

Any questions? Ask the Residence Life Staff or Student Housing Services or email rchousing@uoguelph.ca

As a resident, it is your responsibility to comply with the behavioural standards outlined here. Our Residence Community Living Standards (RCLS) exist to support your learning and overall personal wellness. Ignorance, anger, alcohol or substance use will not be accepted as an excuse, reason or rationale for unacceptable behaviour. The RCLS also encourages you to take responsibility for your actions to ensure that everyone in residence has a safe and enjoyable experience. If you have any questions regarding the RCLS please contact us at rchousing@uoguelph.ca or talk to your Residence Assistant or Student Life Coordinator.

Behaviour that does not comply with our RCLS will typically be followed up by the Residence Life Staff (RLS). The RLS will identify any problematic behaviour and will take steps to resolve or document the incident. Additional information on how we address and resolve behaviour that does not comply with the RCLS is outlined in the Process section. Of course, all residents must abide by all Federal, Provincial, and Municipal laws as well as University policies and regulations. This includes compliance with directives from Public Health agencies. Any behaviour by residents that does not comply with these policies and regulations will be addressed. We encourage all residents to read the [University of Guelph's Policy on Non Academic Misconduct](#).

LEARNING AND COMMUNITY

You will learn a lot living in residence. You will learn how to share a common space, how to negotiate with a roommate, what a "boogie" is, ways to manage your time, appreciate different perspectives, and what it means to be a part of a community!

OUR PHILOSOPHY

We know that mistakes will happen and, while we deal with serious issues in a manner appropriate to the behavior, in most situations our goals with the conduct system are to help students:

- Learn their rights and responsibilities.
- Encourage growth, development, and accountability in understanding how one's actions impact themselves and others.
- Rebuild trust within the community.

To learn more about our approach and Restorative Justice philosophy, check out the **Process Section**.

As a member of a residence community, you have agreed to contribute to this type of learning environment and abide by a set of expectations to support community living. This type of living environment is not for everyone. This document outlines standards to help support you and others

to have a fantastic experience in residence this year. If you think you will struggle to share your space with others, get along with people with different interests and values, or to adapt to live by the Residence Community Living Standards, then you may want to spend time reflecting on whether residence is the community you choose to be part of.

WHO IS IN THE COMMUNITY?

Our community in residence includes many different folks.

- **You** – each and every student is a member of our residence community by choosing to live here.
- **Other students** – you can expect the community you are living in to be shared by many other students. Some of these students will have similar interests and lifestyles to you while other students will not.
- **Residence Life Staff (RLS)** – upper-year students who work and/or live in residence to help ensure your experience is the best it can be. Some of these roles include:
- **Residence Assistants (RAs)** - live in your community and are an immediate resource to you. They can also be found walking around the building each night while they are on-call talking to students who are out and about and making sure everyone is being safe.
- **Residence Life Management Team** – are the professional staff who manage the students and staff in the residence halls.
- **Desk Services Staff** – are professional staff and student employees who work at our Residence Services Desk. To access RLS on-call, report damage, or ask for help for any issue you may be having, contact your Residence Service Desk at x 63536
- **Residence Council** – represent you as your residence student government. Residence council will have a President, Vice-President, Social Coordinator, and Public Relations Officer and host weekly hall council meetings to help bring residents together.

CONNECT WITH US

We want to hear from you and answer any questions you may have. If we don't know the answer, we will get one for you. For general inquiries or questions regarding the Residence Community Living Standards (RCLS), visit Student Housing Services in Steckley Hall (8:30 am - 4:30 pm) or e-mail rchousing@uoguelph.ca.

COMMUNITY LIVING

Community living works best when the rights of others are respected, and individuals take responsibility for their actions. They are as follows:

YOU HAVE THE RIGHT:

- To an environment that is conducive to learning, wellness and academics
- To have your person, property and views respected
- To feel safe and secure in your residence community
- To be treated fairly and have an unbiased conduct process

YOU HAVE THE RESPONSIBILITY:

- Not to contribute, condone or act in a way that infringes upon another student's rights
- To treat all members of the residence community with respect
- To act in a responsible manner that does not compromise your own safety or endanger the health and safety of others
- To read, understand and abide by the Residence Contract, the RCLS and the University's Policy on Non-Academic Misconduct

AS A RESIDENT, STUDENT HOUSING SERVICES REQUIRES THAT YOU:

- Check and respond to your U of G email account regularly
- Follow all rules and regulations as established by Ridgeway Student Housing Services and the University of Guelph
- Follow all administrative procedures such as room checkouts and lockouts
- Carry your University of Guelph student identification with you

WE ASK THAT YOU:

- Obtain content insurance to safeguard belongings
- Work together to keep our communities safe. When things happen in the community that threaten it, help hold others accountable or ask for help from Residence Life Staff, Desk Staff, Campus Safety or Police.

ADMINISTRATIVE FEES

Residents must check out of residence as per guidelines outlined by Student Housing Services.

The following are fees that may be applied:

- Improper Checkout \$125.00
- Lock Change \$75.00
- Abandoned Property Removal \$25.00
- Key Sign Out (after 3 per semester) \$5.00
- Late Extension Requests \$20.00
- Late Key RETURN \$20.00

Fees are not inclusive of all fees that may be applied. Additional fees and administrative policies are available on our website.

ALCOHOL, CANNABIS & DRUGS

Any conduct or behaviour related to alcohol, cannabis, or illegal drugs that threatens the safety or well-being of oneself or others is prohibited. You can read more by following these links: [Alcohol Policy](#) and [Cannabis Policy](#).

ALCOHOL

ALCOHOL CONSUMPTION-ORIENTATION WEEK

Residence is alcohol-free throughout Orientation Week. All residence students are not permitted to be in possession of, consume, or be under the influence of alcohol.

ALCOHOL PARAPHERNALIA

Drinking accessories such as funnels, brewing equipment and drinking hats are not permitted in residence.

BEER BOTTLES

Beer Bottles is defined as a glass container that contains any alcoholic beverage considered to be a beer, lager, malt liquor, cider, or ale. Beer bottles have proven to be a safety hazard in residence due to broken glass. Consequently, Student Housing Services maintains a “no beer bottle” policy.

OPEN ALCOHOL*

Residence students of legal age may consume alcohol in private and designated areas only. Alcohol consumption is prohibited on street level, residence desk areas, lobbies, foyers, elevators, stairwells, hallways, washrooms and common rooms/lounges. Alcohol must be transported in a closed container.

PROMOTION OF ALCOHOL CULTURE

Drinking Games and other activities that result in the swift or high-volume consumption of alcohol are prohibited in residence. Possession or consumption from ‘common source’ alcohol or large volume alcohol container is also prohibited. Large volume container is defined as a container holding more than 500ml of beer in a single container or 750ml/26 ounces of any other type of alcohol, including, but not limited to wines and spirits.

PARTIES OR SOCIAL GATHERINGS

Residents are not permitted to host or advertise an organized or spontaneous party in residence.

A party is defined as any social gathering over and above the maximum capacity of a residence room that meets one or both of the following criteria:

- Alcohol is being consumed as one of the primary activities;
- Music is a major part of the atmosphere and is too loud to be considered background music.

UNDERAGE ALCOHOL POSSESSION/USE *

Students must abide by all Federal, Provincial legislation and University policies. The legal drinking age is 19 years of age.

CANNABIS

CANNABIS CONSUMPTION – ORIENTATION WEEK:

Cannabis Consumption - Orientation Week - Residence is cannabis free during orientation week. All residence students are not permitted to be in possession of, consume, or be under the influence of cannabis.

UNCONSEALED CANNABIS

The possession of cannabis is restricted to bedrooms and suites. Cannabis is not permitted on street level, residence desk areas, lobbies, foyers, elevators, stairwells, hallways, washrooms and common rooms/lounges. Cannabis must be stored in its original packaging or an air-tight container.

UNDERAGE CANNABIS POSSESSION/USE

Students must abide by all Federal, Provincial legislation and University policies. The legal age to possess or use cannabis and any by-products is 19 years of age. The following is not permitted in residence:

- The smoking of cannabis in residence or on University of Guelph-Ridgetown Campus property
- The possession of cannabis seeds or plants
- Making edibles in residence. You may possess and use edibles if they are acquired legally and you are of legal age.
- Possessing more than 30g of legally acquired dried cannabis, or the equivalent in oils or edibles.

ILLEGAL DRUGS AND SUBSTANCES *

Students are prohibited from possessing, using or trafficking drugs in residence which are in contravention of the Controlled Drugs and Substance Act. Possession of drugs in quantities that are deemed to be significant (i.e. not for personal use) or unexplainable by medical documentation are strictly prohibited. Circumstances that lead to drug suspicion will prompt an investigation from the Residence Life Staff or Police. Drug suspicion is defined as specific and direct observations regarding the physical surroundings or the behaviour, speech, or smell of an illegal drug.

GUESTS

Due to the impacts of COVID-19 and the changing government status' guests in residence will be subject to several restrictions. A guest is defined as any individual who does not reside in the building they are currently in.

The guest policy will be phased in three different stages, which are outlined below. The decision to move between phases will be made by the Manger of Student Experience, or their designate, in consultation with the below agencies and communicated in writing to all current residents. The decision to move from one phase to another will be dependent on:

- Current government guidelines
- Guidance from Chatham Kent Public Health
- The state of COVID-19 in our residence buildings
- University of Guelph Policies and Procedures
- Other unanticipated circumstances

Stage 1 – No Guests

Beginning in late August when buildings begin to become occupied, there will be a no guest policy in place. This will extend throughout Orientation week, into September, and possibly beyond.

SHS traditionally has a no guest policy in place every year during Orientation week to support the development of relationships amongst students where they will be living. The extension of the no guest policy into September and possibly beyond will allow all buildings to acclimatize to residence living while monitoring the health and safety of our communities.

Stage 2 – On-Campus Guests

Guests will be permitted from on-campus only. Only other students registered with the University of Guelph- Ridgetown Campus are permitted. On-campus guests must be with their host at all times. Hosts must register all on-campus guests and will be permitted to have 1 on-campus guest/day. More information on how to register your on-campus guest can be found on our Guest Registration page.

Stage 3 – Off-Campus Guests

Guest permissions will extend to individuals off-campus, provided the guest has not been previously banned from residence. Hosts must register all guests and will be permitted to have 1 guest at a time.

RESPECT

Behaviour that interferes with a resident's right to study, sleep, and learn or is a nuisance to the surrounding community is not permitted.

NOT COOPERATING WITH STAFF

Failing to follow the directions or instructions of Residence Life Staff or University employees who are acting within the scope of their position (i.e. compliance with verbal/written requests, providing proper ID and providing information to staff) is not permitted.

GAMBLING

Participating in and/or running gaming-related events (when there is an exchange of money) is not permitted in residence. This includes but is not limited to, poker nights, hockey pools, and raffles/draws/bingo.

NOISE

An individual's right to reasonable quiet supersedes another's desire to make noise. Unless otherwise advised, Quiet Hours are observed in residence at minimum from:

- Sunday to Thursday: 11:00 p.m. to 8:00 a.m.
- Friday & Saturday Evenings: 1:00 a.m. to 8:00 a.m.
- Final exam periods: 23 hours a day

Residents are expected to modify use of an area (e.g.. outdoor basketball court, lounges, crossroads) during quiet hours to avoid study interference. High levels of bass or music from speakers or other equipment is prohibited at all times. Weekend Quiet Hours may be adjusted in relation to major midterms. Consideration Hours are in effect 24 hours a day, 7 days a week.

PHYSICALLY ACTIVE GAMES OR ACTIVITIES IN RESIDENCE

Students are not permitted to participate in potentially destructive activities that may cause personal injuries and/or property damage (i.e. sports played indoors, using inline skates, bicycles, skateboards, or hoverboards within residence or running in the hallways).

RESPONSIBLE BEHAVIOUR

Actions that adversely affect oneself or others, or have the potential to, as a result of not adhering to the RCLS. This includes failing to remove yourself from a situation that in and of itself contravenes the RCLS, violating a condition from a previous violation (eg. guest probation, posting, etc.), or engaging in behaviour related to a COVID-19 expectation (e.g. failing to wear a face covering).

PRANKS

Initiating, supporting, or participating in pranks that are inappropriate, disruptive, offensive, and/or damaging are prohibited.

FIRE SAFETY

Behaviour that endangers the safety of others (ie. tampering with a smoke detector, not evacuating during a fire alarm) is prohibited.

FAILURE TO EVACUATE

All students and guests are required to evacuate the building immediately after the alarm sounds.

FLAMMABLE MATERIALS

The use or possession of explosive or flammable material is not permitted in residence buildings (i.e. fireworks and propane/gasoline tanks).

FIRE SAFETY EQUIPMENT & FIRES *

Discharging, tampering with or operating any fire prevention or detection equipment for any purpose other than the control of fire is strictly prohibited. Such equipment includes fire extinguishers, pull stations, alarms and smoke and heat detectors. Tampering with fire safety equipment will typically result in a \$500 fine and/or eviction. Any negligent or intentional fires started by any person can lead to a resident's eviction.

SMOKING*

Our campus community is tobacco and smoke-free. Use of e-cigarettes, vaping, or use of any tobacco products (e.g. chew, dip, shisha, etc) is not permitted in residence or on campus. [FULL POLICY](#)

SAFETY & SECURITY

Behaviour that jeopardizes or has the potential to jeopardize the safety & security of oneself, others or a residence community is prohibited.

DOOR PROPPING & INAPPROPRIATE USE

Any attempt to prop exterior residence doors or tamper with perimeter equipment doors is not permitted. Students are expected to abide by the access hours/restricted use signs posted on exterior residence doors and use main doors for entry and exit.

RESTRICTED OR UNAUTHORIZED AREAS

Residents are not permitted in restricted or unauthorized areas (except in emergencies). For example, students found on a roof, restricted balconies, tunnels, attics, or another resident's room may be evicted.

UNAUTHORIZED KEY POSSESSION/USE

Residents are not permitted to copy, lend or be in the possession of unauthorized keys, fobs, or student IDs.

THEFT

Possession of another person's or University property without permission is prohibited.

WEAPONS

Firearms or any other weapons or items that are created or intended to cause harm, could be seen as intimidating, or mistaken for a weapon are strictly prohibited. Examples include, but are not limited to, restricted weapons, fencing foils, ceremonial or decorative swords, airsoft guns and paintball guns.

DIGNITY & INTEGRITY

Behaviour that has the potential to or causes bodily harm, interference, fear or intimidation is not permitted. [FULL POLICY](#)

CIVILITY

Residents must not intimidate, interfere with, threaten or otherwise obstruct any person, including Residence Life Staff.

DISCRIMINATION

Any conduct that results in the adverse treatment of an individual or group based on race, gender, origin, religion, age, sexual orientation, ability or other human right protected grounds, is strictly prohibited.

HATE ACTIVITY

Any comments or actions against a person or group motivated by bias, prejudice or hate based on any individual right or protection (e.g. race, ancestry, religion, sex, age, marital status etc..) is prohibited within residence. This includes but is not limited to, hate crime, hate propaganda, telephone/electronic communications promoting hate, and the display of hate through any notice, poster, sign, symbol or emblem.

HARASSMENT

Any attention or conduct (oral, written, virtual, or physical) by an individual/ group who knows or ought to reasonably know that such attention or conduct is unwelcome, unwanted, offensive or intimidating is not permitted. This includes, but is not limited to, bullying, hazing, or racial slurs.

GRAPHIC MATERIALS

Displaying pornographic or graphic material in public areas, common areas, or where it is visible to the residence community or public is prohibited.

SEXUAL VIOLENCE

Sexual Violence is any sexual 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, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, and sexual exploitation. Any form of Sexual Violence will not be tolerated within residence and can face severe consequences such as eviction.

VIOLENCE

Physical aggression (consensual or not) will not be tolerated. Residents are strongly encouraged to vacate the premises and call for assistance when encountering violent situations. Any student who engages in physically aggressive behaviour, regardless of the intention, can face severe consequences such as eviction.

BUILDING CARE

Actions that have the potential to cause damage to a residence building or compromise services provided by Student Housing Services are not permitted.

CLEANLINESS STANDARDS

Students are expected to keep their rooms/units and shared living areas clean and at a standard acceptable to Student Housing Services to avoid issues such as pests, bed bugs, and irritants to others. Removing garbage in a timely fashion and cleaning up after oneself is expected.

EQUIPMENT STORAGE

Students are not to store any personal belongings or room property in common/shared living areas (i.e. bicycles, hockey equipment, musical instruments or items of furniture)

PETS

Pets are not permitted in residence with the exception of non-dangerous fish in small aquaria (less than 4 litres) and service animals that have been approved by the Manager of Student Experience. More information about service animals in residence can be found [here](#).

POSTERING & DECORATING

Residents are permitted to poster/decorate in designated areas provided it is in accordance with the SHS Poster Policy.

PROPERTY DAMAGE

Acts of vandalism are prohibited in residence. Students are encouraged to come forward with information when accidental or intentional damage to property occurs.

PROHIBITED ITEMS & USE

Lit candles/incense, air conditioning units, hoverboards and halogen lamps are not permitted. Students who require candles/incense for religious purposes should contact rchousing@uoguelph.ca. Electrical or other cooking appliances (e.g. toasters, hot plates, kettles, coffee machines, etc.) are permitted only in areas with approved kitchen facilities. Prohibited items may be confiscated.

REMOVAL OF STUDENT HOUSING PROPERTY

Removing, unbolting, and/or relocating furniture or other items from lounges, residence rooms, dining areas and other common living areas is not permitted.

SOLICITATION

Residents are not permitted to use any space or service in residence for commercial purposes (i.e. profit-driven activities, promoting goods or services and/or hosting events which are intended to promote/sell goods).

TELECOMMUNICATIONS & PIRACY

Students are to comply with the University's Acceptable Use Policy. Residents shall not run or install personal routers, wires, cables or other electronic connections between rooms, in hallways or outside buildings between windows.

PROCESS

PROCESS

WHAT HAPPENS IF I VIOLATE RESIDENCE COMMUNITY LIVING STANDARD?

WE'LL TALK WITH YOU - In most cases when there is behaviour that may not comply with the RCLS you will be approached by one of our Residence Life Staff. They will talk with you about the problematic behaviour (i.e. if your music is too loud) and ask you to make adjustments so that your behaviour isn't impacting others in a negative way.

WE WORK TO FIND A RESOLUTION - If the situation is resolved quickly and readily then the RLS may just say THANKS! In some cases, the Residence Life Staff will need to ensure that the behaviour stops, you understand how others may have been impacted, and there is agreement from you that it will not continue in the future. In these situations, the Residence Life Staff will work with you to develop a resolution and will then summarize the conversation as a Community Resolution which you will receive via your University of Guelph email account. If this attempt fails or the situation cannot be readily resolved, then the RLS will complete an Incident Report.

HOW ARE MOST THINGS RESOLVED IN RESIDENCE?

Restorative Approach

Our Restorative Approach in Residence

Q. What is a restorative approach?

The idea of a restorative approach is to “make things right.” We all make mistakes, and sometimes people are harmed by our mistakes.

When that happens, our primary goal is to help you learn from your experiences, to see how your behaviour affected others, and to look for ways to resolve the problems. We’ll talk to you about what happened, how others might have been harmed, and how things can be made right so your relationship with the community can be rebuilt.

Q. Are all issues handled with a restorative approach?

Although this is our primary goal, there are times when a restorative approach may be complimented with educational and developmental strategies such as attending an educational seminar or completing an online workshop. In some situations, a more punitive approach may also be used in accordance with campus procedures.

Q. What is a circle?

A circle is the name for one process that can be used when there is a community concern or to response to harm. The students who were harmed or affected by an incident (or ongoing behaviours) will gather with those who were responsible and the RLS facilitators. There will be a discussion to find a resolution that works for the entire group.

Q. Why restorative for residences?

Research shows that these restorative practices work well in university residences; students learn from them and are much less likely to engage in negative behaviours again afterwards. The emphasis on restoring community relationships helps because students will need to go on living, working and studying in the community.

This approach also recognizes that starting at university can be a stressful and challenging time for many students, and gives more opportunities to learn.

WHAT IS A COMMUNITY RESOLUTION?

A Community Resolution (CR) is a type of documentation that Residence Life Staff will complete when a violation of the RCLS occurs that is easily resolvable. For a CR to be completed, the following must take place: the situation is easily resolvable, you take responsibility for the behaviour involved, and are not overly intoxicated. The CR is then e-mailed to you to identify the RCLS violation and summarize the interaction with RLS. Any violation that compromises the health and safety of others is not eligible for a CR. Students who have received multiple CRs in an academic year will have all future incidents documented as an Incident Report. If you wish to speak about the CR you received, please contact your Residence Life Manager.

WHAT IS AN INCIDENT REPORT?

There are situations that the Residence Life Staff cannot resolve quickly as they require more time, information, or support. For these incidents, the Residence Life Staff will document the facts in an Incident Report (IR). An Incident Report is then reviewed, typically by a member of Residence Life

Management Team, e-mailed to your UofG account and may result in a meeting to discuss the documentation.

MEETING WITH THE STUDENT LIFE COORDINATOR

Receiving an IR does not automatically mean you are responsible for the behaviour listed. Upon reviewing the facts documented in an Incident Report, a meeting may be requested (by either party), or further information may be gathered. You are always encouraged to express your point of view. A meeting is typically used to discuss what happened, investigate any discrepancies, and talk about who was impacted and how to move forward.

YOUR OPINION MATTERS

It is important you have the opportunity to have a voice in the conduct process and feel heard. We encourage all students to attend meetings about their behaviour in residence. However, if you choose not to share your perspective then a decision will be made about your involvement and potential outcomes without your input.

AM I NOTIFIED IN WRITING WHEN AN RCLS IS VIOLATED?

Yes, you will receive an e-mail to communicate Community Resolutions, Incident Reports, and any decisions to your University of Guelph email account.

APPEALS & FAQS

If you have been found in violation of the Residence Community Living Standards (RCLS), and you disagree with this finding, you have the right to appeal.

Your appeal must be submitted within three (3) business days of receiving the decision letter to rhousing@uoguelph.ca. Appeals must be based on the appeal grounds noted below and include an appeal statement and original outcome letter/agreement when submitted.

Appeal grounds:

1. A lack of procedural fairness which impacted the outcome of the decision.
2. The outcome is unreasonable given the behaviour involved.
3. New information has come to light that was unavailable at the time of the original decision.

Once submitted, the appeal will go to the Manager of Student Experience for review and could be forwarded to an Administrator for review of the original decision. Alternatively, you may choose to explore Alternative Dispute Resolution with the Manager of Student Experience.

Please note, if you are appealing on-notice status as an outcome and have not met with your Student Life Coordinator yet, please contact them to book a meeting to review the case. Their contact information can be found at the bottom of the letter you received. A formal appeal is only required if you are still not satisfied with the Student Life Coordinator decision after you have met with them.

PERSONAL SAFETY IN RESIDENCE

There are a number of systems and resources within residence that support your personal safety, some of which are listed below:

- Front Desk Staff help to ensure guests of residents are registered
- Emergency phones are located on each floor
- You will receive a card holder on move in day for your ID with important numbers
- Residence Life Staff and Security conduct nightly rounds of each residence
- Exterior doors are alarmed and have fob access
- Residence Life Staff facilitate bystander awareness and education
- Your room location is never released without your permission
- Residence Life and Desk Services staff are available should you need assistance or have any questions

Keep you and your things safe by following a few tips!

- Report any suspicious activity to the Front Desk
- Never prop doors open or leave doors unlocked
- Don't let others come in to residence behind you if you don't know them
- Get content insurance for your belongings
- Do not leave valuables in sight and unsecure
- Follow all instructions from Residence Life Staff and Emergency Response Staff during a fire alarm or other emergency
- Report any behaviour from others that makes you feel uncomfortable or uneasy
- Do not lend or loan keys, fobs or ID
- Register your guests online or at the desk.