Telephone Numbers

RESIDENCE DEPARTMENTS
Residence Life 613-533-6790
reslife@queensu.ca
Residence Admissions 613-533-2550
reshouse@queensu.ca

EMERGENCY NUMBERS (24 HOURS)
Campus Security and
Emergency Services (emergency) 613-533-6111
Campus Security and
Emergency Services (non-emergency) 613-533-6733
Kingston Ambulance 911
Kingston Fire and Rescue 613-548-4011 or 911
Kingston Police 613-549-4660 or 911

HEALTH AND CRISIS SERVICES
Frontenac Mental Health 613-544-4229 (24 hours)
Good2Talk 1-866-925-5454
Hotel Dieu Urgent Care Centre 613-544-3310 (8 am – 8 pm)
Kingston Detox Centre 613-549-6461 (24 hours)
Kingston General Hospital 613-549-6666 (24 hours)
Ontario Mental Health Helpline 1-866-531-2600
Queen's Chaplain's Office 613-533-2186
Queen's Student Wellness Services 613-533-2506
Queen's Human Rights Office 613-533-6886
Queen's Student Counselling Service 613-533-6000 X 78264
Queen's Walkhome 613-533-WALK (9255)
Sexual Assault Centre Kingston 613-544-6424
Telehealth Ontario 1-866-797-0000
Telephone Aid Line Kingston (TALK) 613-544-1771 (7 pm – 3 am)

Who To Talk To...

RESIDENCE STUDENT CONDUCT COORDINATOR
The Residence Student Conduct Coordinator is responsible for ensuring the effective operation of the Student Conduct process in Residences and providing advice to students regarding the ResRules. If you have questions or need advice about student conduct in Residence, please contact the Residence Student Conduct Office at resrules@queensu.ca, 613-533-6000 x 78102/79015 or visit the office in Victoria Hall, rooms 101C/102C.

RESIDENCE LIFE COORDINATOR (RLC)
Residence Life Coordinators are full-time live-in positions with specific responsibility for the day-to-day operations of Residence Life functions in their respective buildings.

RESIDENCE OUTREACH COUNSELLORS (ROC)
Counsellors are available for students wanting a safe, confidential space to chat and problem solve about a variety of issues, ranging from relationships to mental health concerns. Contact Nadia (nadia.sawayafehr@queensu.ca) or Freeman (freeman.woolnough@queensu.ca) to book an appointment.

RESIDENCE DON
Dons are upper-year students appointed by the Residence Life Department. They act as resources to mentor, support and compassionately challenge residents.

RESIDENCE FACILITATOR (RF)
Residence Facilitators are upper-year students employed by the Residence Society (ResSoc), who work in conjunction with the Residence Life Department. They work to ensure Residence Rules and Regulations (ResRules) are upheld.

RESIDENCE SOCIETY (RESSOC) OFFICE
ResSoc is a student government that works closely with ResLife to enhance the living environment and general welfare of all residents. If you have concerns, suggestions, ResSoc would like to hear from you. ResSoc is located at Victoria Hall, room 106C, phone 613-533-6216 or email president@ressoc.queensu.ca.

RESIDENCE LIFE OFFICE (RESLIFE)
The Residence Life Office is located at Victoria Hall, room 110C. Please email reslife@queensu.ca or call 613-533-6790.

OFFICE OF THE VICE-PROVOST AND DEAN OF STUDENT AFFAIRS
The Division of Student Affairs is led by Vice-Provost and Dean of Student Affairs, Ann Tierney, who is responsible for a comprehensive range of services to support undergraduate and graduate students from the time they apply to Queen's through to graduation. The V-P/Dean's office is located on the third floor of Gordon Hall, room 300. You can reach the office at 613-533-6944 or by emailing vpdean.sa@queensu.ca. Find out more at queensu.ca/studentaffairs.

HEALTH PROMOTION
The Health Promotion team provides confidential and individual consultations on healthy lifestyles, including sleep, nutrition, and alcohol/drug use. They also manage the Campus Observation Room (COR). Contact Health Promotions at (613-533-6000 x 79071) for more information or to book a consultation.
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone Numbers</td>
<td>2</td>
</tr>
<tr>
<td>Residence Life Philosophy and Goals for ResRules</td>
<td>4</td>
</tr>
<tr>
<td>Your Responsibilities While Living in Residences</td>
<td>5</td>
</tr>
<tr>
<td>Bullying and Hazing</td>
<td>5</td>
</tr>
<tr>
<td>Sexual Violence Policy</td>
<td>5</td>
</tr>
<tr>
<td>The Queen's Student Code of Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Regulations</td>
<td>7</td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
</tr>
<tr>
<td>Noise and Quiet Hours</td>
<td></td>
</tr>
<tr>
<td>Guests</td>
<td></td>
</tr>
<tr>
<td>Prohibited Items in Residence</td>
<td>8</td>
</tr>
<tr>
<td>Residence Safety</td>
<td>9</td>
</tr>
<tr>
<td>Residence Security</td>
<td>10</td>
</tr>
<tr>
<td>Student Conduct Process</td>
<td>12</td>
</tr>
<tr>
<td>Level One and Two Procedures</td>
<td></td>
</tr>
<tr>
<td>Level Three Procedure</td>
<td></td>
</tr>
<tr>
<td>Progression of Points Procedure</td>
<td></td>
</tr>
<tr>
<td>Appeals</td>
<td>13</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>13</td>
</tr>
<tr>
<td>Sanctions</td>
<td>14</td>
</tr>
<tr>
<td>ResRules Classification of Incidents</td>
<td>16</td>
</tr>
</tbody>
</table>
Residence Life Philosophy for ResRules

Residence Life structures the Student Conduct process and our Residence Rules and Regulations (ResRules) on three principles:

- ResRules are remedial, educational, and progressive in nature and are therefore designed to educate students on their responsibilities and the consequences of their actions.

- The safety and security of every student is the responsibility of everyone in the residence community.

- Residence is a community that values mutual respect of the rights, responsibilities, dignity, well-being, and academic pursuits of all of its members.

Goals of ResRules

- Encourage students to make safe, healthy and positive choices and accept responsibility for their behavior.

- Provide a respectful, fair and transparent peer-based student conduct system.

- Promote the safety and security of residents and aid in the protection of personal and residence property.
Your Responsibilities While Living in Residence

Each member of the residence community is expected to adopt a high standard of respect for all residents and share responsibility for reading, abiding by and upholding ResRules and the Queen’s Student Code of Conduct. As part of this responsibility residents are required to:

- read the ResRules Handbook and Queen’s Student Code of Conduct and all relevant provincial and federal laws;
- respect all residents’ need for privacy, a safe environment, as well as their requirement of a quiet atmosphere for study and adequate sleep;
- act in good time to prevent a problem from occurring, or should one occur, to act reasonably to remove oneself from the situation or attempt to prevent it from escalating to a more serious level;
- respond respectfully and appropriately to any person(s) addressing a ResRules concern;
- check Queen’s email frequently;
- respond to any meeting request by residence staff, attend scheduled meetings or hearings, and to complete any sanctions assigned.

Your actions and decisions affect not only you, but have an impact on your floor and the residence community that you live in. Make that impact a positive one.

It is the responsibility of the staff of Residence Life, ResSoc and the Residence Conduct Board, as well as each individual resident to address and enforce ResRules. Depending on the severity, ResRules incidents are classified as Level One, Two or Three (see page 16 for more details).

Bullying and Hazing

Bullying, harassment and hazing are unacceptable forms of behavior in our residences. Bullying and harassment can take different forms (verbal, physical, non-verbal), and can occur in person or via electronic media (texting, social media, online chatting etc.). Consequences for such behaviors can vary, given their complex nature. Any known instances of bullying or harassment in residence will be addressed by Residence Life.

Hazing is defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness or consent to participate.

If you feel you have experienced or been the target of bullying, harassment or hazing, please contact Residence Life.

Sexual Violence

Queen’s University is committed to maintaining a positive learning and living environment in which any form of sexual violence will not be tolerated.

Queen’s is committed to addressing sexual violence in our community through support, awareness education, training and prevention programs, and appropriate handling of incident reports and complaints.

**Sexual Violence** means any sexual act or act targeting a person’s sexuality, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person’s consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation.

**Consent** means an active, direct, voluntary, unimpaired and conscious choice and agreement between adults to engage in sexual activity.

The Queen’s Student Code of Conduct

All students are required to adhere to the Queen’s Student Code of Conduct. To view a copy of the Queen’s Student Code of Conduct please refer to http://queensu.ca/ombudsman/students/non-academic-conduct/student-code-conduct.

Students have a duty to familiarize themselves with the academic and non-academic rules and regulations of the University.

Queen’s University retains the right to exercise emergency powers if satisfied that the interest or safety of other students, staff, faculty, or members of the public would be endangered by the student’s continued presence at Queen’s University or specific part of campus. The exercise of emergency powers, including the issuance of a Notice of Prohibition (NOP), takes effect immediately and is not suspended pending a hearing.

By accepting the Queen’s offer of admission to residence, you have agreed to abide by the policies, rules and regulations of Residences and Queen’s University.

The ResRules and the laws of Canada will be upheld.

It should be noted that the possibility of sanctions within the Residence Student Conduct process do not preclude other processes or sanctions that may be available through the legal system.
Residence Regulations

**ALCOHOL**
Queen’s is committed to fostering a campus culture that endorses healthy, responsible and low-risk drinking practices among students. During Orientation Week, from Move-In Day until 8 am on the first day of undergraduate classes (September 12, 2016), all sanctioned Orientation activities (for all residents) are dry/alcohol free as governed by the dry/alcohol-free policy in residence. This also means no alcohol is allowed in residence during this time.

While many residents choose not to consume alcohol, residents who are 19 or older may responsibly consume alcohol in residence (but only after the first day of undergraduate classes), as long as they do so in their residence room and in accordance with ResRules.

**NOISE**
- Quiet Hours occur between the hours of 11 pm to 8 am, Sunday to Thursday, and from 1 am to 8 am on Friday and Saturday.
- Quiet Hours are increased during exam periods. Students will be notified when Quiet Hours are increased.
- Some floors have altered Quiet Hours. Students are required to respect the Quiet Hours in place for these communities.

**GUESTS**
The purpose of the Guest Policy is to encourage residents to host guests in a responsible manner. Hosting guests is a privilege, not a right. If the Guest Policy is violated, residents may lose their privilege to host guests.

A guest can be defined as: a non-resident of Queen’s University Residences, a resident in a building that they are not currently assigned to live, or a resident in a unit/room they are not currently assigned.

Any violation of the Guest Policy will result in non-resident guests being escorted out of the building and they will be required to find alternate accommodations outside of residence.

- Residents are permitted a maximum of 2 guests at any one time.
- Residents are limited to hosting guests for no more than three consecutive nights. Overnight guests may stay at your discretion; however, your roommate’s consent is required prior to inviting anyone over for an overnight stay.
- Overnight guests will not be permitted during Orientation Week, from Move-In Day to 8 am on the first day of undergraduate classes, September 4-12, 2016.
- Guests will not be permitted during Queen’s Homecoming Weekend October 14-16, 2016.
- Guests will not be permitted January 6 and 7, 2017.
- Guests will not be permitted on St. Patrick’s Day March 17, 2017.
- While in residence buildings, guests must be escorted by their host at all times.
- Residents are responsible for their guest’s behavior during their visit and any ResRules violations that they commit, regardless of whether or not the resident is present at the time of the incident.
- Residents are responsible for informing their guests of the ResRules. Any fines, damages, etc., incurred by guests will be the responsibility of the host. Guests who are behaving inappropriately will be required to leave.
- Guests are expected to cooperate with requests by all Residence and University staff.
- It is at the discretion of Residence Life to restrict access to residences by guests and others throughout the academic year.
PROHIBITED ITEMS

There are some items that are restricted in residences because of the potential hazard to the health and safety of the community. This list includes but is not limited to:

- Glass beer bottles, large containers of alcohol such as kegs, or any alcohol container exceeding 1 litre.
- Large quantities of alcohol exceeding the volume of 24 beer cans, or 12 tall cans, or 26 ounces of liquor or 1 litre of wine, or any container of alcohol exceeding 1 litre.
- Items that promote unsafe alcohol consumption (e.g. drinking games, drinking game tables, trophy walls, funnels, or any other drinking paraphernalia).
- Any illegal substances, unprescribed narcotics, controlled substances, or drug paraphernalia (including hookahs, bongs, pipes, e-cigarettes, vaporizers, etc.).
- Candles (including decorative), incense, potpourri burners, fireworks, firecrackers, birthday sparklers and flammable liquids.
- Small appliances (such as kettles, coffee makers, hot plates, toasters, toaster ovens, etc.). This includes the use of personal appliances, such as electric blankets or microwave ovens. Residences reserves the right to inspect, remove or request the removal of cooking appliances or electrical devices.
- Hazardous materials such as gasoline, propane tanks, barbecues, fuels, corrosives, or explosives.
- Weapons including large knives, martial arts weapons, firearms, pellet and/or B.B. guns, or replica weapons. If you need a weapon for an extracurricular activity (such as martial arts) please make arrangement to store the weapon outside of residences.

Possession and use of items to be used for religious purposes such as candles or kirpans must be approved by Residence Life. Requests should be submitted to reslife@queensu.ca
Residence Safety

FIRE AND LIFE SAFETY

The safety and security of our students is extremely important. Anyone who is found to be placing the lives of people in our residence community at risk by tampering with fire or life safety equipment may be removed from residence. Kingston Fire and Rescue believes that educating residents and the greater public is a critical component of fire safety. Not only must individuals be educated about smoke alarm types, placement, installation and maintenance, they also must be informed of the Fire Code requirements and the consequences for non-compliance. The Ontario Fire Code requires that smoke alarms in all places in residence be maintained in operating condition. Any individual who tampers with, modifies or covers any smoke alarm, can be charged under the Fire Code.

The penalties for tampering with smoke alarms, in addition to a Level Three ResRules classification and sanctioning, are:

$360 Fine under Part 6 (Certificates of Offence) of the Provincial Offences Act; or

a maximum $50,000 Fine or up to one year in jail or both for individuals under Subsection 28.3 of the Fire Protection and Prevention Act, 1997.

All residents are required to immediately report any malfunctioning fire or life safety device to Queen's Residences. Failure to report may result in a ResRules violation.

EVACUATION PROCEDURES

- On hearing the fire alarm, you must leave immediately by the nearest exit in an orderly manner.
- Do not use elevators during an alarm.
- The University is not responsible for the safety of those who ignore a fire alarm. You not only risk your own life, but also the lives of firefighters who may have to rescue you.

- Be aware of students who may need your assistance in evacuating the building. If you are unable to assist them (e.g., a student in a wheelchair), ensure that you notify a residence staff member or a firefighter of their location.
- If you have an accessibility requirement (differing ability, difficulty waking up) that hampers your ability to evacuate immediately when an alarm sounds, you must notify your Don when you move in.

COOKING

- Some residence common spaces provide space for you to cook. You may not cook in your residence room or in hallways.
- Do not leave any cooking unattended, as the sensitive nature of our fire equipment can set off an alarm very easily.
- You are expected to check the cleanliness of any cooking appliance before and after cooking.
- You will be held accountable for cooking-caused fire alarms including, but not limited to, responsibility for any charge from the City of Kingston Fire and Rescue (currently $300).

ELECTRICAL EQUIPMENT

- Personal electrical devices in residence should be used with discretion and must be C.S.A. approved (radios, hairdryers, etc.).
- Residences reserves the right to inspect, remove, or request the removal of electrical devices.
- Please see page 8 for a full list of prohibited items.
YOUR RESPONSIBILITIES REGARDING RESIDENCE SECURITY
You are expected to share responsibility for the security of your residence.

- Do not allow tailgating (allowing an unknown individual to enter any residence building behind you).
- Report suspicious persons to your Don, front desk, or Campus Security and Emergency Services.
- Keep your door locked and your keys/keycard with you at all times.

LOCKS, DOORS AND KEYS
- Locks, keys, and keycards are the property of Residences. You are only permitted possession of residence keys/keycards that have been issued to you, by Residences Facilities, for the period of time that you live in residence. You may not copy or lend your residence keys/keycard.
- It is important to carry your keys/keycard with you and to keep your residence room locked at all times.
- If you lock yourself out of your room, a front desk representative will escort you to your room and give you access. The first time is complimentary; a $10 fee will be charged for each additional time.
- Lost or stolen keys/keycards must be reported immediately. There will be a replacement fee for lost or stolen keys/keycards and mailbox keys. Failure to return your keys/keycards when you check out of residence will result in a replacement charge to your SOLUS account.
- Malfunctioning locks must be reported immediately to your front desk.
- Theft of personal property should be reported to your Residence Life Coordinator and Campus Security and Emergency Services. Contact Campus Security and Emergency Services non-emergency line at 613-533-6733.
- Forcing open a locked door is a ResRules violation and also subject to a damage charge.

ROOM ENTRY
Residence staff have the right to enter a resident’s room:

- In the event of an emergency, where the health, safety of security of residence or a resident is involved, or when Residence or University staff have reasonable grounds to suspect that the ResRules or laws of the land are being violated; including, but not limited to, possession of weapons, illegal substances, or alcohol.
- For the purpose of cleaning, maintenance and/or inspection of facilities;
- Submission of a Maintenance Request Order (MRO) constitutes permission to enter your room.
- Notice of such entry will be given in advance, whenever/wherever possible.
INSURANCE

- Insurance carried by the University does not cover personal possessions of students and the University does not assume any liability for lost, stolen or damaged items of personal property, no matter how caused.
- All valuables should be secured with locks, and you are advised to keep your room locked at all times. You may want to consider alternate secure storage for particularly valuable items.
- It is your responsibility to arrange for insurance coverage for personal property brought into residence.

MAINTENANCE AND DAMAGES

- You will be held financially responsible for any damage, loss or neglect occurring in your room or any that you cause in residence.
- In order to ensure that no charges are levied for deficiencies in your room that were in existence upon your arrival, you should complete a Room Assessment Form on-line as soon as you take occupancy of your room.
- In order to ensure that any repairs, replacements, etc., are attended to as promptly as possible, complete a Maintenance Request Order (MRO) on-line.

DINING HALL REGULATIONS

- You must present your student identification card at all meals. This card is non-transferable and must be in your possession when in the dining hall.
- Residences reserves the right to refuse entry to, or remove any person from the dining hall, or close down the dining hall(s) at any time. Students are not permitted inside the dining halls outside of posted meal hours.
- Allowing someone else to use your card for dining hall entry is a violation of the Meal Plan Contract and ResRules.
- All food selected must be consumed in the dining hall during the meal period. Food is not to be removed from the dining hall and is considered a ResRules violation.
- Dining hall and Residence staff will document ResRules incidents that occur within the dining halls.
- For more information please visit dining.queensu.ca

RESNET

There are a number of guidelines pertaining to your use of ResNet. To view the guidelines and policies, please refer to the following website: residences.housing.queensu.ca/residence-services/telephoneinternet-2/internet-services/

Failure to abide by the computing guidelines as outlined in the ResNet Acceptable Use Policy will result in administrative consequences which may include disciplinary action up to and including termination of the Residence Agreement.

SOLICITING

- Residents are prohibited from operating or promoting any business venture in Residences without the approval from Residence Life.
LEVEL ONE AND TWO PROCEDURES
For Level One and Two incidents, Residence Facilitators (RFs) will gather information about the incident, including contacting all residents who are allegedly involved and/or responsible, and/or staff members that may have knowledge of the incident.

If a resident accepts responsibility for a Level One or Two violation when they are contacted by an RF, the RF will indicate on the incident report that the resident accepted responsibility and will assign a sanction in accordance with the sanction progression. Upon accepting responsibility, the right to appeal will be forfeited.

If a resident does not accept responsibility for the violation when contacted, they will be required to meet with an RF. The RF will contact all residents involved in the incident before making a decision of responsibility and assigning a sanction, if necessary. If a resident does not respond to an RF’s request to meet during the investigative period, a decision of responsibility will be made in the resident’s absence.

When a meeting is scheduled, the resident will receive a Notice to Attend a Meeting letter via email indicating the time, date and location of the meeting. The letter will also include the time, date, place of the incident, the ResRules initial classification, possible sanctions and information outlining the decision-making process.

Level One and Level Two responsibility decisions are made by the RF in writing no later than two business days after the investigative period. The RF will email the decision letter directly to the resident’s queensu.ca account. A description of the appeal process will also be included in the letter.

All correspondence will be deemed to have been received and read two business days after delivery. The delivery date is defined by the date on the email message header. Failure to check Queen’s email, read the decision, or abide by the terms in a decision letter are not sufficient grounds for an appeal.

LEVEL THREE PROCEDURE
Incidents considered Level Three by nature will be referred to the Non-Academic Misconduct (NAM) Intake Office for assessment and referral. The NAM Intake Office may assign that case to a separate Case Manager or redirect it back to Residence Life. Cases redirected to Residence Life will be heard by Residence Life Management (or designate).

PROGRESSION OF POINTS PROCEDURE
For incidents considered Level One or Two by nature where the resident has accrued 6 or more points, the incident will be heard by Residence Life Management, or designate. They will investigate, determine a finding of responsibility, and assign sanctions.

Please note that in all cases, Residence Life Management retains discretion to impose temporary/interim conditions and/or restrictions that are appropriate in the circumstances and in the interest of a safe campus environment.
APPEALS

Residents have the right to appeal all decisions. For Level One or Two findings of responsibility, residents must submit a ResRules appeal form within five (5) business days of the date of their decision letter. Forms can be accessed at: residues.housing.queensu.ca/resrules/appeals-process

Appeals will be processed within five business days of the date of the appeal letter. All appeals will be vetted by Residence Life Management or delegate, and only approved based on the presence of a significant procedural irregularity or new information. Appeals concerning Level One and Level Two violations, if accepted, result in the case being heard by the Residence Conduct Board (RCB) where all of the information and decision(s) will be reviewed. The resident will be contacted with instructions on when to attend their RCB hearing via email. The RCB (comprised entirely of students) will make a decision and the resident will be notified of the outcome via email within two business days. Failure to attend a scheduled hearing will result in the RCB making a decision in the student’s absence.

For appeals regarding Progression of Points or Level Three findings of responsibility or RCB decisions, students must submit an appeal to the University Student Appeals Board (USAB). Information and forms may be found at: http://queensu.ca/ombudsman/students/written-rulings-and-information-about-appeals

SPECIAL CIRCUMSTANCES

Timelines and procedures within the Residence Student Conduct process will be altered during Orientation Week, exam periods (December and April), winter break, reading week, and other high volume or holiday periods where student staff are not available. During these periods a Residence Life Coordinator may investigate the Level One or Level Two incident and decide on the responsibility and sanctions. Progression of Points and Level Three incidents will continue to be handled in the same process as outlined previously.

POINTS

Residents will accrue points for each finding of responsibility. A Level One offence will accrue one (1) point, a Level Two will accrue two (2) points and a Level Three will accrue a minimum of three (3) points.

INCIDENTS INVOLVING STAFF

The University is committed to providing a work environment of respect and dignity for all staff. Workplace Harassment negatively impacts individual staff members and their environment and is not acceptable or tolerated at Queen’s. Incidents that may involve improper or offensive conduct towards staff may be heard by Residence Life Management, or their designate.

Student Conduct Process

Residents accrue points upon a finding of responsibility. A Level One offence will accrue 1 point, a Level Two will accrue 2 points and a Level Three will accrue a minimum of 3 points.

<table>
<thead>
<tr>
<th>How many points has the resident accrued prior to current allegations?</th>
<th>Who investigates, determines responsibility and assigns sanction</th>
<th>What is the appeal process?</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or fewer points</td>
<td>Residence Facilitator</td>
<td>Appeals are vetted by Residence Life and, if granted, heard by the Residence Conduct Board; subsequent appeals can go to the University Student Appeals Board (USAB)</td>
</tr>
<tr>
<td>6 or more points or a classification of a Level Three</td>
<td>Residence Life Management</td>
<td>Appeals heard by the University Student Appeals Board (USAB)</td>
</tr>
</tbody>
</table>

** Note that once the resident has been assigned a Behavioural Contract by the Residence Life Coordinator, the resident will be required to meet with Residence Life Management (or delegate) to address any further ResRules violations.

*** Upon 6 points being accrued, or being found responsible for a Level Three classification, termination of the student’s Residence Contract is strongly considered.
Sanctions

Sanctions are designed to educate residents on the consequences and impact of inappropriate behaviour. Residents found to be responsible for a ResRules violation are subject to a range of sanctions. The Residence Student Conduct process is educational, remedial and progressive in nature. This means that any previous incidents that a resident has been found responsible for will be considered when determining a sanction.

Sanctions must be completed and submitted within five business days of the final decision letter. If an extension is required, it is the resident’s responsibility to submit an extension request to the Residence Student Conduct Office at resrules@queensu.ca. Failure to fully complete and submit an assigned sanction by a specific deadline will result in a fine being placed on the student’s SOLUS account. Failing to submit a Level One sanction will result in a $50 fine while Level Two or Level Three sanctions will result in a $100 fine. A student who has failed to pay for a fine assigned to a SOLUS account may not be permitted to register for courses or receive grade reports until the account has been settled in full. Please see the SOLUS Fee Policies for more information queensu.ca/registrar/resources/policies/fees.
SANCTIONS

Listed below are examples of sanctions that may be used independently or in combination for any single incident. Other sanctions may be assigned at the discretion of Residence Life Management. Failure to fully complete and submit a sanction by a specific deadline will result in a fine being placed on the student’s SOLUS account.

WRITTEN WARNING – a formal letter issuing a written caution to a resident found responsible for a first Level One ResRules violation. The letter follows whether a meeting with a residence representative to discuss the incident has occurred or not. The letter will be kept on an individual’s file and referred to if a future incident occurs.

EDUCATIONAL SANCTION – a project assigned to a resident in order to help them better understand the reasoning behind a ResRule or Regulation. Educational sanctions are not in any way academic penalties, and do not affect a resident’s academic record.

BOND – a financial incentive and obligation to encourage residents not to become involved in future ResRules violations. The charge will only be processed if a resident is found responsible for a further ResRules violation at any level. If charged, the bond will be processed to the student’s SOLUS account depending on the time of year (January or May) or upon the review of the outstanding Bond report in May. Bonds range in amount from $50- $300.

FINE – a charge levied for a ResRules incident. The fine will be charged against a student’s SOLUS account. Fines range in amount from $50- $300.

BEHAVIOURAL CONTRACT – a formal document that requires a resident to meet specific behavioural standards based on an incident or series of incidents relating to inappropriate behaviour. The contract will outline consequences for failing to adhere to the conditions of the contract, and will often accompany other sanctions such as an educational sanction, bond, or loss of privileges. Behavioural Contracts are issued by Residence Life Coordinators or ResLife Management.

ALCOHOL PROBATION – a documented period of time whereby a resident will be required to refrain from possessing or consuming alcohol within residence. Alcohol probation is part of a Behavioural Contract. The formal documentation will outline consequences for failing to adhere to the probationary period. Probationary periods are determined by ResLife.

RESTITUTION – any damage, clean-up, neglect or replacement charges resulting from any incident or situation where a resident is found to be responsible. Charges may be assigned to the individual resident and residents will be responsible for any charges incurred by their guests. This may be in addition to any other sanctions.

LOSS OF PRIVILEGES – a temporary or permanent loss of residence privileges (e.g. guest or building privileges, etc.) as a result of an incident.

RELOCATION – a permanent move from an assigned room in one residence building to another as a result of an incident or series of incidents relating to inappropriate behaviour that may have caused disruption to the community and/or an individual. A Notice of Prohibition (NOP) that prohibits access to the original residence of occupation for a specified time period may also accompany the relocation. The resident will also be notified that further violations may result in suspension or removal from residence.

SUSPENSION FROM RESIDENCE – a temporary termination of the Residence Agreement for a specific duration as a result of an incident. A Notice of Prohibition (NOP) that limits or prohibits access to residences for a specified time period may also accompany the suspension from residence.

REMOVAL FROM RESIDENCE – the termination of the Residence Agreement as a result of an incident. A Notice of Prohibition (NOP) that limits or prohibits access to residences for a specified time period may also accompany the removal from residence.

Should you require accommodations throughout the conduct process or in the submission of your sanctions, please contact the Residence Student Conduct office at resrules@queensu.ca or 613-533-6000 x78102/79015. You may be asked to provide supporting documentation.
# Level One - Classification of Incident

Actions that have the potential to undermine the safety and security of an individual or the residence community; actions that interfere with another individual’s peaceful use and enjoyment of residence.

<table>
<thead>
<tr>
<th>1.1a Failure to Cooperate</th>
<th>Failure to comply with any reasonable instructions or request of any staff member of Residences, Food Services, Queen’s First Aid, Student Constables, Campus Security and/or Emergency Services or any other University official.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1b Inappropriate Behaviour</td>
<td>Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the residence community. Examples of inappropriate behaviour include, but are not limited to: - the use of e-cigarettes/vapourizers, or the smoking of any legal substance within nine (9) meters of any residence building; - engaging in sports, sporting, or other potentially destructive activities in residences.</td>
</tr>
<tr>
<td>1.2a Open Alcohol in Residence</td>
<td>Possession or consumption of open alcohol in any space other than a private residence room. This includes public areas within or around residences such as hallways, common rooms, stairwells, elevators, washrooms, and dining halls. Any possession of alcohol in or around residences during Orientation Week.</td>
</tr>
<tr>
<td>1.2b Underage Alcohol Use</td>
<td>Possession or consumption of alcohol in or around residences while under the age of 19.</td>
</tr>
<tr>
<td>1.2c Glass Beer Bottles</td>
<td>Possession of glass beer bottle(s) in or around residences.</td>
</tr>
<tr>
<td>1.3 Noise</td>
<td>Failure to maintain a level of noise that respects others in the residence community and their ability to study, sleep, or otherwise enjoy the residence environment. (Refer to page 7 for additional details on Quiet Hours).</td>
</tr>
<tr>
<td>1.4 Failure to Remove Oneself</td>
<td>Failure to immediately remove oneself from a situation that contravenes the ResRules.</td>
</tr>
<tr>
<td>1.5 Pets</td>
<td>Possession of pets in residence with the exception of fish. Fish are allowed in residence provided they are kept in an aquarium no larger than 10 gallons, the container is cleaned regularly and no illegal or poisonous species are kept. Service animals are not considered pets.</td>
</tr>
<tr>
<td>1.6 Dye and Paint</td>
<td>Entering a residence building or dining hall with dye or paint on skin or clothing. Using dye in residences.</td>
</tr>
<tr>
<td>1.7 Dining Hall Entry</td>
<td>Entering a dining hall while intoxicated.</td>
</tr>
<tr>
<td>1.8 Guests</td>
<td>Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level One ResRule. (Refer to page 7 for additional details on the Guest Policy).</td>
</tr>
</tbody>
</table>
LEVEL TWO - CLASSIFICATION OF INCIDENT

Actions that **have a significant negative impact** on another individual within residence; actions that endanger the safety and security of an individual or others in residence; actions that undermine the dignity of another individual or the residence community; or actions which result in damage to University property.

2.1a Failure to Cooperate
Refusal to comply with the instructions or request of any staff member of Residences, Food Services, Queen's First Aid, Student Constables, Campus Security and Emergency Services or any other university official where such failure endangers the health or safety of self or others. Failure to provide student identification upon request or providing a false identity. Hindering the work of the Residence Student Conduct Process.

2.1b Inappropriate Behaviour
Inappropriate or disruptive conduct (e.g., oral, written, graphic, electronic or physical) by an individual or individuals that is unacceptable, unwanted, harmful or offensive and may have a negative impact on the residence community. Examples of inappropriate behaviour include but are not limited to:
- Displaying inappropriate or offensive signs/posters or drawing graffiti;
- Throwing, dropping, or leaving any type of material (including garbage) in or near residences or dining halls;
- Causing a disturbance in any dining hall;
- Soliciting door-to-door in residence.

2.2a Theft
Tak[ing, or attempting to take, or relocate University or residences property without permission.

2.2b Theft from Dining Hall
Entering or attempting to enter a residence dining hall without presenting appropriate ID, using student ID other that your own, lending student ID to another person to enter the dining hall. Also includes removing, or attempting to remove, any food, beverages, cutlery, furniture, or dishes from any dining hall.

2.3 Damages
The willful, malicious, or negligent destruction of public, or private property in or around residences including residence dining halls; actions effecting any mechanical, electrical or structural changes to a residence room or building; failure to uphold reasonable standards of cleanliness (e.g., common rooms, washrooms, hallways etc.).

2.4a Fire Alarm Evacuation and Re-entry
Failure to promptly evacuate a residence in the event of a fire alarm or re-entering a residence building after evacuation without authorization from Residence staff, Campus Security and Emergency Services or Kingston Fire and Rescue.

2.4b Fire Hazards
Operating any flame or burning of any substance (e.g., potpourri burners, incense, hookahs, bongs, candles, e-cigarettes/vaporizers and smoking of any legal substance) in residence; using hazardous materials or non-CSA-approved electrical appliances in residences. Obstructing residence hallways, stairwells, doorways or exits, common rooms, or other areas constituting a fire hazard. Exceeding the capacity of any room.

*continued on next page*
### Level Two - Classification of Incident (continued)

Actions that have a significant negative impact on another individual within residence; actions that endanger the safety and security of an individual or others in residence; actions that undermine the dignity of another individual or the residence community; or actions which result in damage to University property.

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.5a</td>
<td>Inappropriate or Illegal Entry</td>
</tr>
<tr>
<td>2.5b</td>
<td>Inappropriate or Illegal Entry - Residence Keys/Keycards</td>
</tr>
<tr>
<td>2.6</td>
<td>Illegal Substances</td>
</tr>
<tr>
<td>2.7</td>
<td>Unsanctioned Gathering</td>
</tr>
<tr>
<td>2.8a</td>
<td>Alcohol Quantity</td>
</tr>
<tr>
<td>2.8b</td>
<td>Drinking Games</td>
</tr>
<tr>
<td>2.8c</td>
<td>Promotion of Unsafe Alcohol Consumption</td>
</tr>
<tr>
<td>2.8d</td>
<td>Alcohol Purchase or Provision For Underage Residents</td>
</tr>
<tr>
<td>2.9</td>
<td>Guests</td>
</tr>
</tbody>
</table>

1. **Inappropriate or Illegal Entry**: Entering or attempting to enter any restricted area or private space without the permission of Residences or the resident. Tampering with an intrusion alarm or any secured door; tampering with locks.

2. **Inappropriate or Illegal Entry - Residence Keys/Keycards**: Unauthorized use of residence keys/keycards. This includes attempting to cut or copy keys/keycards, as well as lending keys/keycards to others.

3. **Illegal Substances**: Possession or use, in or around residences, of any narcotic or controlled substance including prescription medication, for purposes other than those for which they were prescribed. Possession of any drug paraphernalia, including, but not limited to e-cigarettes/vaporizers, and bongs.

4. **Unsanctioned Gathering**: It is prohibited to advertise, announce, organize, run, and/or host a gathering involving the consumption of alcohol, narcotics, or controlled substances.

5. **Alcohol Quantity**: Possessing large quantities of alcohol exceeding the volume of 24 beer cans, or 12 tall cans, or 26 ounces of liquor, or 1 litre of wine. Possession of any containers of alcohol exceeding one litre (e.g., kegs or mini-kegs).

6. **Drinking Games**: Participation in or association with drinking games or any activities that promote excessive or rapid consumption of alcohol. This includes playing drinking games with any substance.

7. **Promotion of Unsafe Alcohol Consumption**: Any possession of items or displays that are perceived to promote unsafe alcohol consumption (e.g. funnels, trophy walls, drinking game tables, wizard staffs, etc.). Any possession or displays of empty alcohol containers exceeding the volume or quantities listed in 2.8a. Any actions that promote a drinking culture in residence.

8. **Alcohol Purchase or Provision For Underage Residents**: Purchasing or providing alcohol for underage residents or their guests.

9. **Guests**: Failure to abide by the Residence’s Guest Policy. Includes guest behaviour that violates a Level Two ResRule. (Refer to page 7 for additional details on the Guest Policy.)
## LEVEL THREE – CLASSIFICATION OF INCIDENT

**Actions that seriously compromise the safety of and/or having a significant psychological impact on an individual or the residence community. May include incidents of a serious nature that are not expressly Level One or Level Two offences, complex behaviour issues, or a progression of incidents from any or all levels.**

### 3.1a Inappropriate Behaviour
- Inappropriate or disruptive conduct, whether in person or via other media including computers, electronic devices and social media, that may have a negative impact on an individual or community. Such conduct may include behaviour that is discriminatory and/or harassing as set out in the University’s Harassment/Discrimination Complaint Policy and Procedure; also included is any form of personal harassment or behaviour that is retaliatory in nature.

### 3.1b Hazing
- Initiating or attempting to initiate any activity that requires or expects from someone who wishes to join (or to maintain full status) a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness or consent to participate.

### 3.2 Violence
- Any action that results in harm or has the potential to harm an individual or individuals. These actions include physical assault and threats (e.g. verbal, physical, or electronic) of violence.

### 3.3 Fire Equipment or Fire Alarms
- Tampering with, damaging, discharging and/or operating fire prevention equipment or detection equipment for any purpose other than the control of fire. This includes, but is not limited to, hanging materials from sprinklers or detectors and covering or disarming smoke detectors.

### 3.4 Inappropriate or Illegal Entry
- Attempting to gain or gaining access to restricted areas such as roofs, offices and maintenance or courtyard areas; tampering with an elevator.

### 3.5 Illegal Substances
- Possession or use, in or around residences, of any narcotic or controlled substance, including prescription medication, for purposes other than those for which they were prescribed, and includes administering, delivering, giving, selling, sending, transferring, or transporting a controlled drug(s) or substance(s) to others, which may be inferred by the circumstances surrounding the possession including but not limited to factors such as: quantity and/or quality of the drug(s) or substance(s); the value of the drug(s) or substance(s) or the presence of related drug paraphernalia.

### 3.6 Weapons
- Possession of items such as knives, martial arts weapons, firearms, pellet or B.B. guns, or replica weapons.

### 3.7 Theft
- Taking, or attempting to take, without permission, the belongings of another individual.

### 3.8 Guests
- Failure to abide by the Residence Guest Policy. Includes guest behaviour that violates a Level Three ResRule. (Refer to page 7 for additional details on the Guest Policy.)
PLEASE NOTE:
A complete copy of the ResRules can be found on our residence website at
residences.housing.queensu.ca/resrules
If there is any discrepancy between information in this guide and on the website, then the website will be deemed correct.

By accepting the Queen’s offer of admission to residence, you have agreed to abide by the policies, rules, and regulations of the residences and Queen’s University.

It should be noted that the possibility of action in the Residence Student Conduct System does not preclude other remedies that may be available through the legal system.