examples that would be found under the three different offence levels defined above.

In order to explain why some behaviours are listed in more than one level of offence, it should be noted that a resident's behaviour is measured against the seriousness of the actions and its effect/impact on the residence community. After determining the offence level, then the actions are measured against the specific examples in the charts below. Therefore, the context and other factors associated with any incident will also help to determine the assigned point value. While students will lose points for inappropriate behaviour, they may also receive one or more of the following: a behaviour contract, an educational sanction, a fine, pay restitution for damages, a ban from visiting other residences, and if serious enough, eviction.

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One Point Offences

Definition of a One (1) Point offence - actions by an individual(s) which:

- Interfere with the rights of another individual(s) to the peaceful use and enjoyment of their space in residence
- Fail to cooperate with Residence and Conference Services administrative policies

#	Resident's Action or Behaviour	Normal Range of Sanctions
1.A	Cleanliness Standards: Students are required to maintain their rooms in compliance with the provincial, municipal, and University regulations. Students are expected to keep their bedroom, shared bathrooms, common areas and the exterior of their room/suite doors clean/free from graffiti and adhere to the rules for proper removal of garbage and/or recycling. Throwing or leaving garbage anywhere other than in an appropriate container is prohibited.	<p style="text-align: center;">All one-point offences could be subject to any or all of the following:</p> <p style="text-align: center;">Loss of one community point, and/or warning letter, and/or educational sanction, and/or residence behaviour contract, and/or residence ban, and/or mandatory room transfer, and/or \$50.00 maximum behaviour bond, and/or \$50.00 maximum fine. Restitution for damages where applicable.</p>
1.B	Physically Active Games in Residence Common Areas: Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to, indoor sports, water fights, using roller blades, Heelys, bicycles or skateboards in the buildings.	
1.C	Equipment Storage: Students are not permitted to store any personal belongings or room property in any common or shared living areas (this includes hallways). Equipment may include, but is not limited to, bicycles, hockey equipment, desks, lamps, etc.	
1.D	Use of Prohibited Appliances: Electrical or other cooking appliances containing a heating element or open flame, including but not limited to, toaster ovens, hot plates, etc. are not permitted in residence.	
1.E	Removal of Residence Property: Removing/relocating furniture from lounges, dining rooms, and other common areas is not permitted.	
1.F	Please see page 13 for Guest Policy in the context of COVID-19. Under this policy students may be sanctioned for unauthorized guests in residences accordingly.	
1.G	Alcohol Use in Residence: Students must abide by all Federal and Provincial alcohol laws, the Residence Alcohol Policy and regulations outlined in the University's Alcohol Policy. Personalized plastic containers/cans must be used for the consumption of alcohol in any common areas. Cases of alcohol or bottles of liquor that hold more than what would be considered one drink are not considered personalized containers and therefore are not permitted for consumption in common areas (e.g. a bottle of wine in a water bottle). Alcohol consumption is prohibited in lobbies, foyers, stairwells, hallways, laundry rooms, and washrooms.	
1.H	Noise: Creating noise that can be heard outside of a room or lounge or through a closed door is not permitted, aside from the noise created from reasonable living activities. This may include, but is not limited to the following: bouncing or throwing a ball repeatedly, stereo/computer/television noise or noise generated from a gathering of people. This definition is primarily in effect during quiet hours. Quiet hours are in effect during the following times:	

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	<p>Weekdays (Sunday – Thursday): 11:00 p.m. – 9:00 a.m. Weekends (Friday & Saturday): 1:00 a.m. – 9:00 a.m.</p> <p>24-hour quiet: Munster Hall</p> <p>Exam Quiet Hours: 7:00 p.m. – 11:00 a.m. every day (begins the Sunday prior to the start of the December and April Exam Period). We have a low tolerance for noise violations during the exam periods, thus students should anticipate receiving warnings during this time.</p> <p>All other hours are considered to be courtesy hours, that is, all residents are expected to be courteous towards other members of the surrounding community if they are engaged in an activity that generates noise. These guidelines are meant to act as a minimum standard and may be adjusted through consultations with the community and Residence Life Staff.</p> <p>Noise levels at any time should not detract from any resident’s ability to pursue academic endeavours or to enjoy their living environment. An individual’s right to reasonable quiet supersedes another’s right to make noise.</p>	<p>All one-point offences could be subject to any or all of the following:</p> <p>Loss of one community point, and/or warning letter, and/or educational sanction, and/or residence behaviour contract, and/or residence ban, and/or mandatory room transfer, and/or \$50.00 maximum behaviour bond, and/or \$50.00 maximum fine. Restitution for damages where applicable.</p>
1.I	<p>Posting: Students may only poster within the designated areas in residence (any posting in residence must follow the harassment policy as well as the alcohol policy). All posters must be stamped and approved by Residence and Conference Services.</p>	
1.J	<p>Fire Hazard: Obstructing residence hallways, stairwells, common rooms or other areas constituting a safety and/or fire hazard (ie. shoes, bicycles, hockey bags, clothes etc.) is prohibited.</p>	
1.K	<p>Admission Procedures: Improper check-in, room transfer, or check-out is prohibited. This may include but is not limited to switching rooms without authorization from Residence Life.</p>	
1.L	<p>Door Propping: Propping doors that lead into a residence building compromises the safety and security of the community. Any attempt to prop outside doors or manipulate the lock on an outside door so that they remain open is not permitted.</p>	

For cannabis regulations in Bishop’s University Residences please see pg. 12 of the Residence Community Living Standards.

For safety guidelines and policies in the context of COVID-19 in Bishop’s University Residences please see pg. 13 of the Residence Community Living Standards.

Two Point Offences

Definition of a Two (2) Point offence - actions by an individual(s):

- Which otherwise create a significant nuisance and/or disturbance to an individual or community.

#	Resident’s Action or Behaviour	Normal Range of Sanctions
2.A	<p>Pets: Students are not permitted to bring into or keep animals in residence other than plants and fish in aquariums. Only animals that have been approved as an emotional support animal, and have been</p>	See page 7.

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	given approval following the Bishop's University Residence guidelines may be in Residence. Please refer to our website for this policy.	
2.B	Smoking: All areas in residence are non-smoking. Smoking is only permitted in designated smoking areas as outlined by the University Policy on a Smoke Free Environment. Smoking in areas where second-hand smoke is affecting the community is prohibited. Such prohibited areas may include, but are not limited to, doorways, balconies, near windows, or air intake vents. Quebec Law states that smoking is prohibited within 9 meters from any university building/facility. This includes vapes, Juuls, e-cigarettes, hookahs and any other device used for smoking.	<p>All two-point offences could be subject to any or all of the following:</p> <p>Loss of two community points, and/or warning letter, and/or educational sanction, and/or residence behaviour contract, and/or residence ban, and/or mandatory room transfer, and/or residence probation and/or \$50.00 - \$125.00 behaviour bond, and/or \$50.00-\$125.00 fine. Restitution for damages where applicable.</p>
2.C	Incense: Lit incense is prohibited.	
2.D	Open Flames: Open flames are not permitted in residence. This includes, but is not limited to, attended or unattended lit candles, lamps requiring a combustible fuel and flaming shots. Residents requiring one of these items for religious purposes need to contact Residence Life, in writing, at the beginning of their term in residence or at least seven days prior to their intended use. Birthday candles do not constitute an exception.	
2.E	Physically Active Games in Residence Common Areas: Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage. These activities include, but are not limited to, indoor sports, water fights, using roller blades, Heelys, bicycles or skateboards in the buildings.	
2.F	Throwing Material: Throwing, dropping, or ejecting material from residence buildings, windows, rooftops, or down stairwells is prohibited. Throwing material at residence buildings is also prohibited.	
2.G	Violence: Violence, physical aggression, intimidation or any threat thereof in residence will not be tolerated. Physical aggression is defined as behaviour that is or can potentially be harmful to an individual's person. Physical aggression and violence can include, but is not limited to, pushing, pulling, slapping, kicking, hitting, fighting, poking, and punching.	
2.H	Raids or Inappropriate or Destructive Pranks: Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. Examples include, but are not limited to, water fights, dismantling, removing, and/or relocating residence/personal property, etc.	
2.I	Inappropriate/Illegal Entry: Entering another student's room, a washroom that is not assigned to the resident's gender or disturbing another resident's property without permission is not permitted. If permission is granted, a student may only do so with the accompaniment of a Resident Assistant. Manipulating any lock, door, or window is strictly prohibited. (Note: In cases of emergency, or if it is deemed that illegal activities are taking place in any room Security and/or Residence Life staff reserves the right to enter residential rooms).	
2.J	Harassment: Bishop's University will not tolerate verbal, written, or online abuse, threats, intimidation, violence or other forms of harassment against any member of our community for any reason including, but not limited to culture, religion, race, gender identity, or	

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	sexual orientation. The University has the responsibility to protect Residence Staff. Members of the residence, Food Services Staff, Caretaking, Maintenance and Front Desk Staff are to be treated with respect and courtesy at all times. Behaviour that creates a hostile work environment or that is disrespectful to Residence Staff including intimidation, threats, directed expletives, bullying, electronic surveillance, and other forms of harassment will not be tolerated.	<p>All two-point offences could be subject to any or all of the following:</p> <p>Loss of two community points, and/or warning letter, and/or educational sanction, and/or residence behaviour contract, and/or residence ban, and/or mandatory room transfer, and/or residence probation and/or \$50.00 - \$125.00 behaviour bond, and/or \$50.00-\$125.00 fine. Restitution for damages where applicable.</p>
2.K	Explosives: Explosive or flammable material is not permitted in residence buildings. This may include, but is not limited to, firecrackers, fireworks, propane tanks, dynamite, fuel, etc. Proper storage for flammable material is required. Please seek permission to store such materials if in doubt.	
2.L	Cooperation with Staff: Residents are expected to comply with the directives of all university employees who are acting in an official capacity. This includes all members of the Residence Life Team, Security, Student Safety, Food Services Staff, etc. Deliberately misleading, acting belligerently, failing to comply, or improperly identifying one's self to a university official is strictly prohibited. Failure to obey the instructions on the back of a Security Summons (ie. not setting up a meeting with the required University Officials) could be seen as noncooperation with staff.	
2.M	Deliberate or Negligent Breakage of Glass: Any action that results in the deliberate or negligent breakage of glass will constitute an offence. This includes, but is not limited to, breakage of bottles, windows or any other glass in or around residence that could cause injury.	
2.N	Mass Consumption: Possession and/or consumption of "common source" alcohol (e.g. kegs, Jell-O shots, and other large containers of alcohol, etc.) and/or organizing/participating in "drinking games" (e.g. Century Club, Piccolo, Beer pong, funnelling, flip cup, shot gunning, King's Cup, Shot Ski etc.) within residence is prohibited. Drinking games are defined as activities involving the consumption of alcoholic drinks, typically as a penalty or in response to a specified cue or prompt within the activity. Water Pong is considered a drinking game, and will be sanctioned accordingly.	
2.O	Irresponsible Alcohol Use: Students are not permitted to consume alcohol to a point where they become a disruption to the residence community. Students are also not permitted to consume alcohol to a point where they pose a danger to themselves or to others.	
2.P	Graffiti: Any defacement of residence property i.e. walls, bulletin boards, room doors, door frames, ceilings, etc. will not be tolerated.	
2.Q	Theft of Food, Dishes or Cutlery: Theft from any Food Service outlet on campus will not be tolerated.	
2.R	Deliberate or Negligent Damage to University Property: Any damage to university property will not be tolerated by either residents or their guests. Residents are responsible for any damage to property caused by their guests. This includes ripping down posters and door tags.	
2.S	Telecommunications: Students are prohibited from using their telephone or data service, or permitting them to be used, for a purpose or in a manner that is contrary to law or University policy, or for the purposes of relaying annoying, offensive or threatening messages.	

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	Students are responsible for ensuring that others do not have access to their phone or data service. Students will be held responsible for messages sent from their room whether they were present or not.	<p>All two-point offences could be subject to any or all of the following:</p> <p>Loss of two community points, and/or warning letter, and/or educational sanction, and/or residence behaviour contract, and/or residence ban, and/or mandatory room transfer, and/or residence probation and/or \$50.00 - \$125.00 behaviour bond, and/or \$50.00-\$125.00 fine. Restitution for damages where applicable.</p>
2.T	Voiding of Bodily Fluids: Voiding of bodily fluids and/or waste in inappropriate places is prohibited.	
2.U	Triggering the Building Fire Alarm: Setting off the building alarm deliberately, unintentionally, or negligently is prohibited. This may include, but is not limited to, hitting a detector by mistake while participating in hall sports.	
2.V	Safety Procedures: Failing to follow emergency or safety procedures is prohibited. This includes, but is not limited to, failing to leave the residence during a fire alarm and entering an area that is restricted.	
2.W	Tampering with Physical Structure and Safety Equipment: Tampering with fixtures, building systems and fire equipment is strictly prohibited. This may include, but is not limited to, tampering with fire equipment or discharging/suppressing any fire prevention or detection equipment, propping interior or exterior fire doors and tampering with the elevator or card access systems or fire extinguisher cases.	
2.X	Theft: Taking the belongings and/or property of the university or another individual without permission is strictly prohibited. Stolen property is not permitted in residence.	
2.Y	Indecent Exposure or Behaviour: Full or partial nudity in a public space and/or any behaviour that is deemed indecent or offensive will not be tolerated in residence.	
2.Z	Any other action deemed by Residence Life to fit under the definition of this level.	Situational based

For cannabis regulations in Bishop's University Residences please see pg. 12 of the Residence Community Living Standards.

For safety guidelines and policies in the context of COVID-19 in Bishop's University Residences please see pg. 13 of the Residence Community Living Standards.

Three Point Offences

Definition of a Three (3) Point Offence - actions by an individual(s) which:

- Endanger the safety and security of themselves and/or others
- Compromise personal or university property
- Attack the dignity/integrity of an individual
- Contravene the laws of the land

Committing any 3 Point Offence can lead to immediate eviction if the situation is deemed serious enough.

#	Resident's Action or Behaviour	Normal Range of Sanctions
3.A	Open Flames: Open flames are not permitted in residence. This includes, but is not limited to, attended or unattended lit candles, lamps requiring a combustible fuel and incense. Residents requiring one of these items for religious purposes need to contact Residence	See page 10.

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	Life, in writing, at the beginning of their term in residence or at least seven days prior to their intended use. Birthday candles do not constitute an exception.	<p>All three-point offences could be subject to any or all of the following:</p> <p>Loss of three community points, and/or warning letter, and/or educational sanction, and/or residence behaviour contract, and/or residence ban, and/or mandatory room transfer, and/or residence probation and/or \$125 – \$250.00 behaviour bond, and/or \$125 - \$250 fine, and/or eviction. Restitution for damages where applicable.</p>
3.B	Fire Equipment: Discharging, tampering with, theft of, or operating any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited.	
3.C	Gambling: Participating in and/or running an illegal gaming or gambling operation is prohibited.	
3.D	Restricted Areas: Students are prohibited from being in any restricted areas, these include, but are not limited to, the roof of any residence (except in emergencies), window ledges, attics, etc.	
3.E	Weapons: Any objects considered dangerous to the health and safety and/or wellbeing of fellow residents are not allowed in residence or anywhere on residence property. This includes but is not limited to firearms, knives, Swiss army knives, pellet guns, cap guns, bb guns, paintball guns, firecrackers, dangerous weapons, or items (real or imitation) that are intimidating or intended to cause harm.	
3.F	Illegal Drugs: Students in residence are prohibited from being involved with trafficking, possessing, using, consuming and/or smelling of any illegal drug substance in residence. Evidence of drug traces or drug paraphernalia, or the smell of prohibited substances in or near the residence building will be assumed to be conclusive of use or possession.	
3.G	Objectionable or Obscene Material: Objectionable and obscene material is not permitted in residence. This includes racist, homophobic, or sexist jokes, hate literature, oppressive language, pornographic materials and any other materials that may be offensive to others or negatively impact the reputation of Bishop’s University, its employees or residences. This includes verbal communication, posting or publishing of material, (written or electronic) within residence, including in your room. No objectionable or obscene materials may be in view of others. The file sharing functions of your computer are considered to be in the public domain; therefore, you are not to use your network connection in residence for file sharing of objectionable materials.	
3.H	Mass Consumption: Possession and/or consumption of “common source” alcohol (e.g. kegs, Jell-O shots, and other large containers of alcohol, etc.) and/or organizing/participating in “drinking games” (e.g. Century Club, Piccolo, Beer pong, funnelling, flip cup, shot gunning, King’s Cup, Shot Ski etc.) within residence is prohibited. Drinking games are defined as activities involving the consumption of alcoholic drinks, typically as a penalty or in response to a specified cue or prompt within the activity. Water Pong is considered a drinking game and will be sanctioned accordingly.	
3.I	Underage Drinking: Underage drinking is not permitted in residence. Students must abide by all Federal and Provincial Laws and the Residence Alcohol Policy.	
3.J	Vandalism/Tampering: Wilful Damage to University property and/or that of its subcontractors is strictly prohibited.	

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3.K	<p>Violence: Violence or physical aggression or any threat thereof in residence will not be tolerated. Physical aggression is defined as any violent or physically aggressive behaviour. Physical aggression and violence can include, but is not limited to, pushing, pulling, slapping, kicking, hitting, fighting, and punching.</p>	<p style="text-align: center;">All three-point offences could be subject to any or all of the following:</p> <p>Loss of three community points, and/or warning letter, and/or educational sanction, and/or residence behaviour contract, and/or residence ban, and/or mandatory room transfer, and/or residence probation and/or \$125 – \$250.00 behaviour bond, and/or \$125 - \$250 fine, and/or eviction. Restitution for damages where applicable.</p>
3.L	<p>Harassment: We will not tolerate verbal, written, or online abuse, threats, intimidation, violence or other forms of harassment against any member of our community for any reason including, but not limited to culture, religion, race, gender identity, or sexual orientation. The University has the responsibility to protect Residence Staff. Members of the residence, Food Services Staff, Caretaking, Maintenance and Front Desk Staff are to be treated with respect and courtesy at all times. Behaviour that creates a hostile work environment or that is disrespectful to Residence Staff including intimidation, threats, directed expletives, bullying, electronic surveillance, and other forms of harassment will not be tolerated.</p>	
3.M	<p>Throwing Materials: Throwing, dropping, or ejecting material from residence buildings, windows, balconies, roof tops, or down stairwells is prohibited. Throwing material at residence buildings is also prohibited.</p>	
3.N	<p>Explosives: Explosive or flammable material is not permitted in residence buildings, this may include, but is not limited to, firecrackers, fireworks, barbecue propane tanks, dynamite, fuel, etc. Proper storage for flammable material is required. Please seek assistance to store such materials if in doubt.</p>	
3.O	<p>Raids or Inappropriate or Destructive Pranks: Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. Examples include, but are not limited to, water fights, dismantling, removing, and/or relocating residence/personal property, etc.</p>	
3.P	<p>Inappropriate/Illegal Entry: Entering another student’s room or disturbing another resident’s property without the permission of the resident is not permitted. If permission is granted, a student may only do so with the assistance of a Resident Assistant. Manipulating any lock, door, or window is strictly prohibited. (Note: In cases of emergency, or if it is deemed that illegal activities are taking place in any room Residence Life staff reserves the right to enter residential rooms).</p>	
3.Q	<p>Tampering with Physical Structure: Tampering with fixtures, building systems and fire equipment is strictly prohibited. This may include but is not limited to covering smoke detectors in rooms or suites, discharging or suppressing any fire prevention or detection equipment, propping interior or exterior doors and tampering with the elevator or card access systems.</p>	
3.R	<p>Theft: Taking the belongings and/or property of the university or another individual without permission is strictly prohibited. Stolen property is not permitted in residence.</p>	
3.S	<p>Any other action deemed by Residence Life to fit under the definition of this level.</p>	

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For cannabis regulations in Bishop’s University Residences please see pg. 12 of the Residence Community Living Standards.

For safety guidelines and policies in the context of COVID-19 in Bishop’s University Residences please see pg. 13 of the Residence Community Living Standards.

Cannabis Policy

Following the legalization of Cannabis in Canada on October 17th, 2018, Bishop’s University has implemented a Policy for the Regulation of Cannabis. **Important:** As of January 1st, 2020, the legal age to possess or consume cannabis in the province of Quebec is 21.

For clarity, “Cannabis” within the meaning of the Cannabis Policy includes, in particular, any part of the cannabis plant, fresh cannabis, dried cannabis, cannabis oil, cannabis in the form of a concentrate and any other cannabis product category, edible or not.

“Consume” within the meaning of the Cannabis Policy includes smoking, inhaling or using cannabis by any means whatsoever, in particular with a seal, a pipe, an electronic cigarette, a water pipe (bong), spray or any other device of this nature. “Consume” also includes eating food incorporating cannabis.

In accordance with the Bishop’s University Policy for the Regulation of Cannabis, Bishop’s University Residence will regulate cannabis within the following directives.

#	Resident’s Action or Behaviour	Normal Range of Sanctions
A.	Consumption of Cannabis: Consistent with the Cannabis Regulation Act and the Bishop’s University Policy for the Regulation of Cannabis, it is prohibited to consume any form of cannabis in residence regardless of legal age. I.e. it is prohibited to smoke cannabis, to use cannabis in any form, to ingest cannabis incorporated or mixed with solids, including foods or beverages, etc. in residence.	Three-point offence. Please review all potential three-point offence sanctions on pg. 9.
B.	Possession of Cannabis: Students in residence, aged 21 years and older, may possess and store in their place of residence 30g of dried cannabis, as long as it is for personal use and in accordance with all applicable legislation. That is, all cannabis must be legally obtained from a government establishment such as the <i>Société québécoise du cannabis</i> . All cannabis must be stored in an airtight container and appropriately labeled to denote that it contains cannabis. Students must keep purchase receipts as proof of legality to University Officials. All cannabis with no proof of legality will be confiscated and destroyed.	Two- or three-point offence. Please review all potential two- and three-point offence sanctions on pg. 6 and pg. 9, respectively.
C.	Possession of Cannabis: Students in residence are prohibited from utilizing kitchen or cooking facilities to create edibles that contain cannabis.	Three-point offence. Please review all potential three-point offence sanctions on pg. 9.
D.	Possession of Cannabis: Drug paraphernalia is not permitted in residence in an effort the limit the scent of cannabis in residence. This includes, but is not limited to hand pipes, water pipes (e.g. bong), hookah, home-made devices (e.g. one-time use).	Two-point offence. Please review all potential two-point offence sanctions on pg. 6.
E.	Scent of Cannabis: Students in residence are expected to limit the scent of cannabis on their clothing, and the scent of cannabis within their residence room, as a means of respect to the residence	Two-point offence. Please review all potential two-

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	community they live in. Under this policy students may be sanctioned for cannabis scent accordingly.	point offence sanctions on pg. 6.
F.	Possession of Cannabis: It is prohibited for students in residence to grind cannabis or roll a “joint” in residence.	Two-point offence. Please review all potential two-point offence sanctions on pg. 6.
G.	Possession of Cannabis: It is prohibited for students in residence to possess a cannabis plant(s) in residence.	Three-point offence. Please review all potential three-point offence sanctions on pg. 9.
H.	Cultivation of Cannabis: Students in residence are prohibited to cultivate cannabis in residence.	Three-point offence. Please review all potential three-point offence sanctions on pg. 9.
I.	Sale of Cannabis: Quebec law stipulates that no person shall sell cannabis, other than the <i>Société québécoise du cannabis</i> . Students in residence are prohibited from being involved with trafficking of cannabis in residence.	Three-point offence. Please review all potential three-point offence sanctions on pg. 9.

The consumption of authorized medical use of cannabis is permitted and the University will adhere to Quebec Human Rights legislation regarding its consideration of a request for accommodation. The Manager of Student Life and the Manager of Security will assess requests for accommodation on a case-by-case basis. Please refer to Bishop’s University Residence Medical Cannabis Policy at the following link for the procedure: <https://www.ubishops.ca/wp-content/uploads/Residence-Medical-Marijuana-Policy-Fall2017.pdf> Please note that this policy will be updated in Fall 2020.

Students in residence, of legal age for cannabis possession, are permitted to use legal cannabis delivery services to the Bishop’s University campus. Upon delivery, students in residence must pick up their package and immediately return to their residence room to store their package, for the reason that it is prohibited to possess cannabis in all buildings on the University campus, except for Bishop’s University Residences.

Please review the Bishop’s University Policy for the Regulation of Cannabis at the following link: https://www.ubishops.ca/wp-content/uploads/Bishops-University-Policy-on-Cannabis_Final.pdf Please note that this policy will be updated in Fall 2020.

Safety Guidelines and Policies in the Context of COVID-19

The Bishop’s University residence team has implemented a multitude of measures and guidelines to ensure the well-being of residents and to offer them all possible assistance and support. Our hope is that students will feel safe in all residence spaces, and that they will not hesitate to disclose any symptoms they may be feeling, or if they have been potentially exposed to the virus.

In the event of a university closure during the fall that requires the closing of university residences, students will receive a prorated refund from the date the university institutes the closure of the residences and the student vacates their room. Specific guidelines will be provided in the event this happens.

Students must completely vacate their residence room prior to departure. Bishop’s will supply boxes if needed at a small cost and on campus storage will be provided free of charge if needed.

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#	Resident’s Action or Behaviour	Normal Range of Sanctions
I.	<p>Guests: During the deconfinement period, external visitors are not allowed in residence buildings and rooms, unless special authorization is granted with precise guidelines to follow. To submit a request, residents must contact the residence life team at residencelife@ubishops.ca. Residences are in phase I of the deconfinement period at the start of the fall academic year, as early as August 19th, 2020 (earliest move-in date for students completing mandated quarantine period). Specific guidelines will be provided in the event residences move into phase II.</p>	<p>One-point offence. Please review all potential one-point offence sanctions on pg. 5.</p>
II.	<p>Communal Washrooms in Traditional Style Residences: Students living in our traditional style residence will be assigned to a single room and each student will be assigned to a washroom in their hallway. Within the large washroom showers, toilet stalls, and sinks will be assigned to individual students. It will be imperative that each student only utilize the shower stall, toilet stall and sink that they are assigned. In collaboration with their floor mates, they will create a schedule that will ensure that everyone can access the washroom in a fair and equitable way.</p>	<p style="text-align: center;">Situational Based</p>
III.	<p>Laundry Rooms: Students will have access to laundry rooms to do their laundry. Signage will be installed to indicate the expectations of students utilizing the laundry room and high touch cleaning will be done twice per day by the Custodial team. When utilizing the laundry room students must: (a) respect social distancing; (b) wash their hands upon entering the laundry room; (c) utilize their personal disinfectant container to disinfect the machines before using them; (d) avoid shaking dirty clothes in the open air before washing them; (e) wash clothing and bedding in accordance with the manufacturer's instructions, using, if possible, the warmest water setting appropriate for these items, then dry them completely; (f) respect hand hygiene, respiratory etiquette and social distancing; (g) avoid consuming any food in the laundry room; (h) return to their room or wait outside during washing and drying cycles.</p>	<p style="text-align: center;">Situational Based</p>
IV.	<p>Face Covers: Following announcement from the Quebec Government, face covers are mandatory starting Saturday, July 18th in all closed public places, including university campuses. Face-covering will be mandatory when entering and circulating in all of Bishop’s hallways or open areas of buildings, including Residences. This directive applies to all members of our community (exemptions apply for children under 12 and anyone who has trouble breathing or is unable to remove their mask or face covering without assistance).</p>	<p>One-point offence. Please review all potential one-point offence sanctions on pg. 5.</p>
V.	<p>Social Distancing: In order to minimize risk to others, everyone on campus will have a responsibility to adhere to all health guidelines and should expect that these will be strictly enforced. Students who do not belong to the same family unit must observe social-distancing guidelines.</p>	<p>One-point offence. Please review all potential one-point offence sanctions on pg. 5.</p>
VI.	<p>Family Units: During deconfinement, residents of a same apartment or floor section will be considered a “family unit”. Each family will be</p>	<p>Two- or three-point offence. Please review all</p>

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	composed of 8 residents and will be granted special permission to gather and share common spaces or participate in common events on campus.	potential two- and three-point offence sanctions on pg. 7 and pg. 10, respectively.
VII.	Symptoms of COVID-19: If a resident has symptoms consistent with COVID-19, they must self-isolate in their room and contact line 1-877-644-4545 first. If they cannot reach anyone on this line, they should call the BU health clinic (do not come to the clinic in person). The resident must contact residencelife@ubishops.ca to make the residence team aware. The residence team will coordinate with the resident for food deliveries and provide an isolation room away from other students.	Situational Based
VIII.	Mandated 14-day Quarantine: If you are outside of Canada and wish to return to Canada to study at Bishop's this Fall semester, please note that the Government of Canada has put in place emergency measures to slow the introduction and spread of COVID-19 in Canada. You MUST quarantine for 14 days and monitor yourself for symptoms subject to the <i>Minimizing the Risk of Exposure to COVID-19 in Canada Order (Mandatory Isolation) No. 2</i> . As a student living in residence, if you are travelling to Canada from abroad, the University will provide you with a living space in Norton residence in order to complete your mandated 14-day quarantine. This residence is reserved for self-isolation and quarantine for the fall semester. You will be provided with three meal services for each day you are in quarantine: breakfast, lunch, and dinner (please contact residencelife@ubishops.ca for any dietary concerns or restrictions). No visitors are allowed during quarantine and students will not have access to communal facilities (e.g. laundry rooms, common rooms).	Situational Based

Administrative Rules

Students who find themselves locked out of their rooms are to go to Paterson Hall between 8:30 a.m. and 5:00 p.m. to temporarily sign out a key to regain access to their room. From 5:00 p.m. to 8:30 a.m. students who find themselves locked out of their rooms are to call Security (direct line: 819-822-9711, or from a campus phone dial: 711).	\$45.00/key for replacement keys during the academic year \$60.00/key for keys not returned at the end of the academic year
Responsibility for Contents: Students are held financially responsible for any damage or losses to their room or its contents and for the cleanliness of the room upon vacating it. Students are responsible for their personal belongings. Items in storage will be held up until 30 days after the official closing of Residence. The university encourages students to obtain insurance for the contents of their room. The university's insurance policy does not cover students' belongings (i.e. in the event of flood, fire, theft, etc.).	Situational Based
Subletting: You are prohibited from subletting your residence room or from permitting its use by others except as outlined in the Residence Life policy regarding visitors and guests.	
Commercial Use: The use of a residence room, mailbox, and telephone or data connection for any commercial purpose is prohibited.	

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Other Charges: This may include damage repairs, improper check-out or room transfers, storage, etc. Appeals of any such charge must be made in writing and postmarked within 30 days of the invoice date, unless otherwise specified in the charge.	
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Enforcement of the Residence Community Living Standards Program

Infractions of the rules and regulations of residence are dealt with as outlined in this policy depending on the severity of the incident. This document attempts to provide the student examples of what sanctions may result for particular behaviours under typical conditions. This does not limit the possibility of other sanctions being imposed should the situation warrant it. Consequences could include one or more of the following outlined sanctions. All financial costs incurred as a result of breaking a residence regulation are the responsibility of the student(s) involved.

Residents are expected to cooperate fully with university employees. We define cooperation as complying with the directives of a university official who is acting in an official capacity. In the event that a student feels that they have been mistreated or wrongfully accused, they are asked to wait to address their concerns to the department of Residence Life on the next business day.

A Resident may receive one or more of the sanctions listed below as a result of violations of the Residence Community Living Standards:

Incident Report

The primary purpose of an incident report is to act as a tool for a Resident Assistant in documenting an event that has taken place. The purpose of documenting events is to inform the appropriate university officials of happenings that are relevant to the functioning of their position. The university official who receives the report will decide what, if any, follow up is required.

Verbal Warning

Verbal warnings are used by the Residence Staff when they believe that the warning will result in a change in behaviour. Warnings are given as a courtesy; students do not have a right to a verbal warning and they are not given in repeated cases. Asking a student to stop a behaviour is considered a verbal warning.

Meeting with the Residence Life Coordinator, Residence Life Advisor, Manager of Student Life, and/or Senior Resident Assistant and/or Resident Assistant

Meetings can be either initiated by a student or a member of Residence Life. If a student's behaviour has been documented by a member of Residence Life an e-mail will be sent within 48 hours of the office becoming aware of the infraction. If a student has received an e-mail or a Summons from security, it is their responsibility to initiate the meeting within 48 hours of the date on the summons. Typically, the student will meet with the Residence Life Coordinator, and/or Residence Life Advisor, and/or the Manager of Student Life. The appropriate building Senior Resident Assistant (SRA) or Resident Assistant (RA) may also partake in the meeting. Depending on the nature of the behaviour, past history, and the meeting, sanctions may be placed on an individual because of this documented behaviour. Failure to appear to an appointment, or failure to book an appointment, may result in a decision being made in the student's absence.

Warning Letter

Typically (but not exclusively) after meeting with either the Residence Life Coordinator, Residence Life Advisor or the Manager of Student Life and/or Senior Resident Assistant, a

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student will be sent a letter outlining the violation and the consequences of that violation. This is an official letter of warning and will be sent by e-mail to the student's Bishop's e-mail address.

Behaviour Bond

A behaviour bond is a sum of money paid by a student as a deposit to ensure compliance to the residence contract and the Residence Community Living Standards. If there are no further offences of the contract and the student meets the conditions outlined in the behaviour bond, the money, or a portion thereof, is refunded at the end of the academic year. If payment of a behaviour bond is overdue or there is a subsequent offence, the bond is forfeited and it becomes a fine. If payment of a second bond/fine is overdue then this could be considered non-cooperation with staff and could be sanctioned accordingly. Further disciplinary consequences may also apply. Behaviour bonds can be paid in cash or by debit card at the Residence and Conference Services Customer Service Counter on or before the due date.

Fine

Fines are assigned as a monetary penalty assessed as a sanction for inappropriate behaviour. If payment of a fine is overdue then this could be considered non-cooperation with staff and could be sanctioned accordingly. Fines can be paid in cash or with debit at the Residence and Conference Services Customer Service Counter on or before the due date. Fines not paid on time will result in a block of the student's account.

Community Billing

This type of billing can hold a community accountable for damages that have proven to have originated within that community; such occurrences include, but are not limited to fire alarm fines, common area damage, an excessive mess, etc. Charges can also be billed directly to the residents living on a floor or building when the situation is warranted.

Educational Sanction

An educational sanction may accompany a warning letter, fine, behaviour bond, or probation. These sanctions include, but are not limited to: community restitution, community service, attending an educational workshop appropriate to their violation, creating an educational program for the community and/or a reflection paper describing what the student has learned. It is up to the student to fulfil the sanction. Unfulfilled community service hours may be transferred to a fine at a rate determined by the department that will be no less than minimum wage.

Behavioural Contract

A behavioural contract is a set of behavioural expectations and limits that is determined with the student and laid out in contract terms. With their signature, the student agrees to the terms of the behavioural contract and is aware that any breach of this contract constitutes an offence which will result in the agreed upon consequences being instituted. A behavioural contract may accompany a warning letter, fine, behaviour bond, or probation.

Restitution for Damages

Any resident that causes damage to university property will pay for the cost of the repairs. Residents are also responsible for any damages caused by their guests. Residents who borrow equipment to play pool, ping pong equipment or any other items borrowed from Residence Services are responsible for those items while they are signed out to them. In the event that damage is done to either the equipment or the equipment is used to damage university property,

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the person who gave their ID to sign out the equipment will be held responsible for said equipment and any damage incurred.

Residence Probation

When a student is placed on probation in residence, they are sent a notice that any further offence will most likely result in their eviction. Probation will normally extend to the end of the academic year and, in some cases, may be extended to subsequent years.

Banning from Residences

Students may be banned from residence(s) and not allowed to return to a specific building(s). If the banned student is found in the building, Security will be called and the student may be charged with trespassing. Students that disregard this ban and are found in residence by security or a member of Residence Life will be charged \$50.00 for every violation. A ban from residences may accompany a warning letter, fine, behaviour bond, or probation. Acting as a host for a banned individual and/or a person whose visiting privileges have been revoked is prohibited. Anyone hosting a guest who has been banned will be sanctioned accordingly.

Transferring Students

When warranted, a student may be requested to transfer to a different residence. The student may also be banned from the residence building from which they were transferred. (Please review the stipulations and fines related to this sanction). In circumstances where there may be an immediate threat posed to an individual or the community, a student may be immediately removed from residence.

Eviction from Residences

When warranted, a student may be requested to vacate residence. The Manager of Student Life is responsible for this decision. The student may also be banned from all residence buildings. (Please review the stipulations and fines related to this sanction). In circumstances where there may be an immediate threat posed to an individual or the community, a student may be immediately removed from residence.

Charge through the Charter of Student Rights and Responsibilities

The Charter of Student Rights and Responsibilities outlines a code of conduct considered to be consistent with the goals and wellbeing of the University community. Charges involving alleged breaches of this code are heard by the Committee on Student Conduct: a committee of both students and University personnel. Complete copies of the Charter of Student Rights and Responsibilities and the Code of Student Conduct are available on-line at www.ubishops.ca under Administration/ University Policies.

The Appeal Process

All sanctions levied are considered to be in effect at the time a student is informed. The student has appeal routes available at each step of the disciplinary process. The Manager of Student Life will hear all appeals regarding sanctions imposed by the Residence Life Coordinators. In certain situations, residence infractions may go directly to the Manger of Student Life, especially when the personal safety of an individual or the community is threatened. Decisions made by the Manager of Student Life may be appealed to the Dean of Student Affairs.

Students will receive their decision letter by e-mail to their Bishop's e-mail address. From when the student receives their decision letter they have 2 business days to submit a formal, typed

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appeal directly to the Manager of Student Life or the Dean of Student Affairs as appropriate, and may appeal on the following grounds:

- A. Bias and/or unfair treatment – any procedural error, improper investigation, etc.
- B. The sanction does not suit the infraction/behaviour.
- C. New information has come to light – new witness, something unknown when the original decision was made.

Note: Appeals deemed by the Manager of Student Life or the Dean of Student Affairs to be vexatious and/or frivolous will not be accepted.

Please note that a student may only appeal a decision once. It is also important to note that an appeal may result in one of three different outcomes:

- 1. The original decision is upheld.
- 2. The original decision is overturned.
- 3. Sanctions can be modified, which may include increasing or decreasing the sanctions originally levied.

A reminder that the Residence Community Living Standards are in place to ensure a safe, comfortable, and enjoyable residence experience for all members of the residence community. The cornerstone of our residence philosophy is a spirit of common courtesy and mutual respect amongst all community members at all times.

Students have the privilege of enjoying social activities as long as they do not conflict with the rights of other students to pursue academic endeavours or to enjoy normal quiet hours. No one has the right to engage in activities that result in injury or insult to another person, or damage to property.

We are confident that you understand why we have these rules in place and that we can count on your cooperation throughout your time in residence.