

Residence Community Standards

Welcome to Residence at Trent University	3
Who's in your Residence Community?	3
Residence Life Dons.....	3
Residence Life Coordinator & Student Housing Coordinator	3
Student Housing Office	3
Service Centre Assistants	3
After Hours Support Associates	4
Section A - Purpose.....	4
Section B - Resident Rights and Responsibilities	5
Privileges & Responsibilities	5
Rights & Responsibilities	6
Section C - Standards.....	7
Fundamental Standard	7
Advertising Policy	7
Alcohol Policy.....	8
Building Policy	8
Cannabis Policy.....	10
Damages & Vandalism Policy	10
Drug Policy	11
Fire Safety Policy	11
Guest Policy	12
Harassment and Discrimination Policy.....	13
Health & Safety Policy	14
Noise Policy	15
Room Entry Policy.....	16

Service Animal Policy 17

Sexual Violence Prevention and Response Policy..... 17

Smoking Policy 18

Technology Policy 18

Unacceptable Behaviour Policy 19

Violent Behaviour Policy..... 19

Weapons Policy 20

Section D - Community Support System 22

 Definitions 22

 Follow-Up 23

 Residence Standards Violation Follow Up..... 23

 Preponderance of Evidence 24

 Authority 24

 Outcomes 24

 Interim Measures..... 28

Section E – Appeal Process..... 29

 Avenue of Appeal..... 29

 Deadline for Appeal..... 29

 Process for Appeal..... 29

 Ombudsman 30

Welcome to Residence at Trent University

Who's in your Residence Community?

Residence Life Dons

The Residence Life Dons are located in each residence community across campus. Your Don is your first point of contact for support that you may need, and they are able to help connect you with the many services offered at Trent University. Residence Life Dons run programs and events and help to establish students' sense of community within residence. Residence Life Dons are on duty and provide after-hours support every evening, along with the After Hours Support Associates.

Residence Life Coordinator & Student Housing Coordinator

The Residence Life Coordinators (Peterborough Campus) and Student Housing Coordinator (Oshawa Durham Campus) are full-time, live-in, professional staff who are responsible for the operations of the Residence for their College. They work to provide support and referrals to students in their residence(s), maintain Trent University's Residence Standards and supervise the Residence Life Dons. Residence Life Coordinators / Student Housing Coordinators provide support for emergency situations at all times. To connect with the Residence Life Coordinator or Student Housing Coordinator responsible for your residence, please call Student Housing at 705-748-1011 ext. 7127 or email residence@trentu.ca to be redirected appropriately.

Student Housing Office

Student Housing office staff are responsible for all facets of the student experience in housing. The staff is available to assist you with whatever you need. Student Housing Office Staff contact information is available through our website here: www.trentu.ca/housing/contact-us

Service Centre Assistants

Service Centre Assistants work at our service centres to help students with any residence inquiries they might have. From lost keys to lock outs – they are there to help point you in the right direction.

After Hours Support Associates

After Hours Support Associates are full-time, professional staff members that focus on maintaining safety and security for students in Residence between 10PM – 8AM every day. They work closely with our Residence Dons, Campus Security, the Residence Life Coordinators, and Student Housing Coordinator.

Section A - Purpose

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. Living in residence at Trent University is a privilege. In order to be clear about the expectations that accompany this privilege, the Residence Standards were created to ensure that it supports the residence experience. It describes the foundations of appropriate behaviour for the residence community, as well potential consequences for inappropriate behaviours. 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.

Student Housing staff will process the majority of Residence Standards allegations or concerns within Residence, however we may consult with campus partners including but not limited to Campus Safety and Security, the Office of Student Affairs, Consent at Trent, the Student Wellness Centre. Cases can be referred to the Trent University Charter of Student Rights & Responsibilities and/or other university policies before, during or after an investigation 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 addressed through the Trent University Charter of Student Rights & Responsibilities in consultation with Student Housing.

Section B - Resident Rights and Responsibilities

The guiding principles below describe your rights, privileges, and accompanying responsibilities as a resident within the residence community. A privilege is conditional – it is something that can be given and taken away and is considered to be a special opportunity that is available only to certain people (i.e. residents). A right refers to entitlements determined by laws, customs, and policies that cannot be revoked. The first chart below compares the privileges granted to you by living in residence, compared to the responsibilities you are required to uphold. The second chart below defines your rights versus your responsibilities while living in residence.

Privileges & Responsibilities

Housing

Privileges - You have the privilege of having housing in residence.

Responsibilities - You have the responsibility to abide by the Residence Standards and live within their guidelines to maintain this privilege.

Common Space

Privileges - You have the privilege of using common spaces such as common rooms, study spaces, public washrooms, dining halls and outdoor spaces.

Responsibilities - You have the responsibility to uphold residence spaces by treating them with respect (e.g., ensuring cleanliness after use, respecting university property and ensuring appropriate behaviour while in the spaces).

Guests

Privileges - You have the privilege of having guests visit you in residence.

Responsibilities - You have the responsibility to ensure that you have the permission of your roommate(s) to host the guest, and (b) ensure that your guest(s) respect and abide by the Residence Standards, University policies, and the law.

Rights & Responsibilities

Safety & Security

Rights - You have the right to feel safe in the residence community including but not limited to living in an environment where your possessions and the communal spaces are shown respect.

Responsibilities - You have the responsibility to act in a way that does not endanger yourself or others. You are responsible for using security mechanisms provided in your residence and reporting any unsafe behaviours or conditions. You have the responsibility to show everyone respect and to respect the property of others and the University.

Respect

Rights - You have the right for others to consider and respect your feelings and needs; to reside in a community based on mutual respect and acceptance, free from intimidation, harassment or discrimination.

Responsibilities - You have the responsibility to act in a civil manner and treat all members of your community with respect, acceptance and understanding.

Fairness & Support

Rights - You have the right to fair and consistent service from Residence Staff.

Responsibilities - You are responsible for being responsive and cooperative in all dealings with Residence Staff.

Cleanliness

Rights - You have the right to a living space that is clean and kept in good condition.

Responsibilities - You have the responsibility to assist in the upkeep of common areas by not leaving garbage or dishes in common spaces such as common rooms, study spaces, public washrooms, dining halls and outdoor spaces, by using appropriate disposal and recycling receptacles and to keep your own room clean and in good condition. You are responsible for reporting facilities issues by submitting a maintenance ticket on the Housing Portal and upon moving into residence on your Move-In Inspection Form.

Clarity of Standards

Rights - You have the right to have clear Residence Standards.

Responsibilities - You have the responsibility to know the Residence Standards and ask questions if you do not understand them.

Healthy Wellbeing

Rights - You have the right to manage your own health and safety.

Responsibilities - You have the responsibility to ensure your self-management is reducing harm/risk to yourself or the community.

Section C - 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, the civic by-laws and Trent policies.

Please note, the University may amend, supplement or otherwise enforce any rules or regulations issued by government authority; may impose additional rules and regulations, and may impose interim restrictions to mitigate or minimize the safety risk posed to residence students during an emergency (i.e. pandemic, natural disaster).

Advertising Policy

The Advertising Policy is in place to guide advertising practices in our residence community. It is the right of each resident to show the communal spaces respect, and it is the responsibility of all residents to adhere to the guidelines for advertising in the residence community.

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

- Door-to-door selling or soliciting is prohibited in residence. Special circumstances can be made with prior approval of the Residence Life Coordinator or Student Housing Coordinator.

- Advertising and postings in residence must be placed in designated areas, once approved by a Residence Life Coordinator or Student Housing Coordinator.
- All postings are to be removed in a timely manner.
- 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

The Alcohol Policy is in place to ensure the safety of residents and their guests, to minimize risk associated from alcohol consumption and to promote positive behaviours associated with alcohol use. It is the right of each resident to manage their own health and well-being, and it is your responsibility as a resident to manage their consumption by practicing the Canadian Low-Risk Alcohol Drinking Guidelines. Such conduct and behaviour includes, but is not limited to:

- It is illegal for any person under 19 years of age to consume alcohol in the province of Ontario.
- It is not permitted for anyone to be intoxicated in a public area in residence.
- Large volume containers exceeding 1 litre or paraphernalia that promotes the excessive consumption of alcohol are not permitted in residence.
- Promotion or participation in events that promote excessive alcohol consumption, including but not limited to drinking games, are prohibited.
- Glass beer bottles, for safety reasons, are not permitted in residence areas or public areas.
- No person shall consume, transport or otherwise be in possession of any alcoholic beverage in an open container in a public area of the residence.

Building Policy

The Building Policy is in place to guide appropriate building usage in our residence community. It is the right of each resident to have a living in an environment where your possessions and the communal spaces are shown respect and a living space that is clean and kept in good condition. It is your responsibility as a resident to respect the property of others and the University and to assist in the upkeep of common areas by not leaving garbage or dishes in common spaces such as common rooms, study spaces, public

washrooms, dining halls and outdoor spaces, by using appropriate disposal and recycling receptacles and to keep your own room clean and in good condition. This policy is also in place to ensure the safety of students and the ability for Campus Security and/or Emergency Medical Services to have access to bedrooms and apartments in the event of an emergency situation. Such conduct and behaviour includes, but is not limited to:

Residence Room or Suite

- Residents are responsible for keeping their residence room and shared living areas clean.
- Residents are not permitted to remove or make changes to furniture, fixtures or interiors of their residence room. This includes but is not limited to not being permitted to add security chains on Residence room doors.
- Making an unauthorized room or roommate change is prohibited.
- Residents are not permitted to bring their own beds or any additional furniture into residence rooms or common areas unless medical documentation in the form of an accommodation request is provided to and approved by Student Housing.
- Window screens must not be removed from windows.
- If assigned to a double room and the other side of the room is vacant, students are prohibited from placing any items on the side of the room that would be occupied by another student. Failure to abide by this may result in financial charges being applied.
- Residents are expected to abide by their Roommate Agreement, created in collaboration with their roommate(s) and their Residence Life Don.

Residence Common Spaces

- Personal belongings are not to be stored in common spaces such as common rooms, study spaces, public washrooms, dining halls and outdoor spaces. This may include, but is not limited to: sports equipment, bicycles and musical instruments.
- Sports are not permitted in residence areas.

Safety and Security

- Elevators must not be misused.
- Lending and/or duplicating residence keys is strictly prohibited. Keys must be returned to a Service Centre or the Blackburn Hall dropbox when moving out of residence.
- Deliveries from the LCBO, Ontario Cannabis Store and/or any legal cannabis vendor sanctioned by the Ontario government will not be accepted on campus.

Cannabis Policy

The Cannabis Policy is in place to ensure the safety of residents and their guests, to minimize community concerns associated with cannabis consumption, and to promote positive behaviours associated with cannabis use. It is the right of each resident to manage their own health and well-being, and it is your responsibility as a resident to manage your consumption by practicing the Canadian Lower Risk Cannabis Use Guidelines. Such conduct and behaviour includes, but is not limited to:

- It is illegal for any person under 19 years of age to consume cannabis in the province of Ontario.
- It is illegal to be in possession of more than 30 grams of cannabis. Residents who are of age may possess up to 30 grams of cannabis in residence. Cannabis must be stored in a sealed container.
- Promotion or participation in events that promote excessive cannabis consumption are prohibited.
- Smoking or vaping cannabis is prohibited in residence.
- Use of cannabis-related paraphernalia, including but not limited to vaporizers, hookahs, and pipes are prohibited in residence. Residents may store cannabis related paraphernalia in their residence room.
- The cultivation of cannabis plants or cannabis related products is prohibited in residence.
- Cannabis shall not be consumed in a public area. Residents wishing to transport cannabis or cannabis-related paraphernalia must do so in a concealed container.
- Cooking any form of cannabis in all residence spaces including but not limited to residence lounges, study rooms, bedrooms, or suites is prohibited.

Damages & Vandalism Policy

The Damages & Vandalism Policy is in place to ensure that residents understand the impact of vandalism such as the intentional destruction or defacement of campus property and damage, as well as the unintentional destruction or defacement of campus property. It is the right of residents to have communal and private spaces that are upheld in good condition by the University and it is the responsibility of all residents to respect all spaces in the residence community and report any facilities or equipment issues to Residence Staff. Such conduct and behaviour includes, but is not limited to:

- If the resident(s) involved in damages or vandalism can be identified, they will solely be liable for restitution.
- If the resident(s) involved in damages or vandalism cannot be identified and repairs or cleaning are required, the charges will be billed equally to all residents in the section, tower, floor, house, apartment, or residence building.
- Residents are required to report any damages. Residents are not permitted to repair any damages on their own.

Drug Policy

The Drug Policy is in place to ensure the safety of residents and their guests. It is important to note that impairment due to the use of illegal substances is never considered an excuse for violating the Residence Standards. It is the right of each resident to manage their own health and wellbeing, and it is your responsibility as a resident to ensure your self-management is reducing harm/risk to yourself or community if consuming substances. Such conduct and behaviour includes, but is not limited to:

- Residents are prohibited from using, being under the influence of or possessing illegal drugs, controlled substances, non-prescription drugs and/or drugs not prescribed to the person in possession of these drugs.
- Equipment or materials that are used to facilitate the use/misuse of illegal drugs or controlled substances are strictly prohibited (i.e. scales, baggies, etc.).
- Abuse or misuse of prescription drugs or intentional overdose of prescription drugs is prohibited.

Fire Safety Policy

The Fire Safety Policy is in place to ensure residents 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. Such conduct and behaviour includes, but is not limited to:

- Residents must evacuate the building immediately on the sound of the fire alarm, including fire drills.
- Tampering with fire safety equipment and electrical equipment including but not limited to fire extinguishers, sprinklers, fire alarms, smoke detectors and emergency contact speakers, is prohibited.

- Propping open exterior doors or doors leading to hallways and other public areas is prohibited due to risk of extended damage in the case of a fire.
- Open and sustained flames, candles, incense, halogen lamps and storage of hazardous items are not permitted.
- Residents are required to know the locations of fire safety equipment (fire pull stations, fire extinguishers) and fire exit signs.
- All electrical appliances must be CSA approved.
- Any appliances such as kettles, toasters, coffeemakers, crockpots and toaster ovens are only permitted in designated kitchen spaces and are not permitted in residence rooms.
- Decorations in residence cannot include flammable items such as dried leaves, straw and live trees
- Exits from a room or building and fire safety equipment must be kept free of clutter and must be accessible at all times.
- Burning of anything in residence is prohibited.

Guest Policy

The Guest Policy is in place to ensure the safety of residents and their guests while in our residence community. Residents have the privileges to have guest visit their residence space and the responsibility to ensure that you have the permission of your roommate(s) to host the guest, and (b) ensure that your guest(s) respect and abide by the Residence Standards, University policies, and the law. Such conduct and behaviour includes, but is not limited to:

- Guests must always be accompanied by the resident host.
- The maximum number of non-resident guests allowed is one per room occupant.
- Guests must be aware of, and comply with, the Residence Agreement and Residence Standards. Each resident host assumes complete responsibility for policy violations and/or unacceptable behaviour by any of their guests.
- Guests may be asked to leave and may be banned from residence if the Residence Standards are not followed.
- Social gatherings in residence are prohibited. A social gathering (i.e. party) occurs when two or more of the following conditions are met: There is reason to believe there are guests in the unit, alcohol and/or drugs are likely being consumed, and/or a violation of the noise policy is occurring.

- 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.
- Guests who do not hold a current Residence Agreement are not permitted in residence during 23- hour quiet hours (exam season) or during Orientation Week.
- Student Housing may enact temporary modifications to the guest policy to ensure the safety and security of the community (i.e. for special events or due to emergency purposes). Any temporary changes to the guest policy will be communicated to all residents in advance.

Harassment and Discrimination Policy

In accordance with Trent University's Policy on Discrimination and Harassment, Harassment means: "Engaging 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 Equity and Human Rights website: 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 residence and will be forwarded to the Equity & Human Rights office for resolution.

Examples of unacceptable behaviour include but are not limited to:

- Residents are prohibited from stating, distributing or posting anything 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. Staff reserve the right to remove all offensive material posted in residence.
- Residents are prohibited from engaging in inappropriate behaviour and encouraging others to engage in inappropriate behaviour.
- Residents are prohibited from repeatedly making unwanted contact with others.

- Residents are prohibited from engaging in practical jokes, pranks and actions that are considered to be demeaning and offensive to others.
- Residents are prohibited from verbal or physical threats against a person or property.
- Residents are prohibited from bullying and hazing other residents.

Health & Safety Policy

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. Residents have the right to feel safe in the residence community and manage their own health and well-being and the responsibility to act in a way that does not endanger yourself or others. Such conduct and behaviour includes, but is not limited to:

- Residents are prohibited from severe intoxication from consumption of alcohol, cannabis, illegal drugs, abuse of prescription drugs, or other substances. If you become over-intoxicated, the priority of the Trent University Emergency First Response Team, Campus Security, emergency personnel and Residence Life Staff is to provide you with supports and resources to ensure your safety is prioritized.
- Residents are prohibited from aiding and abetting in conduct including but not limited to encouragement of excessive consumption of alcohol and/or cannabis.
- The Residence Life Coordinator or Student Housing Coordinator must be notified immediately of a resident who contracts a communicable disease.
- Proper storage and disposal of food and waste is required

Asbestos

Trent University is committed to promoting the health, safety and well-being of its student residents.

Asbestos continues to be present in a number of residences, including in materials such as insulation around piping and mechanical equipment, flooring, and wall finishes.

Recognizing the hazards that may arise when asbestos fibres become airborne as a result of disturbance or deterioration, the university is committed to a strict management program of all asbestos-containing materials in university buildings

and any activities that may disturb such materials. The university is committed to complying with the legislative requirements outlined under the Ontario Regulation respecting Asbestos on Construction Projects in Building and Repair Operations (O.Reg 278/05).

The university has an obligation to inform all occupants of any buildings containing asbestos. An inventory of asbestos, by college, is available from Trent University Housing Services in Blackburn Hall, Suite 129. Additional information can be obtained by contacting Housing Services at ext. 7127.

Noise Policy

The Noise Policy is in place to ensure residents can create a space that is respectful of others. As such, each resident or neighbouring occupants have the right 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. Such conduct and behaviour includes, but is not limited to:

- Academic Year Quiet Hours are the following:
 - o Sunday – Thursday: 11:00 pm to 8:00 am Friday – Saturday: 1:00 am to 8:00 am
- Exam Period Quiet Hours are the following:
 - o 9PM – 8PM everyday
 - o Students are expected to maintain courtesy hours from 8PM – 9PM during exam periods.
 - o The dates Exam Period Quiet Hours are in effect will be communicated in advance by Student Housing.
- 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.
- Sound amplifiers including but not limited to subwoofers or instrument amplifiers are not permitted to be used within residence.

Room Entry Policy

The Room Entry Policy is in place to ensure privacy for all residents. Student Housing understands that privacy is an important component to living in a community.

Residents are prohibited from entering each other's rooms unless the resident who resides in the room is present and consenting to host the guest. 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:
 - A resident to be in the room or apartment, but no longer physically or mentally capable of response.
 - Reducing or preventing water damage during a flood or after a pipe has burst.
 - Verifying evacuation during a fire alarm.
 - Sounding of an alarm within the room when the resident is not present
 - Authorized personnel attending to make routine repairs. A report by the resident of a damaged or broken item constitutes permission to enter the room or apartment to assess or make repair.
 - 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 provided 24 hours in advance.
 - 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.
 - Note: Outside of the circumstances listed above, anyone wishing to enter another Resident's room must have written permission (i.e. by sending an email through your Trentu.ca student email) do so only in the presence of a Student Housing staff member and with the use of a set of Student Housing issued master keys, used by the Student Housing staff member.

Service Animal Policy

Service Animals, as defined in Trent University's Service Animals on Campus Policy, are permitted where a Resident has registered their service animal with Student Accessibility Services and has identified and been approved to have this animal in residence via an Accessibility and Unique Needs request in the Student Housing portal. Student Housing ensures that Residents with service animals can access housing and classes, with specific accommodation based on individual needs.

- All Residents, including handlers of Service Animals, are expected to adhere to the Service Animals on Campus Policy.
- All Residents are expected to respect Service Animals in Residence.

Pets, as defined in Trent University's Pets on Campus policy, are not allowed in residences.

Sexual Violence Prevention and Response Policy

In accordance with Trent's Sexual Violence Prevention and Response Policy, any act of sexual violence is not acceptable. Sexual violence is defined as: Any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent. For definitions regarding sexual violence, and to learn more, please review Trent's [Sexual Violence Prevention and Response Policy](#)

All members of the Trent Community share the responsibility to create and maintain an environment free from sexual violence by not perpetrating sexual violence, or perpetuating rape culture and, by conducting bystander interventions or getting help if it is not safe to intervene.

Under Trent's Sexual Violence Prevention and Response Policy, sexual violence will be addressed at the discretion of the person who has experienced violence or harm. However, the University may choose to take appropriate action to safeguard members of the Trent community if there is a risk of imminent physical harm, as outlined in the Sexual Violence Prevention and Response Policy. If a student discloses an incident of sexual violence, Student Housing Staff will safeguard the confidentiality of the student in accordance with applicable laws.

Students who have experienced historical and/or recent sexual violence will be provided with support, resource, and referral options. This includes the Sexual Violence Prevention and Response team, who can provide support and information regarding accommodations, safety planning, report and complaint processes, and additional referral sources, among various additional supports. Support services are free to Trent students of all genders and diverse lived experiences.

To connect with the Sexual Violence Prevention and Response team, email consent@trentu.ca or phone 705-748-1011 ext. 7792

For more information and resources visit Trent's [Sexual Violence website](#)

Smoking Policy

In accordance with Trent University Smoke Free Policy, this policy is in place to reduce social exposure to smoking and secondhand smoke on Trent property and ensure Trent University's compliance with the Smoke Free Ontario Act, Regulations (48/06 made under the Act, the Electronic Cigarettes Act, 2014 (Bill 45) and the Cannabis Act, 2017.

- All residence buildings including resident's rooms are smoke free. Smoking of any kind is not permitted in these areas including but not limited to the use of electronic cigarettes, vaporizers or cannabis products.
- Residents are prohibited from selling or supplying tobacco or cannabis, tobacco or cannabis products, or electronic cigarettes.
- Residents are not permitted to smoke or hold lighted tobacco or cannabis anywhere on campus except designated smoking areas.
 - o Residents can utilize the Trent University Interactive Campus Map to identify designated areas.

Technology Policy

The Technology Policy is in place to ensure safety through technology in our residence community. It is the right of residents to have access to internet in our communities and the responsibility of residents to be respectful when using any personal technologies and for any material posted on the Internet. Such conduct and behaviour includes, but is not limited to:

- Residents using University provided services or equipment or Student Housing equipment are responsible for following Trent University Acceptable Use Policy and Residence Technology Policy.
- Unauthorized use or access to wireless routers, wireless printers, and cable TV are prohibited.
- Use of electronic devices such as mobile phones or other devices with camera features is not permitted in residence washrooms.

Unacceptable Behaviour Policy

The Unacceptable Behaviour Policy is in place to ensure respect and safety in our communities. It is the right of Residents to be treated with fairness and respect from community members and Residence Staff and it is the responsibility to act appropriately and respectfully and to conduct themselves in a manner. Such conduct and behaviour includes, but is not limited to:

- Interactions with all members of the University and/or residence community are expected to demonstrate respect.
- Residents will comply with verbal and/or written instructions of any University Officers, including Campus Security, the Residence Life Coordinators, the Student Housing Coordinator, the Residence Life Staff, or any other university employee working within the residences and acting within the scope of their authority.
- Operation of any business is prohibited in residence.
- Residents will comply with any assigned in outcomes by Student Housing staff.
- Removal of others' personal belongings or property without the owner's permission is considered theft and is strictly prohibited. Incidents of theft may be reported to the police.
- The intentional submission of a false report of any policy violation is, in itself, considered a violation of Residence Standards.

Violent Behaviour Policy

The Violent Behaviour Policy includes but is not limited to disruptive behaviour such as: abuse (physical or verbal), bullying, coercion, damaged property, fighting, intimidation, and/or threats of violence.

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

- 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.
- Engaging in inappropriate behaviour and encouraging others to engage in inappropriate behaviour.
- Practical jokes, pranks and actions that threaten the safety of others.
- Verbal or physical threats against a person or property
- Bullying or hazing of others students
- Utilizing or threatening self or others with a weapon(s).
- Fighting and physical violence.
- Damages to person or property.

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 Residence Life Coordinator, Student Housing Coordinator or Campus Security immediately. Any written or electronic form of harassment should be kept for documentation or photographed.

Student Housing may choose to refer any incidents under this policy to the Charter of Student Rights & Responsibilities, any other university policy and/or the police.

Weapons Policy

In accordance with Trent University Weapons Policy, no person, while on property controlled, leased or owned by Trent University shall store, use or carry a weapon. A weapon is defined as anything 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 issued weapons in the performance of their duties.
- b. Exceptions to this policy may be granted for a Trent University sanctioned event or activity.
- c. 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 University 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 University residence facilities, including apartments and guest suites.
- d. 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.

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 they have 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 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 and/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 D - 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 is intended to give residents an opportunity to learn from mistakes and exercise more appropriate decision making in the future.

The Residence Standards are enforced:

- a. In all residence areas, including College residences, apartments, hallways, guest suites, entryways, dining halls and public areas.
- b. At all residence events sponsored by Student Housing that are held within a residence area or hosted in non- residence off campus facilities.
- c. When behaviour online has a negative impact on the individual's well-being while in residence.

Violations of the Residence Standards can be reported by members of many different groups, including but not limited to, Student Housing Staff, Trent University Campus Security Guards, law enforcement officials, or other Trent University officials and contractors.

Definitions

- **Meeting** - The meeting between the resident and Residence Life Coordinator, Student Housing Coordinator, Manger, Residence Life, and/or Residence Life Senior Don to discuss allegations in residence.
- **Incident Report** - The form completed by the Student Housing staff member and/or other University staff that describes the situation, time, date, location, and parties involved and can be paper or online.
- **Allegation** - The possible violation(s) of the Residence Standards as documented in an incident report. A resident is identified in an incident report involved in a possible violation is processed through the Community Support System.
- **Outcome(s)** - The determined result for the resident who is held accountable for a violation of the Residence Standards.

- **Team Member** - Members of many different groups, including but not limited to, Student Housing Staff, Trent University Campus Security Guards, law enforcement officials, or other Trent University officials and contractors.

Follow-Up

At every opportunity, Residence Life Dons will try to resolve conflict and address community incidents. Residence Life 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 Residence Life Don may be documented and kept in the resident(s)' Student Housing file.

Residence Standards Violation Follow Up

- 1) Incident occurs
- 2) University team member observes or is made aware of the incident.
- 3) Team members should make a reasonable effort to address and/or resolve the incident by having an educational conversation.
- 4) Team member makes reasonable effort to inform resident(s) involved that further action may be taken.
- 5) Team member will document incident in an Incident Report
- 6) Incident Report will be reviewed by the Residence Life Coordinator/ Student Housing Coordinator /Manager, Residence Life of the area the incident is reported in.
- 7) A meeting will be scheduled for resident to discuss incident and allegations.
 - a. Meeting may occur with any of the following staff: Senior Residence Life Don, Residence Life Coordinator, Student Housing Coordinator, or Manager, Residence Life.
- 8) Staff will determine if the resident's behaviour violated the Residence Standards, and if so, what outcomes are appropriate.
 - a. If a resident chooses not to attend the meeting, a decision will be made without the benefit of their input.
- 9) Staff will notify the resident in writing of determined outcome(s).
 - a. Resident may appeal outcomes. For more information see Section E.

Preponderance of Evidence

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. 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 Director or designate has the final authority to interpret the Residence 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.

Outcomes

Residents may be required to complete or follow one or more of the outcomes(s) listed below as part of the Community Support System follow-up process. This process is intended to be educational and should also allow for the opportunity to repair harm or wrongdoing that may have been caused to an individual and/or the community. Should a student be found responsible for engaging in prohibited conduct, several factors (severity of behaviour, acceptance of responsibility, willingness to restore the relationship or situation, mitigating factors and cumulative or repeated behaviour) can contribute to the decision to impose one or multiple outcomes. The list below is not exhaustive - other follow-up options may be used at the discretion of the University.

Educational Conversation - A dialogue with a staff member to foster understanding about the Residence Standards and the expectations of living in residence.

Warning - A warning is given to inform the resident that a specific behaviour does not meet the minimum expectations for residence living. This outcome takes the

form of a written or verbal warning issued to a resident. A warning is not imposed for a specific length of time.

Educational/Reflective Assignment - An assigned activity, meeting, project or submission with the learning objective of engaging the resident in reflection and dialogue surrounding the issue(s) at hand. Examples include, but are not limited to: reflection essays, educational pamphlets, apology letters, and meeting with campus partners.

Community Services - An assigned community-focused activity or project that involves service and learning by the resident within residence, as a consequence of certain violations of the Residence Standards. Examples include, but are not limited to: community clean-up, organizing and running a program for the building/community, creating a pamphlet or media presentation for the community that is reflective of the student's learning.

Conflict Mediation & Negotiated Agreement - Mediation may take place between two or more parties involved in specific violations of the Residence Standards. A trained University staff member will serve as a 'mediator' to conduct the conversation toward a common resolution.

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, or for a service charge (i.e. the fire department being dispatched for fire safety negligence).

Loss of Privileges - The resident may not be permitted specific privileges for a given time period or until behaviour has improved. This includes, but is not limited to, access to lounges or other College residences and the ability to have guests.

Behavioural Agreement - A formal document that the resident will agree to, set by University staff that outlines specific conditions that must be followed to continue to live in residence.

Residence Relocation - A mandatory and permanent move from one residence to another may be required. The intent of Relocation is to allow the resident 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.

Probation

Substance Probation: A formal disciplinary status imposed for a specific period of time. A probation period during which alcohol and/or cannabis 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 and/or cannabis.

Residence Probation: A formal disciplinary status imposed for a specific period of time. An all-encompassing probation period during which further offences will likely lead to more severe sanctions.

Termination of Residence Agreement

This outcome 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 a demonstrated pattern of behaviour that goes against the residence standards. A resident whose Agreement is terminated as an outcome must permanently vacate the residence within 24 hours of being given the notification of their Meeting outcome(s) or the outcome(s) 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).

Restriction/Trespassing Notice

A formal action 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.

Referral of Case/File to University Policies

Cases can be referred to the office(s) responsible for University policies (e.g., Sexual Violence Prevention & Response, Discrimination & Harassment, Charter of Student Rights & Responsibilities, etc.) before, during or after an investigation if the situation warrants.

For cases where the severity of the alleged violation warrants consideration at the campus level, and/or as noted in the Residence Standards, if the resident moves out before or during the investigation process, or for a non-resolvable conflict of interest, the case will automatically be referred to the appropriate office.

Where the Residence Agreement has been terminated, any future violations that occur in residence will be addressed through the Trent University Charter of Student Rights & Responsibilities in consultation with Student Housing.

The resident's conduct record may also be referred to Trent University Campus Security, police and/or other law enforcement agencies in cases of illegal activity.

Residence Eligibility

The resident who have been found responsible for two or more incidents in one academic year, or for incidents that result in safety concerns, as determined by Student Housing through the Community Support System, may lose the right to reside in a Trent University residence the following year.

No Contact Directive

The University maintains the right to impose No Contact Directives as an outcome when a possible safety concern has been identified. No Contact Directives prohibit students from contacting certain individuals directly or indirectly, in-person, electronically, or through other individuals. Failure to abide by a No Contact Directive may result in Campus Security and/or law enforcement becoming involved.

Interim Measures

The University maintains the right to impose Interim Measures 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 Interim Measures can be imposed by University staff.

Short Term Relocation - A mandatory and temporary move of a resident from their room. The resident will be provided housing accommodations elsewhere on campus or in a hotel off campus. The intent of the relocation is to protect the rights of residents within the community while giving the resident an opportunity to continue contributing to the community following completion of an investigation or outcome.

No Contact Directive

The University maintains the right to impose No Contact Directives when a possible safety concern has been identified. No Contact Directives prohibit students from contacting certain individuals directly or indirectly, in-person, electronically, or through other individuals. Failure to abide by a No Contact Directive may result in Campus Security and/or law enforcement becoming involved.

Section E – Appeal Process

Avenue of Appeal

Issues Outcome:	Appeal to:
Residence Life Senior Don	Residence Life Coordinator or Student Housing Coordinator
Residence Life Coordinator or Student Housing Coordinator	Manager, Residence Life
Manager, Residence Life	Director or designate

Deadline for Appeal

An appeal of an outcome must be submitted within three (3) business days of receiving the outcome(s)

Process for Appeal

- 1) A resident may appeal an assigned outcome on at least one the following grounds:
 - a) New evidence has become available that was not reasonably available at the time of the Meeting, which supports the case of the Appellant.
 - b) The given sanction is too severe considering the offence involved. Note that any prior sanctions are considered when sanctions are issued.
 - c) The Community Support System process was not followed, and this impacted the decision. Evidence supporting this must be provided when the appeal is submitted
- 2) A resident must complete the appeal form found on the Trent University Portal under Student Housing. An appeal must never be submitted frivolously.
- 3) An appeal will be heard by the appropriate Student Housing Staff. The reviewing staff member will review all documentation related to the incident(s) and may choose to call for questioning the Appellant, Student Housing Staff, witnesses and any other individuals involved in the incident. The person hearing the appeal may call the resident or any other person related to the case, for subsequent questioning and clarification.

The resident is entitled to:

- Reasonable notice of time, date and location of a meeting.
 - Call on a reasonable number of witnesses to present evidence related to the appeal.
 - Disclosure of evidence considered by the reviewing staff member when arriving at a decision.
 - The decision on the appeal to be made within a reasonable amount of time and conveyed to the resident.
- 4) The reviewing staff member may find the resident accountable or not accountable for the violation, resulting in the following actions:
- a) Impose a new outcome or additional outcome(s)
 - b) Sustain the original outcome(s)
 - c) Reduce the outcome(s).

The reviewing staff member will notify the Appellant of the result of the appeal in writing. The decision made on the appeal is final. The decision of the staff member reviewing the appeal is final. There are no further appeals beyond that level. In the Community Support System, appeals cannot be heard beyond the level of Director.

Ombudsman

If a resident is unsatisfied after having exhausted the procedures in the residence standards appeal process, they have the option of filing a complaint with the Ontario Ombudsman. The Ombudsman is an independent officer of the Ontario Legislature who investigates complaints from the public about Ontario government services (including universities), recommending improvements for governments, and resolving individual issues.