

RESIDENCE GUIDE

A Guide to Residence Living
in Your First Year at Trent University

2010-2011

LEARNING TO MAKE A WORLD OF DIFFERENCE™



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Welcome to Residence at Trent University

We are excited to welcome you to the place you will call home for the next eight months – Residence! Your new home will present opportunities for you to meet people, get involved and discover yourself through your academic and non-academic pursuits.

Your community will be defined by much more than the living space. You are joining a community of people with similarities, differences, preferences, needs and beliefs, and part of the journey will be about becoming an integral member of this community, where you have influence on, and ownership of, its development.

The staff living in residence, the Dons and the College Residence Life Coordinators, are available for support as you navigate the process of living with new people in a new place. The staff mission is to help Residents develop a sense of connection, pride

in membership, and personal investment in the community. The priority for the Dons and College Residence Life Coordinators is to facilitate development of a vibrant and respectful environment.

The Residence Standards are in place to assist in the protection of the rights of all students in residence, and will help identify the foundations of a positive living community in which all students can be successful. It is the responsibility of each member of the residence community to contribute to creating and upholding a strong, respectful residence environment. You have choices about how you will experience your time in residence and each resident bears the duty to understand how your choices impact the community.

What to bring with you

- Alarm clock
- Clothes hangers
- Phone
- Computer
- Power bar with surge protector
- Stereo
- Desk lamp
- Bedspread, sheets & pillow
- Towels & face clothes
- Dishes & cutlery
- Needle & thread
- Stapler
- Desk organizer (somewhere to put your pens, paper, etc.)
- Soap & toiletry items
- Robe
- Shower shoes
- Loonies and quarters for washers and dryers
- Laundry detergent
- Clothes hamper
- Iron
- Posters/wall hangings (Do not bring anything that would require putting holes in the wall to mount – bring non-residue tape.)
- Wait until you see your room to make large purchases. It helps to get an idea first of what you need.

Things not to bring

- Own bed
- Items to elevate furniture
- Appliances – all appliances with open elements (i.e., hot plates/George Foreman Grills) or appliances such as toasters and kettles must be used in the kitchenette
- Candles/incense
- Weapons – including decorative ones
- Duct tape or packing tape for walls, do not use duct tape or packing tape on your walls
- Drinking or drug paraphernalia – (including but not limited to mini kegs, bubbas, bongos and funnels – all such items are prohibited under the Residence Standards)





College Registration and Move-in Day

All students register at their College on Monday, September 6 between 8:30 a.m. and 3:00 p.m. To avoid lineups, students should attempt to arrive according to the first letter of their last name:

A-H 8:30 a.m. to 10:30 a.m.

I-Q 10:30 a.m. to 12:30 p.m.

R-Z 1:00 p.m. to 3:00 p.m.

International Students: 3:00 p.m. – 4:00 p.m.

September 6 is a very busy day for students moving into residence and off-campus housing. Students and their families should prepare to encounter heavy traffic on highways and line-ups at College registration. We will do our best to keep you moving. A limited number of upper-year student volunteers will be available to help students move into residence.

Room Assignment

Students are assigned to a College and room type when they are offered accommodation in residence. The room number will be issued to the student on move-in day: Monday, September 6.

Students in the McDonnel St Residence will be assigned to Champlain College.

Changing to Another College or Room

On a case-by-case basis after September 6th, residents are occasionally permitted to make a room change. However, such changes cannot occur until after the settling-in period (October 1st). Residents must contact the College Residence Life Coordinator for approval of all room changes.

Withdrawal from Residence

Please read your Residence Agreement carefully. If you are considering vacating your residence room, first discuss the possibility with the Department of Housing Services to understand the financial penalty.

Important Contact Information

Emergency Contact Numbers

Call 911 in a life-threatening situation, then call Security, 748-1333, and your Don (e.g. allergic reaction, unconsciousness, threat of suicide, violence). Call Security 748-1333 in a situation requiring immediate attention. Such situations include immediate health and/or safety concern, vandalism, disruptive behaviour. First Response will also be dispatched for health related emergencies on Symons Campus.

Addresses

New students in residence will be issued a mail box. Trent residence mailing addresses in Peterborough, Ontario are:

Champlain College (Symons Campus)
1770 West Bank Drive, K9L 1Z7

Champlain College
(McDonnell Street Residence)
294 McDonnell Street, K9H 2W8

Lady Eaton College
1755 West Bank Drive, K9L 1Z7

Otonabee College
2151 East Bank Drive, K9L 1Z8

Peter Gzowski College
2510 Pioneer Road, K9J 7B8

Other Important Numbers

AIDS/Sexual Health Office
748-1011, ext. 5339

Academic Skills Centre
748-1720

Athletics Complex
748-1483

Bata Library
748-1011, ext. 1539

Bookstore
748-1111

Careers Centre
748-1011, ext. 1385

College Offices

Champlain
748-1011, ext. 1237

Lady Eaton
748-1011, ext. 1322

Otonabee
748-1011, ext. 1342

Peter Gzowski College
748-1011, ext. 1743

College Porters

Champlain
748-1011, ext. 1431

Lady Eaton
748-1011, ext. 1513

Otonabee
748-1011, ext. 1338

Peter Gzowski College
748-1011, ext. 7894

Counselling Centre
748-1386

Disability Services Office
748-1281

Financial Aid
748-1011, ext. 1524

Finance Office
748-1317

First Response Team
748-1660 (non-emergency)

Health Services
748-1481

Housing and Food
748-1011, ext. 7127

Human Rights Office
748-1011, ext. 1501

International Program Office
748-1314

Registrar's Office
748-1215

Security
748-1333(emergency)
748-1328 (non-emergency)

Student Affairs Office
748-1011, ext. 7125

Student Benefit Plans Office
748-1107

Trent Central Student Association
748-1000

Trent International Program
748-1314

Walk Home Program
742-3668

Residence Standards

Section A – Preamble

The Residence Standards are intended to permit and encourage residents to live productively and peacefully in an environment that is responsible, respectful, inclusive and supportive; and that promotes academic success and community involvement.

Living in residence at Trent University is a privilege. In order to be clear about the expectations that accompany this privilege, the Residence Guide was created to ensure that it supports the residential student experience. It describes the foundations of appropriate behaviour for the Residence Community, as well as identifying some inappropriate behaviour and corresponding consequences.

We sincerely hope that you will be mindful of the impact of your choices on your own well-being as a student, on the well being of other residents, and on the residence community. It is our privilege to work with outstanding students such as yourself as we strive to build strong communities that support individuals' personal and academic pursuits.



Section B – Definitions

College is the facility containing the residence, academic space, office space, public areas and grounds. At Trent University, there are six colleges; Catharine Parr Traill College, Lady Eaton College, Champlain College, Gzowski College, Otonabee College and Julian Blackburn College.

College Cabinet is a group of students elected to represent the College student community by representing student needs in the greater university community and by providing social and recreational programming.

College Residence Life Coordinators (CRLC) – are full-time, live-in, professional staff, responsible for the administration of the residence program. They supervise the Dons, administer the Community Support System and act as advisors to all members of the residence community.

Community Agreements – each Resident lives in an identifiable section, staircase, floor or apartment. Within these smaller residence communities, the Don will facilitate group discussions about expectations among the Residents in regards to use of common space, courtesy in coed bathrooms, cleaning responsibilities and other topics that may arise from time to time. The agreement will be enforced within the community that establishes the agreement and is subject to review by the community. The Community Agreements do not supercede the Residence Standards but are designed to compliment them.

Dining Halls are the food service venues and the eating areas in each College.

Dons are student staff members who live in the residence communities to support students through orientation events, the facilitation of community meetings, and educational and recreational community building. They can also offer peer counselling, referrals and interpretation/enforcement of Residence Standards and Community Agreements.

Guest is defined as anyone in a residence that does not live in that particular residence or room. A Guest that is also a student and/or a Resident of another college residence will be subject to the Residence Standards. Residents are responsible for the conduct of their guests.

Public Areas are any areas in the College or building that are not assigned to individual Residents, staff, faculty or departments. These include, but are not limited to, stairways, hallways, lounges, kitchens, bathrooms, laundries, lobbies and building entrances; Senior Common Rooms, Junior Common Rooms, grounds, courtyard and quads that surround the college.

Residence is the area of the college or building in which students live. Many of the public areas listed under “Public Areas” are within the Residence Area. Residence includes Champlain College, Gzowski College, Lady Eaton College, Otonabee College and McDonnell Street.

Residence Agreement is a legal and binding contract between each Resident and the Department of Housing Services.

Residence Community consists of all people living or working within the residence building.

Residence Standards are the expectations of behaviour and the policies and procedures of the residence community. The Standards have been discussed and developed in consultation with student representatives and staff. The Residence Standards apply in the residence areas, public areas within the residence, dining halls and in all College guest suites.

Resident is any student who holds a current Residence Agreement.

Section C – Rights and Responsibilities of a Resident

Rights

1. The right to study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests or roommates.
3. The right to expect that a roommate will respect one’s personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one’s room and facilities without pressure from a roommate.
6. The right to reasonable privacy as determined by living in a single, double, triple or adjoining room or apartment.
7. The right to host guests with the expectation that guests are to respect the rights of the host’s roommate and other residents.
8. The right for redress of grievances and the expectation that Donning Staff will be available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect confidentiality from Housing Services personnel with regards to all personal information, provided the student is 18 years of age or older.
11. The right to be free from discrimination.

Responsibilities

Every student is responsible for:

1. Reading and understanding the Residence Agreement and Residence Standards.
2. Abiding by and observing all relevant municipal, provincial and federal laws and statutes, including relevant City of Peterborough municipal by-laws and fire safety plans.
3. Contributing positively to safety in the residence community and reporting any unsafe behaviour or facility.
4. Contributing positively to the community through participation.

Section D – Standards

Fundamental Standard

All Residents and their guests are responsible for upholding the laws of Ontario and Canada, The Human Rights Codes of Ontario and Canada, and the civic by-laws of Peterborough.

Advertising Policy

- a) Door-to-Door selling or soliciting is prohibited in residence. Special circumstances can be made with prior approval of the College Residence Life Coordinator.
- b) Advertising and postings in Residence must be placed in designated areas.
- c) All postings are to be removed in a timely manner.
- d) All postings must be written and displayed in a manner that is respectful, does not discriminate and does not use offensive language, including language that violates the Trent University's Policy on Discrimination and Harassment.

Alcohol Policy

Preamble: The Alcohol Policy is in place to ensure the safety of residents and their guests, to minimize damages associated to alcohol consumption and to promote positive behaviours associated with alcohol use.

- a) It is illegal for any person under 19 years of age to consume alcohol, even in his or her own residence room.
- b) It is illegal to be intoxicated in a public place or in public within the College or building.
- c) Large volume containers exceeding 1 litre or paraphernalia that promotes the excessive consumption of alcohol are not permitted in residence.
- d) Promotion of events that promote drinking including but not limited to drinking games, or promoting locations that serve alcohol are prohibited.
- e) Impairment due to consumption of alcohol is never considered an excuse for violation of Residence Standards.
- f) Glass beer bottles, for safety reasons, are not permitted in residence areas or public areas.
- g) No person shall consume, transport or otherwise be in possession of any alcoholic beverage in an open container in a public area of the College.

Buildings Policy

- a) Residents are responsible for keeping their residence room and shared living areas such as common rooms, kitchens and washrooms clean.
- b) Elevators, including their controls, must not be misused.
- c) Personal belongings are not to be stored in common living areas. This may include, but is not limited to: sports equipment, bicycles and musical instruments.
- d) Residents are not permitted to remove or make changes to furniture, fixtures or interiors of their residence room.
- e) Residents are not permitted to bring their own beds unless medical documentation is provided to the Department of Housing Services and prior permission is received.
- f) Gaining access to a residence room, public area, roof or other space by forcing a lock, propping the entrance door, using a window or entering without permission is prohibited.
- g) Unauthorized use of access cards or keys is strictly prohibited.
- h) Window screens must not be removed from windows.
- i) No animals of any kind, including fish, are permitted in residence. Trent University Residence Standards with regard to service animals, follows the official Trent University Service Animals Policy as stated below.
- j) Sports are not permitted in residence areas.
- k) McDonnell Street apartments will be checked by cleaners during October and February reading breaks, the December closure, and at move out in April

Service Animal Policy

Service Animals are permitted throughout the campus except in food preparation areas. In the event that the presence of a service animal restricts the ability of another person to access an area, the parties involved will be consulted for resolution.

*Note: When possible, residence students should acquire approval from Housing Services prior to the arrival of service animals

Damages and Vandalism Policy

Preamble: Vandalism is the destruction or defacement of the campus property. Costs of repairs, replacement or extraordinary cleaning shall be assessed according to current repair or replacement costs.

- a) Damages, including but not limited to burst pipes and flooding, that result when a window is left open during cold weather will be the responsibility of the resident who left the window open.

- b) If the individual(s) involved or responsible for damages or vandalism can be identified, he or she will solely be liable for restitution.
- c) If the individual(s) involved in or responsible for damages or vandalism cannot be identified and repairs or cleaning are required, the charges will be billed equally to all residents in the section, staircase, floor, house or apartment.
- d) Residents are not permitted to repair any damages on their own.
- e) Toilets are to be used for their intended purpose only. No foreign matter including but not limited to feminine hygiene products, food, condoms, articles of clothing, are to be flushed.

Drugs Policy

- a) Residents are prohibited from possessing, using or trafficking illegal substances and may be subject to prosecution under the law in addition to University sanctions for any breach.
- b) Drug paraphernalia is prohibited in residence.
- c) Abuse or misuse of prescription drugs or intentional overdose of prescription drugs is strictly prohibited.
- d) Impairment due to the use of illegal substances is never considered an excuse for violation of the Residence Standards.

Fire Safety Policy

Preamble: Residents are to exercise the utmost care related to fire safety while living in residence. Any negligent or intentional fires started by any person(s) may result in residence and university sanctions and possible criminal charges.

- a) Students must evacuate the building immediately on the sound of the fire alarm. Evacuation requirements apply to fire drills as well.
- b) Tampering with fire safety equipment and electrical equipment including but not limited to sprinklers, fire alarms and emergency contact speakers, is strictly prohibited.
- c) Propping open exterior doors or doors leading to hallways and other public areas is prohibited due to risk of extended damage
- d) Open flames, incense, halogen lamps and storage of hazardous items (gasoline, fireworks, propane or others) are not permitted in residence.
- e) All electrical appliances must be CSA approved.
- f) Any appliances such as kettles, toasters, coffeemakers and toaster ovens are only permitted in designated areas and are not permitted in residence rooms.

- g) Decorations in residence cannot include flammable items such as dried leaves, straw and live trees.
- h) Exits from a room or building and fire safety equipment must be kept free of clutter and must be accessible at all times.

Guest Policy

- a) Guests must always be escorted by the Resident host.
- b) Guests must be aware of, and comply with, the Residence Agreement and Residence Standards. Each Resident host assumes complete responsibility for unacceptable behaviour by any of his or her guests.
- c) Guests may be asked to leave and may be banned from Residence if the Residence Standards are not followed.
- d) The maximum number of guests allowed is one per single room and two per double room.
- e) Where applicable, roommates must mutually consent to the accommodation of an overnight guest.
- f) Residents, with or without a roommate, may not have their guests stay longer than two consecutive nights, to a maximum of four times per semester.
- g) Guests who do not hold a current Residence Agreement are not permitted in residence during 23-hour quiet hours or during Introductory Seminar Week.

Harassment and Discrimination Policy

Preamble: According to Trent University's Policy on Discrimination and Harassment, Harassment means:

"[E]ngaging in a course of vexatious misconduct, which may include verbal misconduct, that is of a serious nature, that is experienced first-hand, that is based on a prohibited ground of discrimination as defined by this policy, and that is known or ought reasonably to be known to be unwelcome."

The Policy on Discrimination and Harassment can be found on the Human Rights website: www.trentu.ca/humanrights.

Harassment and Discrimination has the impact of creating a hostile living or working environment. Harassment limits the rights of an individual to live in Residence without fear of the conduct from other Residents or Guests that is offensive, intimidating, threatening, demeaning or abusive. Any form of harassment whether verbal or written, in person or via email, electronic messaging system or other electronic/internet based process or telephone is unacceptable in the Residence community and will be dealt with through the Community Support System. All members of the University community have the right to equal treatment according to the Policy on Discrimination and Harassment.

Examples of unacceptable behaviour include, but are not limited to:

- a) Distributing or posting electronic, paper or other formats of materials that are racist, sexist, homophobic, discriminatory, offensive, and inappropriate or threatening in nature. This includes voicemail, telephone calls, internet/email messages and any and all electronic messaging systems.
- b) Engaging in inappropriate behaviour and encouraging others to engage in inappropriate behaviour.
- c) Repeatedly making unwanted contact without the other person's consent.
- d) Practical jokes, pranks and actions that are considered to be demeaning and offensive to others.
- e) Verbal or physical threats against a person or property.
- f) Bullying and hazing of other students.

Any written or electronic form of harassment should be kept for documentation or photographed.

Health and Safety Policy

Preamble: The Health and Safety policy is in place to define conduct, behaviour or health related incidents that threaten the safety or wellbeing of anyone in Residence, including oneself.

Such conduct and behaviour includes, but is not limited to:

- a) Severe intoxication from consumption of alcohol, illegal drugs, abuse of prescription drugs, or other substances that requires attention from other students, Trent University Emergency First Response Team, Campus Security, emergency personnel or Donning Staff.
- b) Aiding and abetting in conduct described in a), including but not limited to participation in drinking games.
- c) The College Residence Life Coordinator must be notified immediately of a Resident who contracts a communicable disease including, but not limited to, small pox, chicken pox or measles.
- d) Proper storage and disposal of food and waste is required.

When a Resident exhibits unacceptable behaviour and or psychological needs, beyond the scope and expertise of what may reasonably be provided by the Department of Housing Services, accommodation will be made in consultation with the Resident and other, relevant Student Service departments such as Health Services, Counselling Services, Disability Services, Academic Skills, or others. Where the behaviour and needs cannot be accommodated because it is deemed that continued

occupancy could place other Residents or the individual at risk, the Department of Housing Services may take action that can include, but will not be limited to: Relocation to another residence, Suspension from the residence, Termination of the Residence Agreement and/or Restriction of future application to residence. Relocation, Suspension, Termination or Restriction of Application will only occur when other accommodations have been unsuccessful or where the severity of the behaviour demands immediate response. Suspension or Termination will be implemented only after a review and referral process is completed for each case.

Key and Access Card Policy

- a) All room, residence and mailbox keys, including access cards are the property of the university and must not be lent or duplicated.
- b) Residents must carry keys with them at all times. Charges for students who require lockout service may apply.

Noise Policy

It is the right of each Resident or neighbouring occupants (e.g. faculty, tenants, staff) to request the termination of unreasonable noise. It is the responsibility of all Residents to work to minimize the impact of noise on the residence community.

- a) Quiet Hours are the following:
Sunday – Thursday: 11:00 pm to 7:00 am and
Friday – Saturday: 1:00 am to 8:00 am

During these periods Residents shall be mindful of the level of noise on the floor, in their room or in common areas which may disturb the study or sleep of another Resident.
- b) Courtesy hours are in effect 24 hours a day, 7 days week. Residents are to be mindful of the disturbing effect of their noise on others and to respect the requests of others to cease making noise at any time.
- c) Beginning one week prior to start of final exam periods and continuing until the end of that particular semester, all Residences will adhere to a 23-hour Quiet Hour Policy. A break of one hour per day will be determined by the College Donning Staff during which quiet hours may be relaxed.

Room Entry Policy

Preamble: Privacy is an important component to living in a community; however, there may be certain circumstances where entry into a Resident's room is required as per the following:

- a) Law enforcement officers in the performance of their duties.
- b) Authorized personnel to ensure health and safety of Residents and to ensure all regulations and policies are maintained. These circumstances include, but are not limited to:
 - i) Believing a student to be in the room or apartment, but no longer physically or mentally capable of response.
 - ii) Reducing or preventing water damage during a flood or after a pipe has burst.
 - iii) Verifying evacuation during a fire alarm.
 - iv) Sounding of an alarm within the room when the Resident is not present.
 - v) Authorized personnel attending to make routine repairs. A report by the Resident or by Physical Resources Department staff of a damaged or broken item constitutes permission to enter the room or apartment to assess or make the repair.
 - vi) Authorized personnel performing regular inspections for caretaking, safety, and security, for preventive maintenance or for regular maintenance of buildings. Notice for such entry will be posted 24 hours in advance.
 - vii) Authorized personnel when there is probable cause to believe that a violation of Residence Standards or University policies, applicable laws or civil regulations is being committed.

Outside of the circumstances listed in a) and b) above, anyone wishing to enter another Resident's room must have written permission, do so only in the presence of a Housing staff member and with the use of a set of Department of Housing Services' issued master keys.

Smoking Policy

- a) All Residence buildings, including the Resident's room, are smoke free. Smoking is not permitted in these areas.
- b) Smoking is not permitted within 9 metres of any Residence buildings.

Technology Policy

Preamble: Residents are ultimately responsible for any and all use of all personal technologies and for any material posted on the Internet.

- a) Residents using Trent IT, a contracted service provider or Housing Services equipment (including but not limited to Resnet/telephone service) are responsible for following Trent Acceptable Use Policy and ResNet's Acceptable Use Policy.
- b) Unauthorized use or access to long distance phone systems, cable TV or Internet is prohibited.

Unacceptable Behaviour Policy

Preamble: Residents, at all times, are to be respectful of those around them.

- a) Interactions with all members of the University and/or Residence community are expected to demonstrate respect.
- b) Residents will comply with verbal and/or written instructions of any University Officers, including Campus Security, the College Residence Life Coordinators, the Dons, or any other university employee working within the Residences and acting within the scope of their authority.
- c) Operation of any business is prohibited in Residence.
- d) Making an unauthorized room or roommate change is prohibited.
- e) Failure to complete sanctions given through the Community Support System is prohibited.

Violent Behaviour Policy

Preamble: Violent Behaviour includes but is not limited to disruptive behaviour such as: abuse (physical or verbal), bullying, coercion, damaged property, discrimination, fighting, intimidation, possession of weapons, sexual assault and/or threats of violence. Depending on the situation, the Office of Student Affairs and/or police may be involved.

Violent behaviour may include, but is not limited to:

- a) Distributing or posting electronic, paper or other formats of materials that are threatening in nature. This includes voicemail, telephone calls, internet/email messages and any and all electronic messaging systems.

- b) Engaging in inappropriate behaviour and encouraging others to engage in inappropriate behaviour.
- c) Practical jokes, pranks and actions that threaten the safety of others.
- d) Verbal or physical threats against a person or property.
- e) Bullying or hazing of others students.
- f) Possession of weapons.
- g) Fighting and physical violence.
- h) Damages to person or property.
- i) The intentional submission of a false report of threats, violence or any other policy violation is, in itself, considered a violation of Residence Standards.

All Residents have the responsibility to act appropriately and respectfully and to conduct themselves in a manner that does not place themselves or others at risk. If a student feels that they are being harassed or have experienced or witnessed threatening or violent behaviour they are asked to talk to their College Residence Life Coordinator or Campus Security immediately. Any written or electronic form of harassment should be kept for documentation or photographed.

Weapons Policy

Preamble: Trent University Residence Standards, with regards to Weapons, follows the official Trent University Weapons Policy as stated below.

Policy

Trent University is committed to providing a safe and secure environment for all members of the university community. Accordingly, no person, while on property controlled, leased or owned by Trent University shall store, use or carry a weapon. A weapon is defined as any thing used, designed to be used or intended for use in causing death or injury to any person or for the purpose of threatening or intimidating any person, or a device designed to look like a weapon. (CCC S. 2 and 84) Examples of weapons include, but are not limited to, firearms, explosives (including fireworks), air guns, pellet guns, BB guns, paint guns, crossbows, long bows, swords, martial arts weapons, prohibited blades, combat knives, brass knuckles, replica or imitation firearms including toys and any other prohibited device as defined by the Criminal Code of Canada.

Exceptions

- a) This policy does not apply to Police Officers, Peace Officers or Licensed Guards carrying issue weapons in the performance of their duties.
- b) Exceptions to this policy may be granted for a Trent sanctioned event or activity. Exceptions require written approval signed by the appropriate unit head/department chair and the Director, Risk Management. The written approval will include a detailed list of weapons involved, the purpose of the event and the provisions for safe storage and transport of the weapons when not in use. The Director, Risk Management will resolve any concerns in advance of the event and inform the appropriate Vice president and all relevant university departments/units and external agencies, such as the police. Any weapons that are required to be stored on property controlled, leased or owned by Trent must be stored safely and in accordance with all applicable laws, regulations and policies by the Department responsible for the event or activity. Any individuals bringing or using firearms on campus must produce proof that they are appropriately licensed to own or carry the firearms. No weapons will be permitted to be stored in any Trent residence facilities, including apartments and guest suites.
- c) This policy exempts ceremonial knives carried or used to meet religious obligations and small folding or utility knives used solely for a lawful purpose that are not brandished or worn in such a manner as to cause alarm.

Unauthorized Weapons on Campus

Campus Security will seize any unauthorized weapons found on campus and/or in residence and make every effort to notify the owner that they have done so. The weapons will be returned to the owner/user once either authorization has been received or the owner can satisfy Campus Security that s/he has arranged to have them stored permanently off campus. Weapons not claimed by the owner within one month of seizure will be destroyed by Campus Security. Firearms will be immediately turned over to the Peterborough Lakefield Community Police.

Individuals in possession of unauthorized weapons on campus and/or in residence may also be subject to disciplinary action up to and including expulsion from the University or termination of employment, depending on the circumstances. In the case of prohibited or non-registered firearms and other illegal weapons, the individual may also be subject to criminal prosecution.

Section E – Community Support System

The purpose of the Community Support System is to assist all Residents in developing an awareness of how their behaviour impacts the community in which they live. It also identifies and addresses individuals whose behaviour is either consistently or dramatically detrimental to the residence community.

The Community Support System in residence is based on a student learning model. It is intended to give Residents an opportunity to learn from mistakes and hopefully make better choices in the future.

The Residence Standards include the responsibilities and policies of the Residence Guide as well as the Standards set forth here and apply to all Residents living in, or visiting Residence. The Residence Standards make the Resident responsible for his or her own conduct and the conduct of his or her guests.

The Residence Standards are enforced:

- a) In all residence areas, including residential Colleges, grounds, hallways, guest suites, entryways, dining halls and the apartments, public areas and grounds of McDonnell St. Residence.
- b) At all residence events sponsored by Housing Services that are held within a Residence Area or hosted in non-residence off campus facilities.
- c) When behaviour online, including, but not limited to cyber bullying, cyber stalking, intimidation or other communication that has a negative impact on the individual's well being while in residence.

Infractions of the Residence Standards can be reported by members of many different groups, including but not limited to, any Department of Housing Services Staff, Trent Security Officers, law enforcement officials, other Trent officials, or occupants of 294 McDonnell Street. Trent University students may also report incidents to Department of Housing Service Staff if the student(s) has a concern.

Definitions

Review Meeting refers to a meeting between the Resident and CRLC and/or Don to discuss alleged offences or an incident in residence.

Incident Report refers to the form completed by the Donning Staff member and/or other University staff that describes the situation, time, date, location, and parties involved and can be paper or on-line.

Offence is defined as a violation of the Residence Standards. A Resident is charged with the offence(s) and is processed through the Community Support System. There are 3 levels of offences with Level 1 being the least severe and Level 3 being most severe.

Peer Conduct Advisor is a student advisor trained and available to consult with a Resident(s) accused of violating any part of the Residence Standards. This student advisor can be consulted in advance of a Review Meeting with the CRLC or Peer Review Group and/or appeal meetings with the Chief Housing Officer.

Peer Review Group is a panel of students, chaired by an unbiased CRLC, trained to consider and decide upon a case where a CRLC has recommended a Resident for Termination of Residence Agreement.

Sanction(s) is given to the Resident who is found in violation of a Residence Standard(s).



Section F – Residence Standards Offences

Level One Offences

Level One Offences are generally considered to be significant nuisances which disrupt the right of Residents to reasonable use of their Residence Areas or which compromise cleanliness, health or hygiene of the Residence Areas. The following offences would normally be considered a Level One Offence:

Advertising Policy a) through c).

Alcohol Policy d), f) and g).

Buildings Policy a), c), d) e), h), i) and j).

Fire Safety Policy c), e), f), and g).

Noise Policy a) through c).

Smoking Policy b).

Possible sanctions for Level One Offences are:

- Administrative Warning
- Behaviour Bond
- Community Service Hours
- Educational Sanction
- Residence Probation
- Restitution

Being found in violation of the fourth and any subsequent Level 1 Offence will be considered as a Level 2 Offence.

Level Two Offences

Level Two Offences are generally considered to be a significant disturbance to an individual, individuals or the residence community. The following offences would normally be considered a Level Two Offence:

Alcohol Policy c).

Buildings Policy b), f) and g).

Damages and Vandalism (under \$100.00).

Drug Policy b).

Fire Safety Policy h).

Guest Policy a) through g).

Key and Access Card Policy a) and b).

Technology Policy a) and b).

Unacceptable Behaviour Policy a) through f).

Possible sanctions for Level Two Offences are:

- Academic Hold
- Behaviour Bond
- Behaviour Contract
- Community Service Hours
- Educational Sanctions
- Loss of Privileges
- Probation(s)
- Restitution
- Restriction/Trespassing Notice

If circumstances warrant, a single Level 2 violation can result in the Resident being relocated to another residence or the Residence Agreement being terminated.

Level Three Offences

Level three offences are conduct that endangers the safety, security and wellbeing of Residents and/or other individuals and/or the surrounding community. They also include actions that pose significant risk, actions with serious consequences, and actions that contravene municipal, provincial or federal laws. The following offences would normally be considered a Level Three Offence:

Fundamental Standard.

Advertising Policy d).

Alcohol Policy a) and b).

Damages and Vandalism Policy (over \$100.00)

Drugs Policy a), c) and d).

Fire Safety Policy a), b) and d).

Harassment and Discrimination Policy a) through f).

Health and Safety Policy a), b) and c).

Smoking Policy a).

Violent Behaviour Policy a) through i).

Weapons Policy.

Possible sanctions for Level Three Offences are:

- Academic Hold
- Behaviour Bond
- Behaviour Contract
- Community Service Hours
- Educational Sanctions
- Loss of Privileges
- Probation(s)
- Relocation
- Residence Eligibility
- Restitution
- Restriction/Trespassing Notice
- Termination of Agreement

If circumstances warrant, a single Level 3 Offence can result in the Residence Agreement being terminated.

The Department of Housing Services will deal with the majority of Residence Standards offences. However, it should be noted that cases can be referred to the Office of Student Affairs if the situation warrants. This would occur in the case of a violation whose severity warrants consideration at the campus level, or a non-resolvable conflict of interest. Where the Residence Agreement has been terminated, any future violations that occur in Residence will be handled through the Office of Student Affairs in consultation with Housing Services.

Section G – Community Support System Procedures

At every opportunity, Donning staff will try to resolve conflict and address Level 1 and, in some cases, less serious Level 2 Offences. Dons will focus on the impact of the incident on the community, the potential for resolution and the probability of the Resident[s] learning from their choices. In these cases, resolution reached between the Resident[s] and Don may be documented and kept in the Resident[s]' Housing Services file.

Where resolution by the Dons is not possible, the following process will take place:

- 1) An incident report is written.
- 2) Documentation is collected by the CRLC.
- 3) A Review Meeting is scheduled for CRLC and Resident to discuss alleged offences.
- 4) CRLC investigates.

- 5) CRLC assesses the responsibility for the reported behaviour and determines if the Resident's behaviour violates the Residence Standards, and if so, what sanctions are appropriate.
- 6) If the behaviour violates Residence Standards, appropriate sanctions are applied.
- 7) The CRLC notifies the Resident of the outcome of the meeting. Notice, where possible, will be in person. All outcomes, regardless of a meeting in person, will be provided to the Resident in writing.
- 8) Where Termination of the Residence Agreement is a possible sanction, the CRLC will recommend Termination to the Peer Review Group for review.
- 9) The Peer Review Group will review the documentation that the CRLC used to assess the responsibility of the Resident to make a decision to terminate the Residence Agreement or to allow the Resident to remain in residence with alternative sanctions.
- 10) The Chair of the Peer Review Group will notify the Resident, where possible, in person. All decisions by the Peer Review Group will be provided to the Resident in writing.

Burden of Standard of Proof

At each stage of decision-making under the Community Support System, the onus of establishing that there has been a violation of the Residence Standards shall be on the University, represented by the Department of Housing Services. This person is typically the Don and/or College Residence Life Coordinator for the College in which the violation took place. Decisions will be based on a preponderance of evidence, meaning the evidence shows it is more likely than not that the alleged violation occurred.

Authority

In the event of questions or challenges related to the interpretation of the Residence Standards, the Chief Housing Officer has the final authority to interpret the Standards. Procedures have been developed to encourage appropriate, positive and productive behaviour and to work with Resident(s) to address behaviour that is inconsistent with the Residence Standards or which warrants an intervention in a situation of concern. The degree of seriousness and overall impact on the community will determine the level of consequences.

Note: Sanctions may be applied to an entire community when the individual(s) involved cannot be identified.

Section H – Community Support System Rights and Responsibilities

Resident Rights

1. To receive written notice of behavioural expectations as outlined in the Residence Agreement. These are contained in the Residence Guide.
2. To receive at least 24 hours advance notice of the Review Meeting and the nature and date of the alleged offence of Residence Standards and/or Residence Agreement (email to the Resident's Trent University email account constitutes notice in writing).
3. To be given the opportunity for a Review Meeting. At any point, a Resident can request a meeting with their College Residence Life Coordinator.
4. To have the Community Standards Procedures explained by the CRLC or Don.
5. To request a delay in the process of up to 48 hours in order to consult with the Peer Conduct Advisor or a member of your respective College Cabinet. A Request for delay must be made in writing to the CRLC at least 12 hours prior to the scheduled Review Meeting.
6. To speak on your own behalf and share your account of the allegations.
7. To be given the opportunity to read all written reports concerning the alleged offence. Copies can be made available, with confidentiality considered, with a reasonable amount of notice.
8. To be notified of the results of the meeting in writing (email to the Resident's Trent University e-mail account constitutes notice in writing).
9. To be given the opportunity to appeal the decision in accordance with the Appeal Process outlined in Section I.
10. To have the investigation and outcome kept confidential by the Department of Housing Services staff, University staff, and/or Peer Review Group unless the Resident gives written permission to release information or the University is obliged by a subpoena to share information.



Responsibilities

1. To be responsible for checking the Trent University email account, given to you as a student, for emails related to the Community Support System.
2. To read the information provided in the letter scheduling a Review Meeting and respond as indicated.
3. To appear at the Review Meeting at the scheduled time unless notice was given as outlined in the letter. Failure to attend a Review Meeting may mean that the CRLC reviews alleged offences in absentia.
4. To read the outline of the Community Support System Procedures. This will be given to the Resident by the CRLC at the Review Meeting to assist in the Resident's understanding of the process.
5. To understand that the opportunity to consult with the CRLC and/or Peer Conduct Advisor is available prior to the Meeting.
6. To read and question all written reports and evidence presented.
7. To read and follow all sanctions set forth in the letter issued by the CRLC, Peer Review Group or Chief Housing Officer as appropriate to your case.
8. To follow the procedure for filing appeals as outlined in the Residence Standards (Section I) if one chooses to appeal a decision.
9. To tell the truth and to be accountable for action(s) so that a responsible decision is made.

Note: the Department of Housing Services maintains the right to impose a Temporary Sanction upon a Resident(s) until the Community Support System process has been completed when there is significant risk associated with alleged behaviour of the Resident(s). The Temporary Sanction can be imposed by the CRLC or the Chief Housing Officer.

Section I – Appeals

A Resident who wishes to appeal the decision of a CRLC can submit an appeal to the Chief Housing Officer. There are no appeals beyond this level in the Community Support System. Residents submitting an appeal are called an Appellant throughout the appeal process.

Appeals must be submitted in writing within three (3) business days of receiving the sanctions that are being appealed. An appeal must be based on at least one of the following grounds:

1. New evidence has become available that was not reasonably available at the time of the Review Meeting, which supports the case of the Appellant.
2. The given sanction is too severe considering the offence involved. Note that any prior sanctions are considered when sanctions are issued.
3. The Community Support System process was not followed and this impacted the decision. Evidence supporting this must be provided when the appeal is submitted.

An appeal must never be submitted frivolously. Any appeal submitted that is not based on the grounds set above will be denied without hearing.

The Appellant is entitled to:

- a) Reasonable notice of time, date and location of the hearing.
- b) Call on a reasonable number of witnesses to present evidence related to the appeal.
- c) Disclosure of evidence considered by the Chief Housing Officer when arriving at a decision.
- d) The Decision on the appeal to be made within a reasonable amount of time and conveyed to the Appellant.

Appeal Process

The Chief Housing Officer will review all documentation related to the incident(s) and will have the opportunity to call for questioning the Appellant, Housing Services staff, Peer Review Group, witnesses and any other individuals involved in the incident.

The Chief Housing Officer may call the Appellant or any other person related to the case, for subsequent questioning and clarification.

Once the questioning is completed, the Chief Housing Officer comes to a conclusion. The Chief Housing Officer may find the Appellant in violation or not in violation and may impose new sanction(s), sustain the original sanctions, or reduce the sanction(s).

The Chief Housing Officer will notify the Appellant of the outcome of the appeal in writing, and where possible, in person.

Section J – Definitions

Academic Hold on University Records – Holds may be placed on the records of Residents who do not complete their sanction(s) as dictated in their sanction letter. These Residents are not able to register and/or change classes until all disciplinary sanction(s) have been completed in their entirety.

Administrative Warning – Warning is given to inform the Resident that a specific behaviour does not meet the minimum expectations for Residence living. It is generally imposed following isolated and less serious incidents of behaviour or Agreement infractions. This sanction takes the form of a written or verbal warning issued to a Resident. An Administrative Warning is not imposed for a specific length of time, but further misconduct may lead to a Residence Probation (see below) or Termination of the Residence Agreement.

Apology – The submission of an appropriate letter of apology for purpose of delivery to the complainant and/or victim.

Behaviour Bond – An agreement with financial consequences attached. A Resident will agree to act appropriately according to a Behaviour Contract (see below). Being found in violation of this Behaviour Contract will result in the bond being forfeited and in the pre-determined amount of money being assessed to the Resident's student account by the Department of Housing Services. All forfeited Behaviour Bonds are reinvested into the educational programming funds for all students living in Residence.

Behaviour Contract – The Resident will agree to a contract, set by the College Residence Life Coordinator, Peer Review Group, or Director of Housing, that outlines specific conditions that must be followed for continued residency on campus.



Community Service Hours – Residence community service hours are intended to provide an avenue for Residents to give back to the Residence community for damage or harm as a result of their violation of Residence Standards. Proof of completion typically consists of a letter from the University staff/faculty member for whom the service was provided and/or an organization's letterhead from the off-campus organization for which the volunteer service was provided. There is always a time frame given within which to complete the service hours. The organization or person for which the hours will be completed must be pre-approved with the College Residence Life Coordinator.

Educational Sanction – An educational sanction is a developmental sanction that requires a student to actively participate in a program consistent with the offence. Educational Sanctions include:

Alcohol Awareness Seminar – The Resident will participate in an alcohol awareness seminar hosted by the Department of Housing Services at Trent University.

Online Seminar – The Resident will be asked to complete an online seminar provided through the Department of Housing Services. An online Seminar can be used to draw awareness to excessive alcohol use, drug use, personal wellness etc. Online seminars often come with a registration fee, which will be assessed, to the Resident's student account. Fees vary depending on the seminar topic.

Writing Assignment – The Resident will be asked to complete a written assignment as determined by the CRLC, Peer Review Group and/or Chief Housing Officer.

Loss of Privileges – Specific privileges will be suspended or revoked for a given time period or until behaviour has improved. This includes access to lounges or other residence halls and the ability to have guests.

Probation – Probation is a formal disciplinary status imposed for a specific period of time. During this probationary period, being found in violation of a Residence Standard or Standards (including failure to complete any and/or all parts of prior sanctions) will usually necessitate more severe disciplinary action. There are three types of probation:

Alcohol Probation – A probation period during which alcohol is not permitted to be consumed or possessed by the Resident in Residence, nor is the Resident permitted to be in Residence while under the influence of alcohol.

Guest Probation – A period of time in which the Resident is not permitted to have any Guests in residence.

Residence Probation – An all encompassing probation period during which further offences will lead to further, and likely more severe, sanctions.

Referral – Residents will be directed to an alternate service department such as Campus Security, Counselling Services, the Office of Student Affairs, Human Rights or community resources for further assistance.

Residence Eligibility – Residents, who have been found in violation of two or more Level 2 Offences in one academic year or six Level 1 Offences per academic year, as determined by the Department of Housing Services through the Community Support System, may lose the right to reside in a Trent University Residence the following year.

Residence Relocation – Through the Community Support System, moving a Resident from one residence to another may be required. This Relocation is a mandatory and permanent change of room assignment within the Residence community. The intent of Relocation is to allow the student a fresh start in a new environment. Normally 24 hours are allowed to complete the Relocation; however, this time period may be shortened if warranted.

Restitution – Restitution is monetary reimbursement for actual damage to, destruction of, or misappropriation of University property, or property of any person while on University premises. It is not a fine.

Restriction/Trespassing Notice – Restriction is a formal action taken by the CRLC, Peer Review Group or Chief Housing Officer that results in a Resident's loss of visitation rights. Restricted Individuals are prohibited from entering a designated Residence(s), Dining Hall(s) or other specific areas. Violation(s) of Restriction will necessitate a citation for trespassing issued by local police, as well as possible recommendation for further disciplinary action from the University through the Office of Student Affairs.

Termination of Agreement – This sanction involves removal from the University Residence community and Termination of the Residence Agreement. Termination can result from individual offences of the Residence Standards and/or Residence Agreement and may also result from less serious, but repeated offences. A Resident who's Agreement is terminated as a sanction must permanently vacate the Residence within 24 hours of being given the notification of their Review Meeting results or the results of an Appeal that results in Termination of Agreement. The time frame may be shortened if safety and/or community well-being are at immediate risk. Students removed from Residence must accept all financial penalties according to the Residence Standards and the Residence Agreement with reference to Agreements that are terminated for disciplinary reasons. Removals are permanent and preclude visitation in all Residences (unless noted otherwise) and possibly Dining Halls (see Restriction).

Termination of the Residence Agreement – Refund/Penalty

If the Residence Agreement is terminated for disciplinary reasons under the Residence Standards the University shall only credit the student account of the Resident 20% of the remainder of the Agreement from the date the room was vacated until the end of the Agreement period, from which the University may off-set any amounts owing to it by the Resident. No credit is given after March 15, 2011.

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