

# Huron University College Residence Code of Conduct

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## 2019-2020 Residences

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

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

### **Our Mission**

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

### **Our Vision**

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

### **Our Objectives**

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

## **Purpose of Residence Living**

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

The residence experience at Huron is unique because the living environment for all 5 of our residences is closely connected to the academic environment. Students are placed in residences and on specific floors based on their personal profiles and stated preferences, to build communities and encourage friendship and relationship-building. Programming designed and implemented by our Dons will be tailored to the specific needs of each floor. The goal of the Residence Life Program is to provide opportunities for students to realize their intellectual and personal potential in an environment that promotes safety, respect, acceptance, and appreciation of diversity.

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

There are 17 members of the Residence Life Staff who live in the residence with the students, supporting and guiding them, providing programming, organizing events, and ensuring they are available to answer any questions or provide assistance in any way. They are trained to maintain an environment conducive to sleep, study, and the overall well-being of the residents. They are also expected to enforce and maintain the residence regulations and guidelines as outlined in the Residence Code of Conduct.

## **Who's Who – Residence Life Staff at Huron**

### **DONS**

Dons are upper year students who wish to live in residence to provide a leadership role on their floor or in their house. They are responsible for floor programming and event planning, are available as a resource for support or guidance, are disciplinarians ensuring behaviors are managed within the Code of Conduct and responding accordingly when they are not, and act as a role model for the students on their floor. At Huron, we expect our Dons to get to know their students well; we rely on them to ensure students feel safe, comfortable, and supported, and can provide direction or information if or when students need additional support.

There is one (1) Don living on each floor or in each of the houses. There are three (3) Head Dons who oversee the overall Residence Life Program. The Head Dons are located in Hellmuth, O'Neil/Ridley, and Southwest residences.

### **RESIDENCE MANAGER**

The day-to-day management of our Residence Life Program is handled by our Residence Manager. This individual hires, trains, supports, and mentors the Dons throughout the year. They follow-up on all incident reports outlining any behavioural or disciplinary issues. They are full-time employees of the University and a resource available to students at any time. They report directly to the Associate Vice-President, Students.

### **STUDENT ENGAGEMENT COORDINATOR**

The Engagement Coordinator is also a full-time employee of the University responsible for programming and event planning for the Huron student community. While they are responsible for ensuring student engagement across all years and for all students, a primary focus is event planning within the residence. They work with and support the Dons in planning floor events, and work very closely with the Residence Council.

### **INFORMATION DESK**

The information desk is covered 24 hours a day and there is always someone available to assist the residents with security concerns, access to rooms, or answering questions. The info desk can be contacted by calling 519-438-7224 x. 200.

## Residence Discipline Code

The residence discipline code provides a clear statement of what constitutes unacceptable behavior and describes the sanctions for such behaviours, as well as the procedures to be followed if residents or their guests behave in an unacceptable manner.

The Huron Residence Discipline Code is based on **two principles**:

- a) Every individual is equal in dignity and worth and should be provided with equal rights and opportunities without discrimination or harassment
- b) Each student living in residence should be guaranteed the right to peaceful use of her/his living space and common areas and that every reasonable effort will be made to make the accommodation comfortable.

The objectives of the Residence Discipline Code are:

- a) To foster the growth of self-discipline and accountability in students by helping them realize the consequences of their choices and behaviours, and to understand how they can make better choices in the future.
- b) To encourage students to resolve their community living issues in a mature fashion which will enhance the residence experience
- c) To promote behaviour among residence students and their guests which creates an effective study and learning environment;
- d) To support the physical safety and emotional well-being of the residents, and to aid in the protection of personal and Huron property

The Residence Discipline Code applies to all residence students and also holds residents responsible for the behaviours of their guests. It is intended to make residence students aware of their rights and responsibilities so that they make informed decisions about their own behaviour and that of their peers. It is further intended to provide guidance and support for Student Leaders and Residence Life Staff (RLS) in their administrative decision-making regarding events and the resolution of discipline problems.

## Responsibilities

1. The discipline of Huron residents is maintained by the Dons under the leadership of the Residence Manager. The nature of disciplinary action imposed by the Residence Manager or Residence Hearing Committee is related to:
  - The severity of the violation
  - The rehabilitation of the accused
  - The deterrent value to the accused and the University community
  - The resident's previous record of behaviour

2. Every resident is responsible for observing the terms and conditions of the Residence Discipline Code, the Residence Handbook, the Harassment and Discrimination Policy, the Sexual Violence Policy, the Student Code of Conduct, and the Residence Contract. The Residence Handbook and the Residence Discipline Code outline behavioural expectations for the residents and the types of sanctions levied against offenders. No residence student is exempt from the terms and conditions of the Residence Discipline Code, the Harassment and Discrimination Policy, the Sexual Violence Policy, or the Student Code of Conduct.
3. It is each resident's responsibility to be aware of and behave in a manner consistent with the Code of Student Conduct, the Harassment and Discrimination Policy, the Sexual Violence Policy, and all relevant municipal, provincial, and federal laws.

## **Infractions**

The Residence Manager, in consultation with the Head Dons and/or any other members of the RLS, may impose monetary fines for infractions of the Residence Discipline Code as outlined in this document and as communicated to residents through the RLS. It is expected that the authority to impose such fines would only be exercised with the best interest of the community in mind.

Offences are described and classified based on three levels of increasing severity. Sanctions are the consequences for offences, which are described in the following sections of the Discipline Code. At each level of offence and/or after repeated offences, the severity of the sanctions will increase.

**Level 1 Offence** – Actions that interfere with the rights of another individual or community to a peaceful environment and use of space in a safe and healthy way.

**Level 2 Offence** – Actions that create a significant nuisance to other residents or are repeat Level 1 offences.

**Level 3 Offence** – Actions that endanger the safety and security of individuals or the community; compromise or damage the property of Huron University College; attack the dignity/integrity of an individual or community; and/or are repeat Level 1 or Level 2 offences.

**NOTE: *Certain Level 3 offences, occurring as a single event or as repeated offences, may be handled under any number of other Huron codes and policies including but not limited to the Harassment and Discrimination Policy, the Sexual Violence Policy, or the Student Code of Conduct.***

## The Point System

The point system is designed to help define the seriousness of specific behaviours and orient a resident to the process she/he may face in relation to an incident (i.e. how many points left until eviction; which code or policy may be invoked; what type of sanction may be faced). All offences are associated with points ranging from 1 to 6 and all offences have a minimum of 1 point. The assigned number of points will depend upon the incident or its severity. Points will remain on the resident's record until they have moved out of the residence. Following a finding of responsibility for an incident, the resident is expected to complete educational, restorative, or punitive sanctions. The point system is based upon a progressive discipline approach, outlined below.

Points Accumulated	Stage in Disciplinary Process
1 – 4	Warning
5 – 8	Probation (may include behavioural contract, suspension, or further action under other codes or policies)
9+	Eviction (Exception: any Level 3 Offence could warrant an eviction even if the point accumulation is less than 9)



## Offences

### Advertising, Soliciting, Campaigning, and Selling

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

<b>Level 1 (1-2 points)</b>	<ul style="list-style-type: none"><li>a) Displays in windows or other prominent places promoting alcohol, illegal substances, pornography, or other inappropriate activities or messages</li><li>b) Unauthorized advertising, soliciting, promoting, or selling of products, events, and services in residence</li><li>c) Unauthorized campaigning in residence</li></ul>
<b>Level 3 (5+)</b>	<ul style="list-style-type: none"><li>a) Displays of material promoting hatred, violence, racism, sexism, homophobia, or any other discriminatory messages contravening the Residence Discipline Code or any other codes and policies of Huron University College</li></ul>

### Alcohol

<b>Level 1 (1-2 points)</b>	<ul style="list-style-type: none"><li>a) Consumption of alcohol in areas not permitted by Huron</li><li>b) Possession of drinking and/or drinking game paraphernalia (funnels, beer bongs, etc)</li><li>c) Possession of large volume alcohol containers (holding more than 500 ml of beer or more than 1.18L of alcohol other than beer. Examples include kegs and mini-kegs)</li></ul>
<b>Level 3 (4-6 points)</b>	<ul style="list-style-type: none"><li>a) Consumption or possession of alcohol by residents and guests under the legal age (19)</li><li>b) Drinking games or promotion of a social function, activity, or contest in which the consumption of alcohol is the primary focus or used as a penalty</li><li>c) Imposing the physical effects of drinking on the property or community of the residence (i.e. vomiting, urinating, passing out, aggressive or disruptive behaviour)</li><li>d) Making or selling alcohol in the residence</li><li>e) Purchasing for or supplying alcohol to any person under the legal age (19)</li><li>f) Influencing, forcing, and/or promoting the consumption of alcohol by a resident and/or guest on another</li></ul>

## Cleanliness

<b>Level 1 (1-2 points)</b>	<ul style="list-style-type: none"> <li>a) Littering</li> <li>b) Failure to keep common areas/lounges in clean and sanitary condition after use</li> <li>c) Improper disposal of garbage including leaving it outside of rooms in hallways, overwhelming garbage bins with extraneous garbage, or leaving it anywhere except designated garbage areas or containers</li> <li>d) Collection of empty containers, bottles or cans that is deemed by Residence Staff to be beyond recycling purposes</li> <li>e) Failure to follow instructions for proper disposal of garbage or recycling</li> <li>f) Inappropriate use of bottles or containers for the collection of bodily fluids</li> </ul>
<b>Level 2 (2-4 points)</b>	<ul style="list-style-type: none"> <li>a) Marking any surface through action or neglect deemed to be beyond normal wear and tear</li> <li>b) Actions or neglect that leads to or has the potential to lead to damaging, offensive, or harmful problems in the residence including water damage, odours, and insect/rodent infestation</li> <li>c) Failure to keep furniture, fixtures, and appliances in good order</li> </ul>
<b>Level 3 (4-6 points)</b>	<ul style="list-style-type: none"> <li>a) Behavior that causes or the potential to cause significant damage through action, carelessness, or negligence</li> <li>b) Willful damage, vandalism, graffiti, or neglect that leads to serious damage to the residence, Huron, or private property</li> </ul>

## Disruptive Behaviour

<b>Level 1 (1-2 points)</b>	<ul style="list-style-type: none"> <li>a) Throwing, dropping, kicking, or knocking objects from or at Residence buildings, windows, or stairwells, whether intentional or unintentional</li> <li>b) Participating in physically active games or sports inside Residence or within the Residence grounds which could disturb residents, staff, or the surrounding community, or cause damage to facilities or personal injuries</li> </ul>
<b>Level 2 (2-4 points)</b>	<ul style="list-style-type: none"> <li>a) Creating or permitting behavior in the Residence which is a nuisance or annoyance to Residents, Residence Staff, the surrounding community, or to the supplier of services</li> </ul>

	authorized by Huron. This includes pranks/raids or similar actions that could be damaging to personal, Residence, or Huron property or reputation
<b>Level 3 (4-6 points)</b>	a) Pranks or behavior that violates the privacy and personal space or property of any Resident including but not limited to entering a Resident's room without permission for the purpose of a prank or raid, rearranging or confiscating any personal property of a Resident, or hiding or stealing any property of a Resident including but not limited to room access keys or student ID.

### Facilities & Furniture

<b>Level 1 (1-2 points)</b>	a) Removal of furniture, appliances, window screens, or other fixtures from assigned rooms/units or common areas and placing them elsewhere
<b>Level 2 (2-4 points)</b>	a) Alteration or renovation of rooms, furniture, or equipment b) Installation of unauthorized furnishings, equipment, or devices. This includes internet, phone, and cable. c) Failure to keep access clear to electrical panel, heating unit and/or maintenance unit

### Guests & Visitors

1. Residents must sign in their guests at the Info desk before entering the Residence.
2. The guest must show one piece of photo ID to security at the Info desk. Acceptable forms of ID include passport, driver's license, or valid student ID card. Expired photo ID is not acceptable.
3. Residents may sign in up to two (2) guests at a time
4. While each guest is in the Residence, the Resident must remain in the company of the guest at all times until the guest is signed out.
5. The guest must sign out with the Info desk each time they leave the residence property regardless of the length of time spent off the property.
6. Guests are permitted up to a maximum of two (2) consecutive nights unless special permission is requested and granted by the Residence Life Staff.
7. Guests should not in any way interfere with the rights of a roommate or other Resident to privacy, access, sleep, or study at any time or anywhere within the Residence.
8. Any non-resident who is invited to, accompanied on, accepted or admitted into the Residence property is deemed to be a guest of that Resident.

9. Failure to be present does not mitigate or absolve the resident's responsibility for their guest's behavior. Residents are responsible for their guest's behavior whether they participated in, condoned, or were aware of the guest's behavior or not. The specific sanction(s) applied to the Resident will be determined by the specific violation of the Residence Discipline Code by the guest.
10. The Residence requires any guests 16 years or younger visiting the Residence without a parent/guardian to have signed form of consent from their parent/guardian. This form will include contact information for the parent/guardian. The RLS reserves the right to call a parent/guardian in the event of a medical emergency or due to behavioural conduct.

<b>Level 1 (1-2 points)</b>	<ul style="list-style-type: none"> <li>a) Failure to sign-in/sign-out guests at the Info desk.</li> <li>b) Failure of Resident to be with their guest at all times in Residence.</li> <li>c) Permitting a guest to stay over the limit of two (2) consecutive nights without having been given permission by the Residence Life Staff in advance</li> </ul>
<b>Level 2 (2-4 points)</b>	<ul style="list-style-type: none"> <li>a) Living in or permitting someone else to live in a room or unit that has not been assigned to a room in the Residence.</li> </ul>
<b>Level 3 (4-6 points)</b>	<ul style="list-style-type: none"> <li>a) Hosting a guest who violates the Residence Discipline Code. All Residents are responsible for the actions and behaviours of guests signed in with them, at all times, while in the Residence.</li> <li>b) Host a guest who has been issued a trespass or similar notice restricting them from the Residence property.</li> </ul>

### Harassment & Discrimination

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

<b>Level 2 (2-4 points) &amp; Level 3 (4-6 points)</b>	<ul style="list-style-type: none"> <li>a) Failure to abide by Huron's Code of Conduct or related legislation or policies which defines harassment and discrimination.</li> <li>b) Any conduct that could be deemed as bullying, including cyber bullying, or bullying on social media be it via a group or an individual</li> <li>c) Any statement, action, or display that could be deemed as inappropriate or derogatory towards an individual or group</li> </ul>
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## Illegal Substances & Activities

Any observations about the behaviour, speech, odours or physical surroundings of an individual that cause suspicion of illegal activity will be investigated and/or reported, and sanctions may be implemented accordingly. Under the principle of Standard of Proof, repeated suspicious behaviour pertaining to illegal activities may result in the RLS applying the full measures of discipline outlined below.

<b>Level 1 (1-2 points)</b>	a) Possession of paraphernalia associated with the use of illegal substances including but not limited to bong, pipe, roach clip, vaporizer, ash tray and grinder b) Using or being under the influence of an illegal substance in Residence
<b>Level 3 (4-6 points)</b>	a) Possessing, using, making, selling, or being under the influence of an illegal or un-prescribed substance in Residence. b) Any behaviour or activities that contravene the laws of the land c) Possession or use of medication for purposes other than those for which they were prescribed

## Noise & Quiet Hours

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

### Quiet Hours

Sunday to Thursday 11pm – 7am

Friday and Saturday 1am – 9am

### Exam Period Quiet Hours

During mid-term and end of year exams, quiet hours will be enforced 24 hours a day. Extended quiet hours begin the last day of classes and continue until the residence closes after the last exam.

<b>Level 1 (1-2 points)</b>	a) Non-compliance with Quiet Hours b) Possession of large musical instruments c) Use of musical instruments or sound equipment
<b>Level 2 (2-4 points)</b>	a) Non-compliance with Exam Quiet Hours

	b) Excessive noise that interferes with the academic work of Residents and/or significantly disturbs the Residence community and/or neighbouring communities
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**Pets**

<b>Level 2 (2-4 points)</b>	a) Keeping any animal or pet in Residence, including fish
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**Respect & Cooperation**

<b>Level 2 (2-4 points)</b>	<ul style="list-style-type: none"> <li>a) Failure to respond to the written or verbal direction of Residence Life Staff or Huron Staff</li> <li>b) Demonstrated lack of respect, civility, courtesy or cooperation with a member of the Residence community, including Residents, visitors, Residence Life Staff, or Huron staff</li> <li>c) Failure to provide identification or providing false identification when asked by Huron University RLS</li> <li>d) Providing a false report of an incident or impeding an investigation</li> </ul>
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**Restricted Areas & Unauthorized Entry**

<b>Level 3 (4-6 points)</b>	<ul style="list-style-type: none"> <li>a) Unauthorized entry into restricted areas of Residence, including rooftops, basements, utility rooms, offices, etc.</li> <li>b) Entry into another Residence room without consent of that Resident</li> </ul>
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## Safety, Security, & Fire Prevention

<b>Level 1 (1-2 points)</b>	<ul style="list-style-type: none"><li>a) Propping open a fire door, which includes room doors. This may include using the deadbolt or another item to prevent it from locking and/or to hold the door open</li><li>b) Improper use of an emergency exit</li><li>c) Footwear must be used within all interior and exterior common areas of the Residence</li></ul>
<b>Level 2 (2-4 points)</b>	<ul style="list-style-type: none"><li>a) Possession or use of candles, incense, lava lamps, non-induction hot plates, flame cooking devices, indoor barbeques, and deep fryers is prohibited. Cooking devices without an automatic shutdown are not allowed in residence</li><li>b) Blocking hallways, stairwells, exits, and access to fire safety equipment</li><li>c) Permitting entry of any individual (resident, non-resident, or other) into Residence, either by opening a door or giving Residence keys or swipe cards to that individual</li><li>d) Overloading or tampering with electrical systems</li><li>e) Unsafe storage, disposal and/or use of prescribed medication and related medical devices such as needles, prescription drugs, and pill bottles</li><li>f) Leaving food unattended while cooking</li></ul>
<b>Level 3 (4-6 points)</b>	<ul style="list-style-type: none"><li>a) Covering, tampering with, or removing smoke detectors or heat detectors</li><li>b) Tampering with video surveillance equipment or systems</li><li>c) Possession or use of explosive or flammable material (ie. firecrackers, fireworks, and bbq propane tanks)_</li><li>d) Discharging, tampering with, covering, or operating any fire prevention or detection equipment for any purpose other than the control of a fire</li><li>e) Actions or neglect that leads to a fire</li><li>f) Failure to evacuate during an alarm</li><li>g) Careless or reckless driving on Residence grounds</li><li>h) Actions, carelessness, or neglect that causes an elevator to stall and/or require repair</li></ul>

## Sexual Violence

Sexual violence is a broad term that describes any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This violence takes different forms against another person without consent. This includes but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation. Violations of Huron's Sexual Violence Policy may be processed under the Sexual Violence Policy or the Student Code of Conduct Policy. Proceedings initiated against the Resident, could include sanctions and consequences separate and distinct from the Residence Discipline Code under the afore-mentioned policies.

<b>Level 3 (4-6 points)</b>	a) Any behaviour deemed to be sexual violence
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## Smoking

<b>Level 2 (2-4 points)</b>	a) Smoking in residence is not permitted, including but not limited to the use of cigarettes, cannabis, e-cigarettes, hookahs, and vaporizers and/or any tobacco product. b) Smoking in an outdoor location on Residence grounds or any campus property which includes smoking in personal vehicles parked on Huron's campus is not permitted as Huron is a smoke and tobacco free campus.
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## Technology Misuse

<b>Level 2 (2-4 points)</b>	a) Failure to abide by Huron's technology, phone, and internet policies b) Installing/use of personal internet router
<b>Level 3 (4-6 points)</b>	a) Interference with the technology of Residence, Huron, or another Resident b) Copyright infringement (ie. illegally downloading music, movies, or other media using Residence internet connection)

## Unauthorized Activities

All organized events, activities, or gatherings that have the potential to cause a disturbance must be approved by Residence Management, to ensure compliance with fire safety, noise, and other applicable policies. Residence Management will not approve any event that involves or is presumed to involve the use of alcohol or other substances. Maximum



capacity of a Residence room is defined as the number of Residents that live in the room plus 2 guests each.

<b>Level 2 (2-4 points)</b>	<ul style="list-style-type: none"> <li>a) Any gathering over the maximum capacity of a Residence room</li> <li>b) Any organized event, activity, or gathering that has not gained the approval of the Residence Management</li> </ul>
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### Unauthorized Articles & Theft

<b>Level 1 (1-2 points)</b>	a) Possession of equipment, keys, appliances, or furnishings not authorized by the Residence or Huron
<b>Level 3 (4-6 points)</b>	a) Theft or possession of stolen property

### Violence & Aggression

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

<b>Level 3 (4-6 points)</b>	<ul style="list-style-type: none"> <li>a) Any communication or behaviour that is perceived as offensive, abusive, unwanted, aggressive, or threatening</li> <li>b) Any behaviours (consensual or not) that causes or has the potential/intent to cause physical or emotional harm. These behaviours include but are not limited sexual assault, hitting, punching, slapping, kicking, pushing, pulling, bullying, stalking, fighting, retaliation, and threats of violence</li> <li>c) Any behaviour deemed to be a physical assault</li> </ul>
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### Weapons

<b>Level 3 (4-6 points)</b>	a) Possession, storage, or use or threatened use of a weapon and/or replica weapons.
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## Sanctions

Sanctions are consequences for behaviour that violates Huron's Residence Discipline Code or other Huron codes and policies. Students will be informed in writing (Decision Letter) of the particular sanction and any fine amounts to be paid, deadlines for making fine payments, possible further action should unacceptable behaviour continue, or any other disciplinary process that has been initiated as a result of the behaviour or incident (ie. use of Student Code of Conduct policy, Sexual Violence policy). Sanctions are meant to be educational and restorative, and may be used in any combination of the types listed below, depending on the incident, the Level, and the context within which an incident took place. Repeated and multiple incidents may result in more severe sanctions, or initiating process under the Student Code of Conduct, Sexual Violence Policy, Sexual Harassment Policy, or any other Huron Policy.

The following four factors are considered when deciding upon any sanction:

- a. The unique circumstances surrounding each incident.
- b. Prior sanctions assigned for similar or past incidents.
- c. Whether the behaviour is repetitive (happened before or many of the same types of incidents). This consideration may increase the severity of the sanction.
- d. Whether monetary restitution must be considered or included as a sanction, specifically in the case of damage to the Residence or the property of other Residents.

### Level One

- a. Letter of Warning – written notification from the Residence Manager to the Resident(s) that his/her/their behaviour is not acceptable and continuation or repetition of the behaviour may result in a more serious sanction and/or applicable fine
- b. Community Service – tasks or roles assigned as sanction, which contribute positively to the reputation, welfare, or condition of the Residence or surrounding community
- c. Confiscation – removal of items from the possession of the Residents that violate the Residence Discipline Code
- d. Educational – tasks assigned as a sanction designed to promote learning and development
- e. Fines – a sanction applied to a Resident whereby they are directed to pay a monetary fee
- f. Loss of Privileges – a sanction that places restrictions on certain privileges for the Resident
- g. Restitution – payment for damage or loss experienced by Huron, Residence, Residents, Guests or other

## **Level Two**

- a. Any level 1 sanctions
- b. Communication Ban – a sanction that limits the privileges of a Resident to communicate freely with another Resident
- c. Transfer/Relocation – a sanction that will reassign accommodation either within the Residence(s) or to a location off campus
- d. Trespass Notice – a sanction given to an individual who is denied the privilege to enter the Residence or prohibited from a specific location within the Residence. The individual is also prohibited from attending any Residence events which occur outside the building. A copy of the trespass letter is filed with Campus Police. The individual found or seen violating the trespass notice at any time will be reported to Campus Police and may be subject to further sanctions under the Residence Discipline Code or Huron policies.
- e. Suspension – a sanction given to a Resident temporarily banning them from the Residences for a defined period of time, after which they may be eligible to return. Conditions for readmission will be specified. If a Resident violates the suspension, they will be charged under the Trespass to Property Act.
- f. Denial of Readmission to Residence – a sanction given to a Resident who will not be permitted to live in the Residence in the future

## **Level Three**

- a. Any Level 1 and 2 sanctions
- b. Behavioural Contract – a signed agreement between a Resident and the Residence Manager to comply with established conditions of conduct and to refrain from specified conduct, often used when a student is placed on Residence Probation; the last step before Eviction
- c. Eviction – termination of the Resident Contract and removal from the Residence building
- d. Recommendation for charges of non-academic Suspension or Expulsion – a sanction where Residence Life Staff make a formal recommendation to Huron's Administration to investigate and/or charge the Resident with non-academic violation of specific Huron codes or policies which may result in non-academic suspension or expulsion

## **Progressive Discipline**

In conjunction with sanctions, Huron follows a progressive discipline approach to ongoing poor behaviour in the Residence, depending on the violation. If and when inappropriate behaviour continues, is repeated, or is a significant violation of the Residence Discipline Code, a student may progress through the following three phases:

**On Notice**

Resident is provided with written notice of being two (2) infractions away from termination of the Residence Contract. Any kind of further offence will change the student's status from On Notice to On Probation. Serious infractions may result in skipping the On Notice level and proceeding directly to On Probation.

**On Probation**

Resident is provided with written notice that any further offence (any Level, or a violation of Huron's codes and policies) will result in Eviction.

**Eviction**

Resident is required to leave the Residence in which they live within a specified time period. A Trespass Notice is given barring the Resident from entering any and all Residences. The Resident will receive a letter from the Residence Manager outlining the reasons for Eviction and any terms and conditions related to removal from the Residence.

Any of these may be applied for any Level of offence. Depending on the severity, there may not be a progressive approach, and the sanction will be handed out accordingly. For example, a Level 2 violation may result in eviction, depending on the circumstances, severity, and whether or not it is repeated behaviour.

## Residence Discipline Code Procedures

Principles of natural justice and procedural fairness are followed and upheld by 's when considering Residence Discipline Code violations and sanctions. These include:

- a. The Resident has the right to be informed of the allegation(s) of the offence(s).
- b. The Resident is entitled to an opportunity to respond to the allegation(s) of the offence(s) at a meeting with Residence Life Staff and the Residence Manager. The Resident is also entitled to a reasonable notice of the time, place, and nature of the meeting.
- c. The Resident is entitled to reasonable disclosure of evidence of the Incident Report prior to a decision.
- d. At meetings to discuss Level 3 offences, the Resident is entitled to call a reasonable number of witnesses to the meeting to discuss the alleged offence(s). This must be arranged with the Residence Manager prior to the meeting.
- e. The Resident is entitled to be advised in writing of the decision about the alleged offence(s) and the sanction(s) applied if any. The decision regarding what if any sanctions to apply should be made within a reasonable time.

## Standard of Proof

The information necessary to prove that an offence has occurred is referred to as the standard of proof. Huron relies upon a model of **Balance of Probabilities**. The standard of proof has been met if, at the conclusion of an investigation, based on the credible information, the Residence Life Staff believes that the incident reported probably occurred. This means that the information provided in the Incident Report and in the meeting reviewing the information, demonstrated that the violation is more likely than not to have occurred. The standard of proof for criminal cases is beyond a reasonable doubt, which does not apply in Residential Discipline Code procedures.

## Incident Reports and Discipline Code Review Meetings

Residence Life Staff (RLS) will record behaviours, actions, or negligence that may be offences of the Residence Discipline Code in **incident reports**. When necessary, the incident reports may include appendices such as emails, photographs, security, fire, or police reports. Residence Life Staff will notify the Resident(s) of the alleged offence(s) and will notify them of a **review meeting** to discuss the matter, if required. Some offences (ie. Level 1) may not require a sit-down meeting, and the Resident will be informed in writing of the accompanying fine or sanction via a **Decision Letter**.

A **Review Meeting** between a Resident and Residence Life Staff will be held to investigate more serious allegations of offences detailed in an incident report. (Level 2 or 3, repeated offences, offences that may result in significant sanctions). This is the opportunity for the Resident to be heard and explain their behaviour to the Residence Life Staff. While these meetings will comply with the principles of nature justice and procedural fairness, they are not highly formal. At the conclusion of the meeting, the RLS will follow-up with the Resident

in writing with a Decision Letter which will outline all necessary decisions about the offences, sanctions, and any related deadlines. If the Resident fails to attend the Review Meeting with the RLS, the Resident staff member(s) may choose to proceed and make a decision based upon all the evidence available.

## **Discipline and Appeal Committee Membership**

### **Residence Discipline Committee (Level 1 and 2)**

- Residence Manager and Head Don(s) on call at the time of incident

### **Residence Discipline Committee (Level 3)**

- AVP, Students, Residence Manager, Head Don(s)
- May involve other officers of Huron, depending on the incident or code/policy under which it is investigated

### **Residence Appeals Committee (Level 1, 2 and 3, and evictions)**

*Appeal first reviewed by AVP, Students for Level 1 and 2 appeals, and to the Director of Community Safety for Level 3 appeals, to confirm criteria is met for grounds for appeal.*

- Coordinator, Student Engagement
- Registrar (Chair)
- Head Don (not on call during the incident or involved in the discipline meetings up to this point)

## **Discipline Process**

1. Incident Report (Levels 1,2 or 3) written by on-call Don
2. Residence Manager reviews incident reports with Head Dons to determine sanctions for Levels 1 and 2 incidents
3. Residence Manager conducts the Review Meeting with students as needed, depending on the incident, within 5 business days of receiving the Incident Report
4. Decision Letter sent to Resident with consequences/sanctions within 7 days of the Review Meeting
5. Level 3 incidents are reviewed by Head Dons, Residence Manager, and AVP, Students
6. Depending on the type of incident and the severity, the AVP may initiate an investigation under the Student Code of Conduct, the Sexual Violence Policy, or the Sexual Harassment and Discrimination Policy. The process and sanctions will follow those outlined in the specific codes under which the incident is investigated.
7. In those cases where a Level 3 violation is managed under the Residence Discipline Code, a Review Meeting will be held with the Resident, Residence Manager, Head Don, and AVP, Students
8. The Resident may, at Level 3 Review Meetings, identify and bring witnesses who will be interviewed separately by the Discipline Committee

9. Decision Letter sent to Resident with consequences/sanctions within 7 days of the Review Meeting
10. Level 1, 2 or 3 decisions/sanctions can be appealed, including the decision to evict a resident.

## **Appeal of Penalty (Level 1, 2 or 3, or Eviction)**

### **Guidelines**

1. All Residents may appeal the decision of the Discipline Committee, pursuant to the guidelines listed below. Appeals of eviction follow a similar pattern and the appellant may be allowed to remain in residence until the appeal has been decided. However, in the interest of public safety and if the situation warrants, the resident may be required to leave the Residence immediately. All Residents must be made aware of their right to appeal, in writing, upon receipt of the Decision Letter outlining the sanctions brought against them.
2. Criteria for appeal must be met and will be determined by the AVP, Students (Level 1 or 2) or Director of Community Safety (Level 3 and Eviction Appeals). A Resident has the right to appeal if:
  - a. New information has become available since the Discipline Committee met and a decision was rendered
  - b. It can be demonstrated that the accuracy or credibility of the investigation was biased
  - c. It can be demonstrated that the disciplinary outcome was too severe for the behaviour
3. Requests for appeals of Level 1 or Level 2 fines, penalties, or restrictions shall be emailed directly to the AVP, Students within 2 business days, excluding holidays, of receipt of the Decision Letter. Appeals of Level 3 fines, penalties, or restrictions, or evictions, shall be emailed directly to the Director of Community Safety. Notification of Resident is deemed given upon delivery of Decision Letter to the Resident(s)' Western email account, the Resident(s)' room, or the Resident(s)' mailbox.
4. Grounds must be clearly indicated in the written appeal with supporting documentation or the appeal will not be considered. Simply disagreeing with, or not liking, the disciplinary action is not grounds for an appeal. Lack of funds, ignorance, or substance abuse will not be considered acceptable grounds for appeal.
5. If an appeal is granted (either by the AVP, Students or the Director of Community Safety), the letter requesting the appeal, any supporting documentation along with the relevant incident report(s) will be sent to the Residence Appeals Committee.

Appeals that fall within the examination period (December or April) will be seen by the Appeals Committee but with HUCSC representation in place of a Head Don.

6. Appeals for Level 1-3 infractions will be submitted in writing only. A hearing will be granted for eviction appeals.

### **Appeal Process for Level 1, 2 and 3 Sanctions**

1. Request for appeal is sent to either AVP, Students or Director of Community Safety for review. Criteria for appeal must be met. If criteria is met, the Resident will be notified that the Residence Appeal Committee will be reviewing the case. The request for appeal and the appropriate incident reports will be sent to the Appeals Committee. If the criteria for appeal have not been met, the sanctions will be applied and the process ends. There are no appeals to a review of an appeal.
2. The Residence Appeals Committee will convene to review all relevant material (request for appeal from Resident, Incident Reports and Decision Letter from Discipline Committee).
3. The Residence Appeals Committee has the power to impose discipline or to uphold, reject, diminish, or increase a penalty imposed by the Discipline Committee. The Committee must achieve unanimity in all decisions. The Chair of the Residence Appeals Committee will notify the AVP, Students within 2 business days of the hearing as to the outcome and will submit a report outlining the decision.
4. Decisions of the Residence Appeals Committee are binding and final.

### **Appeal Process for Eviction**

1. Request for appeal is sent to Director of Community Safety for review. Criteria for appeal must be met. If criteria is met, the Resident will be notified that the Residence Appeal Committee will be reviewing the case. The request for appeal and the appropriate incident reports will be sent to the Appeals Committee. If the criteria for appeal have not been met, the sanctions will be applied and the process ends. There are no appeals to a review of an appeal.
2. The Residence Appeals Committee will convene to review all relevant material (request for appeal from Resident, Incident Reports and Decision Letter from Discipline Committee) and schedule a hearing. Additional written material or statements may be requested of either the Discipline Committee, individual members of the Discipline Committee, or of the Resident. The Resident will be notified of the date and time of the hearing. The hearing will be scheduled in order to not conflict with the Resident(s)' class or exam schedule.



3. The hearing will proceed as scheduled, even if the Resident does not attend. A member of the Discipline Committee (referred to as Respondent) will attend the hearing and be questioned by the Committee in order to further understand the incident and subsequent decision(s) of the Discipline Committee.
4. The Resident may bring witnesses to the hearing. Participation of witnesses shall be limited to providing evidence and responding to questions from the Appeals Committee. Witnesses may be present at the hearing only when providing evidence or responding to questions from the Appeals Committee.
5. The Resident may bring one support person to the hearing. However, that support person shall not participate in the hearing unless called on by the Chair to do so. Legal counsel will not be granted permission to attend the hearing as the support person or a witness. Participants are required to provide 48 hours' notice to the Appeals Committee of the name of and relationship to the support person.
6. The appeal hearing shall proceed as follows:
  - a) An initial briefing and review of the case by the Appeals Committee
  - b) Presentation of case by Resident
  - c) Presentation of case by Respondent
  - d) Subsequence examination/questioning of either party or any witnesses if required
7. Each appeal shall be considered independently and on its own merits.
8. The Appeals Committee will carefully consider only:
  - a) The appeal grounds;
  - b) The evidence supporting the grounds presented orally (during hearing)
  - c) The written evidence presented in the appeals request letter and supporting documents;
  - d) The written evidence presented in the Incident Reports and supporting documents
  - e) Any written evidence accepted by the Appeals Committee from the Resident or Respondent during the hearing, providing that both the Resident and Respondent had an opportunity to read, understand, and respond to the document
9. The Residence Appeals Committee has the power to impose discipline or to uphold, reject, diminish, or increase a penalty imposed by the Discipline Committee. The

Committee must achieve unanimity in all decisions. The Chair of the Residence Appeals Committee will notify the AVP, Students within 2 business days of the hearing as to the outcome and will submit a report outlining the decision.

10. The burden of proof in a disciplinary appeal rests with the Resident who must make a case to convince the Appeals Committee to decide in their favour.

11. All information discussed and reviewed during the hearing will remain confidential.

12. \*Decisions of the Residence Appeals Committee are binding. An appeal of the Appeals Committee related to evictions will only be granted should there be evidence indicating failure by the Appeals Committee to follow proper procedure.

\*Any appeals of the Residence Appeals Committee decisions will be heard by the College Discipline Appeals Committee (CDAC).