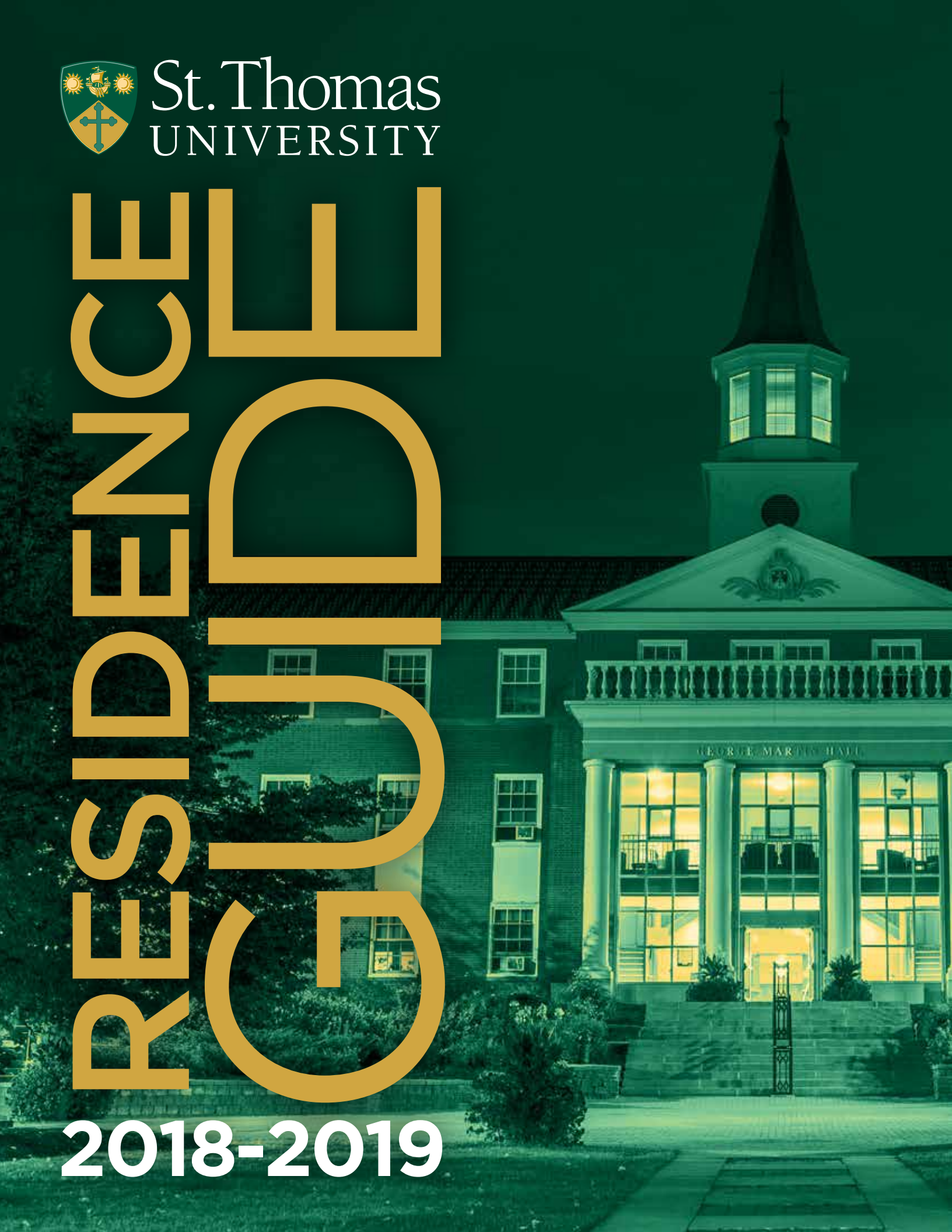




St. Thomas  
UNIVERSITY

# WELL BEING RESIDUAL

2018-2019



<b>WELCOME</b> .....	<b>3</b>	<b>APPEAL PROCESS</b> .....	<b>17</b>
<b>OUR VALUES</b> .....	<b>3</b>	• Right to Appeal .....	17
<b>RESIDENCE LIFE TEAM</b> .....	<b>4</b>	• Residence Council Decision Making .....	17
• Residence Life Office .....	4	<b>SAFETY AND EMERGENCY PROCEDURES</b> .....	<b>18</b>
• Residence Life Student Staff Team .....	4	• Health and Safety .....	18
♦ Residence Manager .....	4	• Emergency Procedures .....	19
♦ Administrative Assistant for Enrolment Management/Student Services and Residence Life .....	4	• Emergency Contacts .....	19
♦ Residence Supervisors .....	4	• Residence Safety Tips .....	19
♦ Residence Coordinators (RCs) .....	4	<b>RESIDENCE FACILITIES, REPAIRS AND CLEANING</b> .....	<b>20</b>
♦ Resident Advisors (RAs) .....	4	• Reporting Repairs .....	20
<b>GET INVOLVED IN RESIDENCE AND ON CAMPUS</b> .....	<b>5</b>	• Room Inspections .....	20
• House Committee .....	5	• Cleaning Guidelines .....	20
• STU Cares - Day of Action .....	5	• Access to Rooms .....	20
• Peer Mentoring Program .....	5	<b>RESIDENCE SERVICES</b> .....	<b>21</b>
<b>LIVING WITH A ROOMMATE</b> .....	<b>6</b>	• Cafeteria Services .....	21
• Roommate Agreements .....	6	• Common Areas .....	22
• How to work through a roommate conflict .....	6	• Internet and Phone .....	22
• Room Change Requests .....	6	• Kitchen Facilities .....	22
<b>RESIDENCE COMMUNITY STANDARDS</b> .....	<b>7</b>	• Laundry Facilities .....	22
• Our Community Standard Philosophy .....	7	• Mail Delivery .....	22
• Rights and Responsibilities .....	7	• Parking .....	22
• Limits of Support .....	8	• Storage Areas .....	22
• Disclosure of Information .....	8	<b>UNDERSTANDING YOUR RESIDENCE AGREEMENT</b> .....	<b>23</b>
<b>INCIDENT MANAGEMENT PROCESS &amp; ACCOUNTABILITY</b> .....	<b>13</b>	• Residence Agreement .....	23
♦ Reporting .....	13	• Moving In .....	23
♦ Documentation .....	13	• Moving out .....	23
♦ Interviews .....	13	• Withdrawing .....	23
♦ Communication .....	13	• Room Assignments .....	24
♦ Confidentiality .....	13	• Room Changes .....	24
♦ Decision Making .....	13	• Damage Deposit .....	24
♦ Burden and Standard of Proof .....	13	• Eligibility for Readmission and Applying to Return to Residence .....	24
• Incident Management Principles: Perspective, Approach and Impact .....	14	<b>RELATED POLICIES</b> .....	<b>25</b>
♦ Consequence Based, Developmental, and Restorative Incident Outcomes .....	15	• Student Non-Academic Misconduct Policy .....	25
♦ Temporary Relocation, Limits, and Eviction .....	16	• St. Thomas University Policy on Sexual Violence .....	25
♦ Late-Year Conduct/Special Circumstance Outcomes .....	16	• Policy on Cannabis .....	25

# WELCOME HOME!

Welcome to Residence Life at St. Thomas University! We are so excited that you have joined our community, and we want you to know that you matter here. It is our hope that your stay in residence becomes one of the most rewarding experiences of your university journey. Our goal is to provide you with a safe, comfortable living and learning environment in which you may grow as an individual and develop long lasting relationships. Our team is committed to providing you with learning opportunities outside of the classroom that will offer you personal and academic growth, and help ease your transition to university.

## OUR VALUES

The Residence Life team engages students and leaders in a vibrant community to enrich the student experience. To achieve this end, the Residence Life team embraces the following values guided by the knowledge and practices of the student services profession and St. Thomas University's mission and strategic directions.

**Diversity.** We value a community that is diverse, based on principles of equity, justice, and acceptance. We challenge community members to recognize the rights of all individuals to mutual respect and acceptance; and to embrace differences of race, culture, religion, creed, socio-economic background, gender, and sexual orientation, without biases. We value inclusion and intentionally offer opportunities that foster a friendly and welcoming community.

**Learning.** We value learning. We strive to encourage an environment where students and leaders can be inspired to practice critical thought and realize their intellectual potential. We develop an environment where academic and educational opportunities allow for personal and professional growth.

**Responsibility.** We strive to foster a culture of understanding and collective responsibility. In doing so, we challenge our students to understand the responsibilities of, and define, their own

citizenship. Residents are encouraged through supportive practices to be mindful of their impact on their community.

**Respect.** Respect self, respect others, and respect your surroundings. We believe these basic principles are essential for building meaningful connections and ensuring that the rights of others are not infringed. We strive to empower residents to take responsibility their behaviour, maintain balance, and take care of themselves.

**Quality.** We value consistent quality work in all aspects of residence life. We are committed to a friendly and helpful approach. Our exceptional work and leadership will assist and support students while fostering the needs of the ever-changing student.

**Wellness.** We value wellness. We strive to create a community that appreciates a balanced lifestyle, one that actively promotes the benefits and practice of safer mental and physical health to all of its members. With the recognition that students will use these skills outside of the residence community, we endeavour to develop strong individuals who are purposefully engaged in their own wellbeing.

This handbook provides a brief introduction to what you can expect from living in residence and the expectations of you as a community member. You'll find valuable information about living with roommates, safety procedures, policies, and contact information that will help guide you through your transition to residence life. As you begin your year with us, please know that the residence life team is always available to support you and help you solve problems that may arise. We look forward to getting to know you.

We hope that you enjoy your experience at St. Thomas University and that you will take advantage of all of the opportunities that living in residence provides.

Best wishes,  
The Residence Life Team

# THE RESIDENCE LIFE TEAM

## THE RESIDENCE LIFE OFFICE (RLO)

The RLO is located on the third floor of George Martin Hall, Room 303. Residence Life staff oversee the operation and management of the residence community.

If you have any questions or concerns about your residence experience please do not hesitate to contact the RLO. You are welcome to drop in with questions, or make an appointment to speak with someone. We are all friendly and love speaking with students.

The RLO can be reached at:

Tel: (506) 452-0578

E-mail: [residencelife@stu.ca](mailto:residencelife@stu.ca)

The office is open Monday to Friday 8:30 a.m. - 4:30 p.m.

## RESIDENCE LIFE STAFF

The Residence Life staff is available to assist you with questions or concerns about Residence Life. The Residence Life staff team works hard to create a student focused residence community.

We strive to provide high quality service to all residents, and are committed to providing opportunities for personal growth and development. Here is a list of some of the people who will be important to you during your time in residence.

### RESIDENCE MANAGER

The Residence Manager oversees the residence operations to ensure that the residence experience is positive for all students. The Manager is responsible for providing leadership and strategic direction to the organization and ensuring that residence life contributes to the success of students while at St. Thomas University.

Matt Sprague • [matsprag@stu.ca](mailto:matsprag@stu.ca) • 506-452-0648

### ADMINISTRATIVE ASSISTANT FOR ENROLMENT MANAGEMENT/STUDENT SERVICES AND RESIDENCE LIFE

The Administrative Assistant is a key member of our team responsible for the organization and assignment of residence rooms, and roommates. They also provide referrals to student services and coordinating appointments. The Administrative Assistant works to support the RLO by providing clerical and administrative support related to community development, communication, and residence processes.

Sarah Calhoun • [residencelife@stu.ca](mailto:residencelife@stu.ca) • 506-452-0578

### RESIDENCE SUPERVISORS

Residence Supervisors are full-time staff members who live in the Residence Communities. They have extensive training and experience in residence life and working with university students. They directly supervise the Residence Advisors, Residence Coordinators and mentor the House Committees. Additionally, they work with students in their assigned residence community to uphold the

Residence Community Living Standards, develop a community atmosphere, and are available to assist with issues as they arise.

Megan Lawlor • [Lawlor@stu.ca](mailto:Lawlor@stu.ca) • (506) 460-0314

### RESIDENCE COORDINATORS

There is one residence coordinator (RC) in each residence. The residence coordinator is a senior student who lives in residence and leads the residence advisor team. Their primary goal is to ensure an environment conducive to positive community living and academic success.

### RESIDENCE ADVISORS

Each house has a team of residence advisors (RAs). Each floor/wing has a residence advisor, who will be the “go-to” person for your floor. These individuals are trained student-staff working to promote positive community environment.

Your RA should be the first person you contact if you:

- have a question or concern about living in residence
- need help approaching a roommate about an issue
- need guidance on how to deal with a problem
- want to get involved in lots of fun activities in residence

RAs are also available to provide conflict mediation/resolution, crisis intervention or a safe space to talk should you ever need it. They also organize and host programs and events throughout the year that help connect you with other people in your area, reduce stress and facilitate learning. RAs work to uphold the Community Standards within their house, addressing incidents in the moment and following up on behavioural and community concerns that are brought to the attention of Residence Life Office. Every night, there is a residence advisor on duty that will perform regular walks around their residence hall to ensure the safety and well-being of the residents.



# GET INVOLVED IN RESIDENCE AND ON CAMPUS

**There are many ways to get involved in your residence community, make a difference, and develop your leadership skills.**

## Advantages of Getting Involved

There are lots of ways to get involved in the residence community. By taking part in programming you can expect to:

- Meet new and exciting people
- Take part in what's happening in your community and on campus
- Make lifelong friends
- Challenge yourself
- Build your résumé and establish important references
- Discover, expand and fulfill your passions
- Connect with successful students who share your interests
- Live an exciting, fun and active student life
- Build great experience for scholarships and bursaries
- Be a mentor and role model to students in your community
- See your input make a difference in your school and community
- Meet students from other schools and student organizations

## HOUSE COMMITTEE

Each building has House Committees comprised of elected student leaders responsible for holding events, representing the house and community building. This committee holds various events to encourage positive residence spirit and create a social and welcoming community. This committee generally consists of a president, two vice-presidents, a treasurer, a secretary, a sports & nutrition representative, a social representative, a first-year representative, and a representative for each wings/floors. Elections will take place in the fall for any vacant positions. They are always looking for volunteers and support so keep an eye out for advertisements on how to get involved.

## House Committee Email Addresses

VanierHC@stu.ca  
RigbyHC@stu.ca

HarringtonHC@stu.ca  
HolyCrossHC@stu.ca

## Joining the Residence Life Staff

If you're interested in returning to residence for another year, consider joining our Residence Life Staff as an RA or RC – Hiring information will be made available by December.



# LIVING WITH A ROOMMATE

Living in residence can be a great deal of fun – some of the best friends you’ll ever meet might be living down the hall from you. At the same time it can be stressful to live in close proximity to a large number of people – especially strangers – and there is potential to run into conflict with some of the people on your floor. However, how you chose to handle these situations will determine whether this will be a positive experience or a negative one.

## ROOMMATE AGREEMENTS

Whether you have known your roommate for years, or they are someone you are getting ready to meet, living with someone is a totally new experience. A roommate agreement can be used to start conversations with your roommate(s) around your personal habits, needs, and wants related to your shared space. It is a written agreement used to help you set guidelines for the environment you live in based on respect for each other.

All double occupied rooms will be asked to complete a roommate agreement during their first week in residence. All parties should respect the terms of the agreement; should changes need to be made, all roommates should sit down again and renegotiate the agreement. The needs of all roommates should be considered and addressed. However, this does not mean you will get everything you want. In most situations compromises will need to occur when sharing a space.

## HOW TO WORK THROUGH AND DEAL WITH ROOMMATE CONFLICT

It is very important to communicate needs clearly and openly when in the midst of a conflict. Living with someone will always have its ups and downs and sometimes a situation is not easily solved.

We encourage you to take the following steps to resolve a roommate conflict:

- Should a conflict arise, roommates must first openly and respectfully discuss the subject of conflict and attempt to reach a mutually agreeable compromise, revisit your roommate agreement and make changes as necessary.
- If the conflict cannot be solved by the individual roommates, the residents must seek out the consultation of their Residence Advisor. The Residence Advisor can step in at this time and conduct a ‘roommate mediation’ in an effort to resolve the conflict.
- Finally, if the conflict still remains unsolved the Residence Advisor will consult with a professional residence life team member to discuss options to resolve the situation.

Residents should note that a room change is the ‘last-resort’ response to a conflict situation and will not take place until all other avenues of response have been attempted.

## ROOM CHANGE REQUESTS

Room changes are not made during the first three weeks of a term. After this period, room changes may be requested, although as a last resource only. All Residence Advisors are trained in mediating conflict and mediation must take place before a room change will be considered. Room Change Request Forms are available from the Residence Life Office.

All room changes must be approved by the Residence Life Office and residents will be charged a \$35.00 Room Change Fee per person for approved changes that take place during the academic year. Room checks are required every time a resident changes rooms and are completed by the Residence Advisor/Residence Coordinator. For more details see a Residence Advisor. Any unauthorized room changes may result in disciplinary action.

# RESIDENCE COMMUNITY STANDARDS & REGULATIONS

## OUR COMMUNITY STANDARD PHILOSOPHY

The Residence Life team strives to educate residents about the responsibilities and opportunities of living in a community on campus. We provide residents with numerous opportunities for collaborative leadership development, personal development, academic support and fun. Each of our programs, activities and events are thoughtfully planned with the hope of helping residents learn more about themselves and others. Our purpose is simple. We are working to develop an educational based residence community in which:

- Residents feel safe, secure and comfortable in their community
- Residents are encouraged to embrace the concepts of community development and lifelong learning
- Residents develop a sense of responsibility to the people in the community in which they live and eventually want to contribute back to that community
- Residents respect and accept the diversity that every person brings to the community
- Residents can have fun while learning and growing
- In order to create this type of community, we need individuals who believe in these goals to support and assist residence staff to create this type of learning environment.

## RESIDENCE RIGHTS, PRIVILEGES AND RESPONSIBILITIES

The well-being of the Residence community rests on the balance of the community's ability to respect the needs of the individual, and the individual's ability to respect the needs of the community. Residence Life Staff work with residents to create communities based upon mutual respect and personal development. This is best achieved when every individual is aware of their rights and the accompanying responsibilities shared by all. The following guiding principles describe your rights, privileges, and accompanying responsibilities as a resident within the Residence community:

GUIDELINES	RIGHTS	RESPONSIBILITIES
Safety	You have the right to an environment that is safe.	You have the responsibility to not engage in activities that could be harmful to the health and safety of those in your community.
Clarity of Standards	You have the right to expect that the Community Standards as outlined in this handbook and in the Residence Agreement are clear	You have the responsibility to know the Community Standards and ask questions if you do not understand them
Respect & Dignity	You have the right to live in an environment free of harassment and intimidation and be treated with respect and dignity.	You have the responsibility to refrain from actions of harassment and intimidation and treat others with respect and dignity. This also means speaking up when you are aware of acts of harassment, intimidation or see others being treated with a lack of respect and dignity.
Fairness & Support	You have the right to expect fair and consistent service from Residence Life Staff.  You have the right to be heard and access support services through the appropriate campus resources.	You have the responsibility to be responsive and cooperative in all dealings with University Staff members following applicable processes, and to respond to their requests (including email correspondence) in a timely manner
Community Living	You have the right to enjoy all the of benefits of living in Residence including those related to academics, convenience, social activities, opportunities and resources;	You have the responsibility to contribute to the community in a positive way and be familiar with the high expectations for living held by your community.

<b>GUIDELINES</b>	<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
Cleanliness	You have a right to a living space that is clean and kept in good condition	You have the responsibility to assist in the upkeep of common areas by not leaving garbage or dishes in lounges or common areas, by using appropriate disposal and recycling receptacles, and to keep your own room clean and in good condition
Reasonable Quiet	You have the right to live in an environment conducive to sleep and study	You have the responsibility to follow the standards regarding quiet hours and to always be considerate of others even when quiet hours are not in place (these are called consideration hours)
Autonomy in Managing Personal Health	You have the right to manage your own health and wellness	You have the responsibility to work with Residence staff and health providers to ensure your personal physical and/or mental health does not negatively impact the residence community or yourself
Consideration	You have the right to enjoy your living space with consideration for and from your roommate(s), and others living around you	You have the responsibility to consider the needs of your community and roommate, and to engage in the outlining of reasonable expectations in your shared living space
Reasonable Privacy	You have the right to a reasonable amount of privacy and the safety and respect of your possessions;	You have the responsibility to take all necessary means to maintain the security of your community including upholding the integrity of access points to your community and locking up valuables.
Legal Rights	You retain your legal rights as a member of the Residence community.	You have a responsibility to abide by and be familiar with all Federal, Provincial and Municipal laws and regulations in addition to the College's own policies

<b>GUIDELINES</b>	<b>PRIVILEGES</b>	<b>RESPONSIBILITIES</b>
Housing	You have the privilege of having housing on campus	You have the responsibility to respect the Community Standards and live within their guidelines in order to maintain this privilege
Guests	You have the privilege of having guests visit you in residence	You have the responsibility to (a) ensure that you have the permission of your roommates to host the guest, and (b) ensure that your guest(s) respect and abide by the Residence Community Standards, University policies, and the law

## LIMITS OF SUPPORT

When a resident exhibits unacceptable behaviour and/or psychological needs, beyond the scope and expertise of what may reasonably be provided by the Residence Life Office, accommodation will be made in consultation with the resident and other relevant Student Services, including the Student At Risk Team (SART). Where the behaviour and/or needs cannot be accommodated because it is deemed that continued occupancy could place the individual or other residents at risk, the Residence Life Office may take action that can include, but will not be limited to:

- Relocation to another residence;
- Termination of the Residence Agreement and/or,
- Restriction of future application to Residence.

Relocation; Termination; or Restriction of Application will only occur when other accommodations have been unsuccessful or where the severity of the behaviour demands immediate response. Termination will be implemented only after a review and referral process is completed for each case by the Residence Life Manager.

## DISCLOSURE OF INFORMATION

The Residence Life staff are restricted from providing any information regarding Residents to third parties (including parents and/or guardians). Room numbers, addresses, phone numbers, account balances, student conduct history, grades, etc., are all considered private information under the Right to Information and Protection of Privacy Act (RTIPPA), and cannot be released without a resident's written permission. RTIPPA applies to all students, regardless of their age status as a minor.



Under RTIPPA it should be noted that in circumstances where the Residence Life Staff have extraordinary concern(s) about a student's wellness and where the student is unable to make informed decisions and/or there is a legitimate concern about a student's safety or the safety of the broader community, staff can elect to contact a student's parents/guardian/emergency contact without their consent. Support in making the appropriate decisions regarding when to contact a third party without a student's consent will typically be done in consultation with the University's Student At-Risk Team (SART) and with the Director of Student Services, Residence Life.

## **RESIDENCE COMMUNITY LIVING STANDARDS AND REGULATIONS**

St Thomas University's Residence Community Living Standards (RCLS) are a set of community values, expectations, and policies for all students and staff living and working in residence. The RCLS has been developed for the residence community in consultation with residence students. All residents and staff are expected to uphold the RCLS.

The following section provides an overview of most of the RCLS and regulations; it does not fully cover all of them in detail. Failure to comply may result in disciplinary action. Please note that since circumstances are not always categorically defined, some situations may be left to the discretion of the Residence Life Staff.

In working with students, residence staff emphasize student development and accountability for one's own actions and/or behaviour; therefore, anger, alcohol, or substance abuse will not be acceptable as a reason or rationale for behaviour that does not uphold the RCLS.

All students residing in St. Thomas University residences are responsible for abiding by all federal and provincial laws, the human rights codes of New Brunswick and Canada, all city by-laws, the residence agreement and all other university policies and procedures.

Residence students will be held accountable for any actions that are not deemed appropriate by university and residence policies. Please note that all residence outcomes, policies, and procedures are separate from any criminal charges, and a student who is held responsible for actions taken that contravene a law of the land, may face charges outside of the residence environment.

### **ADMINISTRATION OF THE RCLS**

Should a resident conduct themselves in a way that is contrary to the RCLS and/or their actions or behaviour has a negative impact on our residence community the Incident Management Process is followed.

### **RESIDENCE SPACES AND USE**

#### **Balconies**

For the protection of all students, no items may be thrown over, stored, or hung from the balconies; this includes chairs, bottles or garbage. Students should not congregate on balconies and smoking or drinking while on balconies is not permitted.

#### **Bicycles**

For fire and safety reasons, bicycles are not allowed inside the residence halls at any time for any reason, except locked in the storage room. Bicycles can also be locked outside.

#### **Damage to Property**

Damage to property other than your own is prohibited and may result in disciplinary action and the cost of replacement/repair of damaged property. A pricing list is available at the Residence Life Office if requested. Repairs must be made by the Facilities Management team.

#### **Garbage**

Each resident is responsible for the disposal of garbage from his/her room. There are designated disposal sites at each residence for garbage. Please tie and place bagged garbage at the designated site. Room garbage is not to be left in common areas, lounges, or washrooms.

#### **Recyclables**

Any bottles or cans that are recyclable are to be rinsed and placed in the designated storage area in your residence. For instructions as to where, when, how, etc., please see your House Committee.

#### **Removal of University Property**

Removing furniture or property from lounges and other common areas is not permitted. Taking university property out of residence areas is disrespectful to the community and may result in disciplinary sanctions. Please do not remove furniture from your room as you will be held responsible for any missing items at the year-end. Also signs, posters, etc. are considered University property and must not be removed.

### **Small Appliances**

Small appliances without open elements, such as bar fridges, keurigs, kettles and microwaves, are permitted in rooms as long as they do not pose a safety hazard. Other items which are not permitted include candles, incense and open-element appliances such as toasters. When in doubt, seek the advice of the Residence Life Team.

### **Windows/Screens**

Hanging objects from the inside or outside of windows is not permitted. Objects may be hung in front of windows only if they do not interfere with the blinds provided by the University. For security reasons, window screens are not to be removed or opened.

### **Snow Removal**

St. Thomas University facilities is responsible for snow removal. Snow removal, although at times a disturbance, must be completed and therefore can be expected following a snowfall. During times of heavy snowfall, we ask that you move your vehicle to a clear area of the parking lot to allow for proper snow removal. Windsor Street Residence are responsible for their own snow removal.

## **SAFETY AND SECURITY**

### **Dangerous Activity**

Activities which are considered dangerous or potentially harmful to any person, including the resident engaging in the activity, are prohibited. These activities include, but are not limited to, breaking glass, dangerous horseplay, climbing in/out of residence windows, setting off fireworks, etc. Engaging in dangerous activity may result in disciplinary action.

### **Fire Safety and Regulations**

The floors of all residence buildings are equipped with manual fire alarm pull stations as well as an automatic smoke detector system. In the event of a fire alarm, all residents and guests must exit the building promptly and remain outside of the building until informed by a Fire Department representative, Security member or Residence Life team member that it is acceptable to return indoors. Failure to leave the building during a fire alarm can result in disciplinary action. House meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures. False, malicious or prank alarms will not be tolerated. All hallways/stairwells are to be kept clear at all times. Nothing is to be stored or temporarily placed in hallways or stairwells. Flags/posters are not permitted to hang from ceilings obstructing the smoke detector or sprinkler system and nothing is to be hung from the sprinkler system. No open flame/elements are permitted in residence. Tampering with fire equipment, including but not limited to smoke detectors, fire extinguishers, sprinklers and emergency exits, will result in disciplinary action.

### **Keys**

Residents are reminded to keep their keys with them at all times. In order to prevent thefts, it is also recommended that your door be kept locked. For security reasons keys must not be copied. If you are locked out of your room, please see the Residence Advisor on duty. A charge of \$1 or a non-perishable food item may be applied, all of which are donated to the Campus Ministry Food Bank. If you lose your keys, replacement keys can be bought at the Registrar's Office for \$25 each and picked up at the Facilities Management Office in Edmund Casey Hall Room 18.

### **Exterior Residence Doors**

For security purposes, propping exterior (outside) doors open is prohibited.

### **Open Flame**

Burning candles, incense or having any other open flame in residence is not permitted.

### **Throwing Objects**

Throwing, dropping, kicking or knocking objects from or towards residence buildings, windows, balconies or stairwells is prohibited and will result in disciplinary sanctions.

### **Violence**

There is zero-tolerance for written or verbal threats, physical aggression, violence and/or sexual assault at St. Thomas University. Anyone engaging in such behaviours in residence, on campus or electronically shall be subject to disciplinary action by appropriate officers of the University and/or the Committee on Student Conduct. Students may also be referred to police authorities.

### **Weapons**

Firearms, knives, explosives or other weapons are not permitted in residence. This includes weapons for "self-defense" purposes.

## COMMUNITY CARE

### Absence from University

In the event of a prolonged absence from classes, please notify the Registrar's Office at 452-0530 or registraroffice@stu.ca. If you will be missing several days of classes due to illness or family emergency, please notify the Registrar's Office. If for some reason you are unable to do this personally, give the message to your Residence Advisor and she or he will pass it along for you. You should notify your professors of any missed time.

### Attacks on Dignity

Activity (verbal, written, graphic, physical or otherwise) that is threatening, racist, sexist, homophobic, abusive or harassing (sexual or any other form of harassment) is prohibited and may result in disciplinary action and eviction from residence. Incidents of harassment should be reported. Ignorance, anger, alcohol or substance abuse will not be accepted as an excuse for conduct of this kind.

### Grade Point Average (GPA)

Requirements The minimum annual GPA for re-admission to residence and University is 2.0 in the current year. Students with GPAs that are below 2.0 may be re-admitted on probation. Further details are available by contacting the Residence Life Office.

### Guests in Residence

You are welcome to have guests in residence. Please inform guests of residence rules and escort them at all times. Keep in mind that residents are held accountable for the actions of their guests. Guests are to leave by midnight on weekdays and 2 a.m. on weekends unless signed in with a Residence Advisor. Lending your keys to a guest is prohibited. You may have overnight guests. Since most residents share accommodations with a roommate it is of utmost importance and respect for this person to have their permission prior to having an overnight guest. The stay of your guest may not be any longer than three consecutive days. A guest slip is available from your Residence Advisor. Once you've filled it out, your roommate must sign the slip and bring it to a Residence Advisor. Upon the Residence Advisor receiving verbal and written consent from your roommate you will receive a copy. Overnight guests are not permitted during 21 Quiet Hours. Guests (including parents) must be escorted by the resident.

### Music

To accommodate every resident and in keeping with the confines of respect for others, the following parameters are required: acceptable volume to limit sound to one's room, and volume with low bass level and earphones can be used when louder music is desired.

### Open Door Policy

Interior Residence Room Doors In order to help create a community, all residents are encouraged to keep their door ajar while they are in their room. The open door is an invitation to others to drop by and visit. Room doors must be closed during quiet hours. It is recommended that residents lock their doors when not in their room.

### Pets

Pets are not permitted except non-dangerous tropical fish kept in a small aquarium. Special permission may be granted for service animals.

### Quiet Hours

In order to accommodate an appropriate amount of study and sleep time, the residence community has specific quiet hours. During quiet hours, please keep your door closed and TVs and stereos turned down. It is the primary goal of residence to promote an academic community and quiet hours helps us to achieve this goal. Every member of the residence community is expected to work together and help each other to maintain quiet hours. Weekdays 10:00 p.m. until 10:00 a.m. Weekends 12:00 a.m. until 12:00 p.m. If you have any questions or concerns about the appropriate noise levels, please see your Residence Advisor/Residence Coordinator or the residents on your floor. It is this kind of consideration which enhances the residence community.

During exam periods, the residence community modifies quiet hours to reflect the need for extreme quiet so that study, sleep and relaxation may be priorities. Moderate noise will be permitted between 4 and 7 p.m. Overnight guests are not permitted at this time.

### Smoke-Free Residences

Our residence community is smoke-free and smoking cannabis is prohibited on campus. Smoking is only allowed in designated smoking areas outside the residence buildings. Residents are reminded to inform their guests of the smoking policy. Breaches surrounding this standard will result in disciplinary consequences. All smokers are asked to dispose of their cigarette butts in the appropriate disposal containers.

## **ALCOHOL AND ILLEGAL SUBSTANCES**

### **Alcohol Alcohol-Free Welcome Week**

Residence will be alcohol-free for the entirety of Welcome Week. This is to allow all students the opportunity to socialize and participate in activities without the pressure and influence of alcohol. It is hoped that students will come to understand that their university experience involves a need to balance social, recreational and academic needs. Residence Life Team members reserve the right to confiscate any alcohol found during this time. Alcohol will not be returned to individuals under the age of 19.

### **Alcohol Use in Residence**

In the Province of New Brunswick the legal drinking age is 19. Students are responsible for knowing, understanding and complying with Provincial laws and University regulations regarding alcohol. All students consuming alcohol are responsible for their behaviour and actions. The Residence Life Office asks that students limit alcohol consumption to their room. Drinking games, funnels and/or speed drinking devices and brewing equipment are not permitted. Possession and/or consumption of “common source” alcohol over 40 ounces (e.g. keg, large containers of pre-mixed alcohol, etc) within residence is prohibited.

### **Drugs and Narcotics**

As per section 3.0 of the St. Thomas University Policy on Cannabis, individuals who are on St. Thomas University property must comply with the law regarding the consumption, possession, and storage of cannabis. St. Thomas University has a zero tolerance policy for the use, possession and/or trafficking of illegal drugs or narcotics. Students found in conflict with this policy are subject to disciplinary action which may include, but is not limited to, eviction from residence. Hosts will be held accountable for guests in violation with this policy. The University reserves the right to involve local law enforcement.



# INCIDENT MANAGEMENT PROCESS & ACCOUNTABILITY

When there is an incident in residence, it is important to follow the Community Standards Incident Management & Accountability process to encourage responsibility, preserve community and, when possible, repair any harms or wrongdoing to an individual or impacts to the community.

Specifically, this is in respect to the following process:

- **Reporting:** an incident can be reported to the Residence Life Office by anyone. This includes: Residence community members, off-campus students, staff, faculty, and administration. If there is an incident or concern related to any residence community member in or outside of residence, or there is a community impact, reporting this allows the Residence Life Office to manage and support the community through accountability.
- **Documentation:** all incidents will be documented by any member of the Residence Life Team (RA, RC, Residence Supervisors or Residence Manager).
- **Interviews:** any student connected to a documented incident can be interviewed by the Residence Coordinator (RC) or the Residence Supervisors managing the specific incident process. Typically, this will be the RC of the specific house connected to the student(s) impacted by the situation(s). In cases where there are multiple students involved from more than one building, the Residence Manager will assign the case to the most appropriate Residence Supervisor. Students interviewed will have access to aspects of the documented incident report and will be asked questions related to their knowledge, actions and impacts related to the situation.
- **Communication:** anyone contacted about a situation is expected to respond to interview requests immediately. The Residence Life Office will coordinate times using your academic timetable and will also work with your personal scheduling needs; however, it is important that interviews occur within the timeframe outlined by the Residence Life Staff. We expect open and honest communication in order to best support the process. The Residence Life Office will use your St. Thomas University e-mail address as the primary method of communication.
- **Confidentiality:** we expect participants in this process to maintain confidentiality in order to preserve community and minimize negative impacts. Anything communicated to Residence Life staff is communicated up within the management structure, and Residence Life Office is expected to report anything concerning health and/or safety to the Director of Student Services, Residence Life.
- **Decision Making:** the RC or the Residence Supervisor managing the incident will make decisions, or Incident Outcomes, for incidents that are under their review. Decisions are made solely on the situation that has been documented; however, previous incident outcomes will weigh on future outcomes to identify best solutions to support the individual's success in residence. For more details, please see Incident Management Principles: Perspective, Approach and Impact section.
- **Burden and Standard of Proof:** at each stage of the decision-making process the responsibility of establishing that there has been

a violation by a student (Burden of Proof) will be on the Residence Life Staff. Decisions will be based on the balance of probability (Standard of Proof), which means that the evidence shows it is more likely than not the alleged behaviour occurred. The preponderance of evidence also requires the decision-maker to take into account conflicting evidence, meaning the student has the opportunity to present their side of the situation. In short, the documentation and accompanying evidence must prove 'more likely than not' that an incident occurred, and that you have the right to present information that may be in contradiction to what was documented by Residence Staff and to participate in deciding the resulting outcomes.

It is important to note that just because an incident has been reported, Residence Life Staff does not assume fault. Specific measures may be taken while we investigate, depending on the severity of the reported incident. The Residence Life Office will make these decisions, with the best interest of all students being considered. For more information, please see the Temporary Relocation, Limits and Eviction section.

*Our Incident Management Process & Accountability*



## ACCOUNTABILITY

In every reasonable effort, Residence Staff will aim to manage incidents and make decisions from a developmental lens, which requires active participation from the respondent of an incident. This is your responsibility. Active participation means:

- **Response:** as a St. Thomas student, you are expected to reply to any communication from the University. We encourage student to monitor e-mail on a frequent and consistent basis.
- **Understanding:** as a member of the residence community, you have signed and agreed to the Community Living Standards and to abide by the policies of St. Thomas University. It is important for you to contact a member of the Residence Life Team if you are unclear about anything.
- **Attendance:** you are required to make all meetings requested by Residence Staff related to an incident. We will make an effort to decide meeting times collaboratively; but in cases where we cannot reach you or where there is urgency, we will decide meeting times based only on availability according to your class schedule.
- **Engagement:** for a truly developmental and/or restorative resolution, there needs to be investment from the respondents related to an incident. We encourage you to ask questions for clarification within the process and to ensure you access the appropriate supports and resources in cases where you are unsure.

Therefore, in cases where a respondent has not responded to communication or misses meetings related to an incident, a consequence-based decision will be made rather than a developmental or restorative resolution based on preponderance of evidence, meaning what most likely happened based on the information we have through documentation.

## INCIDENT MANAGEMENT PRINCIPLES: PERSPECTIVE, APPROACH AND IMPACT

	CONSEQUENCE BASED	DEVELOPMENTAL	RESTORATIVE
DESCRIPTION	Addresses violations from documented incidents result in sanctions chosen by decision maker.	Process is intended to help people learn and understand the mistakes made so misconduct is not repeated.	Process where negative behaviour is viewed as harm to an individual or community.
PERSONS INVOLVED	Harmed parties are not involved as violation(s) represent the overall expectations from the overall community.	Respondent(s) whom harmed parties bring and explore past experiences (ie: life, psychological) for context.	Participatory by all parties involved; respondent(s) and harmed party/ies work together to resolve harm(s).
FOCUS	What was violated from the written policy/expectations; the overarching rules.	Respondent(s) learning and future decision-making.	Repairing harm and rebuilding community.

## CONSEQUENCE BASED

- This perspective is a formal behaviourist approach where a negative behaviour is met with a standard consequence. For example, if A happens then B is almost always the result.
- This approach is clear and transparent as the policy, expectations and rules are communicated and agreed to in advance and are dealt with consistently. For example, if you are caught speeding while driving a car, you will more than likely get a ticket that will lead to a fine.
- The impact(s) on harmed individual(s)/community member(s) are mostly not considered as the broken policy/expectation/rule was violated which represents social order and hierarchical expectations.

## DEVELOPMENTAL

- This perspective focuses on helping people learn from decisions, with the goal being to move forward and avoid repeat in similar/same behaviour.
- This approach depends on participation of the respondent to the situation, as the life experiences of those who have violated the broken policy/expectation/rule to understand the root of the decision.
- The impact(s) affects the perspective of the respondent to the situation; it facilitates learning for them and encourages the individual to use this learning for future decision-making.

## RESTORATIVE

- This perspective involves all parties within a documented incident who participate fully in the process; parties can end their involvement in the process at any time.
- This approach focuses entirely on harm to community; therefore, those who have influenced or caused harms are exploring how the damage to the community happened, what was experienced, and why decisions were made.
- The impact(s) lead to remedies and decisions that resolve community harms with the intention to restore the community and promote learning and growth connected to the incident.

## INCIDENT OUTCOMES

Incident Outcomes are the final decision(s) and documentation related to a specific incident. The Incident Outcomes will also identify decisions made, collaboratively with the respondent or solely by the decision maker connected to the specific incident report. Below are examples of Incident Outcomes that can be decided upon in order to repair harm caused by the incident to an individual or the community.

Many of these can be considered commitments to the community, requiring a resident to engage in actions to restore the impact of a violation and repair the harms resulting from misconduct on other members of the community. These actions may include letters of apology, drafting and implementing a plan of resolution, engaging in restorative justice conferences, and developing plans for reintegration.

## DEVELOPMENTAL & RESTORATIVE INCIDENT OUTCOMES

- Apology: expression of remorse and the willingness to take responsibility for a transgression. Apologies must be sincere if they are to be taken seriously and an important way to repair community relationships and restore trust between parties. Apologies should be written and approved before they are sent to the willing recipient of the apology.
- Community Project: taking action to rebuild the community is a way to pass on learning to others, show that one is socially responsible for their actions and rebuild the trust that is lost through misbehavior. Community projects should be meaningful, relevant to the harm and rewarding.
- Community Resolution: informal agreement made between a member of the Residence Life & Education team and members who have harmed or negatively impacted the community. Community Resolutions resolve a situation and will revisit community standards.
- Educational Workshop: opportunity to explore a specific topic related to the harm caused to an individual and/or community. Examples include, but aren't limited to: alcohol, substance use, decision making, goal setting, aggression, diversity, discrimination and harassment, appropriate relationships, social media and Aboriginal awareness.
- Guided Reflection: formalizing impacts through an individually-geared reflection activity that may include reading and/or reviewing a documentary, lecture or TED Talk.
- Guided Support and Support Planning: A person is assigned to help, advise and support the respondent to support change in behaviour to prohibit committing further offences.
- Restitution: monetary amount that repays financial loss. Restitution is different from fines even though they both involve money; fines are punitive and meant to impose a cost or burden upon an offender. Restitution is determined by an accounting of the losses incurred by the harmed party. Restitution agreements should include: clear specification of financial losses to harmed party, payment plan that meets the needs of the harmed party, but also take into account the respondent's ability to pay.

- Restorative Justice Conference: facilitated dialogue between offender and harmed parties. After discussion of the harm, the parties decide what steps the offender can take to repair harm. The dialogue is facilitated by Residence Coordinator of the Residence Supervisor for each house.
- Warning: in discussion between the respondent and the staff managing the incident, they may discuss strategies to make different decisions in the future and the Incident Outcome being a warning and outlines of these strategies.

### CONSEQUENCE BASED INCIDENT OUTCOMES

In all cases, the Residence Life staff managing the incident will explore developmental and/or restorative options to resolve the situation, taking into consideration the respondent and the harmed communities.

In cases where the respondent is not engaging, the staff managing the incident will decide Incident Outcomes that may be perceived as consequences, which include but aren't limited to:

- Loss of privileges, including alcohol, guest privileges
- Confiscation
- Fine
- Alcohol Probation
- Performance Bonds
- Removal and/or disposal of garbage at the expense of the resident(s) and/or cleaning charges
- Probation, which is a serious warning that a Resident is at risk of eviction for any future offence(s)
- Eviction from Residence with readmission restricted
- Case forwarded to non-academic misconduct under St. Thomas's Code of Student Conduct

### EVICTION FROM RESIDENCE

Students can be evicted from residence for conduct-related issues as deemed necessary by the Director of Student Services & Residence Life, or the Committee on Student Conduct. Examples include, but are not limited to, multiple rule violations, disrespect towards staff, physical violence, vandalism, theft or possession of or involvement with illegal substances. Eviction does not relieve the student of financial obligations.

## TEMPORARY RELOCATION, LIMITS AND EVICTION

After an incident occurs and in the case of exceptional circumstances, the Residence Manager can decide to Temporarily Relocate or Limit individual(s) involved in the reported incident or recommend Temporary Eviction to the Director of Student Services, Residence Life.

- **Temporary Relocation** can result in a move to an alternative residence space or alternate accommodation on campus at any given time.
- **Temporary Limits** from Residence Life can result in restricting access to any space under the jurisdiction of the Residence Life Office, or communication with individual(s). Space includes, but is not limited to: residence buildings and/or specific locations (ie: floors, common spaces, cafeterias). Communication Limits will be recommendations from Residence Life to restrict contact, including, but not limited to: face-to-face, notes, social media, mobile texting, photo/image sharing and/or communication through third parties. Limits can also apply to guest registration.
- **Temporary Eviction** can be approved at any given time, without process, by the Residence Manager. The Residence Life Office will assist with arrangements, but is not financially responsible for final costs.

These decisions will be made if there is a concern for the health and/or safety of a residence space, community member and/or member of the St. Thomas University community. Every effort will be made to have the incident managed as quickly as possible.

## LATE-YEAR CONDUCT/SPECIAL CIRCUMSTANCES OUTCOMES

There are certain times of the year which may result in the conduct process being altered to accommodate residents writing exams, welcome week, or leaving for academic breaks. During this time Residence Life Staff may make decisions concerning behaviour and assign outcomes without the resident's engagement in the process. Residents always have the opportunity to appeal outcomes they feel may not be fair or reasonable.



# APPEAL PROCESS

Residents whose actions are found to be in violation of Residence Standards, and who have been sanctioned by a member of the Residence Life Team may file an appeal. Submitting an appeal will not change the effective dates of any contracts/outcomes in place. The appeal must fully explain the residents reasons for filing the appeal. The appeal must be filed within 72 hours of receiving the outcome letter. The appeal must be submitted by email to a Residence Life Office Member and/or the house Residence Coordinator. Simple disagreement with the decision is not sufficient grounds for an appeal, please see the grounds outlined in the Right to Appeal section.

Once the appeal email has been received, the Residence Life Office will make every reasonable effort to provide written notice to the appellant in the form of an email, of the receipt of the appeal within 3 business days with an update as to whether their appeal will be heard by the Residence Council or will be reviewed by the Residence Manager and the expected timeline for a decision. Please note it can take up to 2 weeks for an appeal to be reviewed by the Residence Council, therefore there may be special circumstances where the Residence Manager serves as the decision maker for an appeal.

## RIGHT TO APPEAL

Residence students have the right to appeal outcomes and/or administrative decisions taken against them by Residence Life staff through its enforcement of the Residence Community Living Standards and application of residence regulations.

Your letter of appeal must be based on the following grounds:

- A lack of procedural fairness;
- The outcome is unreasonable given the behaviour involved;
- An alternative outcome/sanction is being suggested;
- New information has come to light that was unavailable at the time of the original decision.

All decisions are final and are not subject to further appeal.

## RESIDENCE COUNCIL

The Residence Life Office seeks to provide a safe and respectful residence for all students. To ensure that the voices of the residents students are clearly heard, a residence council is put in place. This council, consisting of the Residence Supervisor, Residence Coordinator, House President and two elected members, is responsible for the approval of all house events and spending of house funds.

In addition to this approval, they will also hear and assist with the decisions stemming from appeal requests. The purpose and charge of the residence council when hearing appeals is to uphold community standards and maintain them as a just and equitable system. All members of the residence council receive special judicial training and are held to the highest standard of confidentiality.

# SAFETY AND EMERGENCY PROCEDURES

## HEALTH AND SAFETY

In any population, physical, mental, and emotional health needs will vary from person to person. With this understanding, you are asked to respect the following guidelines:

If you have a contagious condition that is spread through close living conditions you will be asked to see a physician at Health Services and to follow all subsequent medical recommendations.

If you are managing a mental health condition, you will be asked to take proactive steps to minimize any potential negative impact to the community. The Residence Life staff can help facilitate this process by referrals to Counselling and/or Health Services.

Community living may not be appropriate for some students. Living in a community offers many benefits but also has the added stress of living in close proximity with others. Should your actions or condition(s) negatively impact the community, Residence Services staff will address the behaviour and work with you to provide support where possible.

## PERSONAL SAFETY

Keep your door and windows locked, especially when you are sleeping or not occupying the room, and carry your keys with you.

Do not lend your keys to others. Be mindful of whom you are allowing to enter the building. Report any suspicious activities, persons or hazards to your RA or Campus Security.

## PREVENTING THEFTS

Thefts in residence can occur and you should take steps to protect your belongings. Keep your door locked when you are not in your room, retrieve your laundry promptly and do not give anyone your bank card or PIN. Keep valuables in a safe place and never lend your keys to anyone. Residents found to be engaged in unauthorized taking or appropriating of property from a roommate or from any member of the residence life community are subject to disciplinary action. Please report any thefts to the Residence Coordinator or to your Residence Advisor immediately. The University is not responsible for any lost or damaged goods, theft or otherwise, in residence. We strongly recommend you obtain insurance for your property. Ask your parents or guardian to contact their insurance company regarding coverage of your belongings.

## SAFERIDE

The Students' Union offers a SafeRide program for students.

SafeRide is a free taxi service that operates from Sir James Dunn Hall and the Student Union Building to most areas in the city. Running times are Monday - Friday from 5:30 pm - 11:30 pm and Sunday from 2:00 pm - 11:00 pm.

## STU/UNB CAMPUS SECURITY

All St. Thomas residences are patrolled by security on a daily basis. Security guards patrol all the buildings on campus and at the Forest Hill Complex, both inside the buildings and surrounding areas. The Residence Advisor on duty will report any suspicious or suspected incidents or behavior to the Security Officer on duty or Security headquarters. As well, security contact information is posted outside each Residence Advisor's room door. Security can be contacted at 453-4830.

## CAMPUS POLICE

Campus Police are dedicated students who are committed to maintaining order and security at campus events such as sporting events and social events. They are trained to handle conflicts and difficult situations. Campus Police members are hired by the University. Applications will be available in early September. For more information, please contact the STU Campus Police Chief at cp@stu.ca.

## EMERGENCY PROCEDURES

### FIRE/EVACUATION INFORMATION

- Failure to leave the building during a fire alarm can result in disciplinary action. House meetings and fire drills will be held in your residence to help you become familiar with your residence's evacuation procedures.
- Manually activate fire alarm system if you discover fire/smoke.
- Immediately exit the building, closing doors behind you if safe to do so and make your way to your muster area.
- DO NOT use elevators
- Assist persons with special needs.
- DO NOT attempt to re-enter the building until instructed to do so by the Fire Department, UNB Security, or Residence Life Staff

### ACTIVE SHOOTER/DANGEROUS PERSON

- If you learn of a dangerous person threatening the safety of individuals on campus, contact Security or dial 911.
- Be prepared to provide a full description of the individual and his/her location.
- DO NOT approach the individual
- Remove yourself from danger; if safe to do so, leave the area, if unable to leave, take shelter in-place.
- Individuals not immediately affected by the situation should Shelter-in-Place, staying away from windows and doors.
- Do not leave the area until you are instructed to do so by Security Services or other authorized personnel.

### MEDICAL EMERGENCIES

- Contact the RA on duty
- If condition is life threatening, call 911 and then notify Security so they can direct and assist emergency personnel.
- Be prepared to provide a full description of the nature of the condition.
- Provide first aid or medical assistance if trained and necessary; NEVER provide "advice" or treatment beyond your capabilities.
- DO NOT move the person unless the scene becomes unsafe.
- If a victim is unconscious and not breathing, locate an AED, turn it on and follow the instructions provided by the unit.
- Remain with the victim until emergency response personnel arrive.

## EMERGENCY CONTACTS

Police / Fire / Ambulance ..... **911**

Police (non urgent).... **460-2300**

UNB Security ..... **453-4830**

TeleCare ..... **811**

Fredericton Sexual Assault  
Crisis Center ..... **454-0437**

Mobile Crisis Unit..... **454-0437**

## RESIDENCE SAFETY TIPS

Safety and security is everyone's responsibility — for you and for your residence community. Follow these guidelines in order to keep our space as safe as possible:

- ☑ **keep your room locked at all times**
- ☑ **use Safewalk or walk with a friend at night and use well-travelled and well-lit sidewalks and roads**
- ☑ **report all damaged locks, lights, smoke detectors, electrical outlets and other safety hazards immediately**
- ☑ **report any suspicious activity or concerns to Security**
- ☑ **don't lend keys to anyone. Don't leave them anywhere public, and report lost or stolen keys immediately**
- ☑ **don't prop open any doors**
- ☑ **don't open doors to or let people into the residence if you do not know them**
- ☑ **no incense, candles and cigarettes — anything with a flame or that smokes is a prohibited item**

# RESIDENCE FACILITIES, REPAIRS AND CLEANING

## REPORTING REPAIRS

Repairs Please report any damages, new or pre existing to your respective residence repair email:

rigbyrepairs@stu.ca

harringtonrepairs@stu.ca

holycrossrepairs@stu.ca

vanierrepairs@stu.ca

windsorstreetrepairs@stu.ca

Repairs are completed by Facilities Management staff, or through contractors hired by St Thomas University. Facilities Management staff and/or contractors may need to access your room in order to complete the necessary repair. These repairs will be completed during the work day, 8:30am-4:00pm Monday-Friday whenever possible. Please do not make any repairs yourself, as work must be completed by a Facilities Management staff member.

## ROOM INSPECTIONS

Custodial Staff will attempt to clean your room on a regular basis; while you are not required to accept this cleaning every time, you are required to show that your room is well maintained. Should cleaners be unable to verify the state of your room, or you deny them access, they will send a note to the Residence Life Office. The RLO will be in contact with you to notify you that a room inspection will take place. This inspection will be completed by a member of the Residence Life Staff.

## CLEANING GUIDELINES

For health and safety reasons, residents are expected to keep their rooms in a reasonably clean and tidy fashion. Failure to comply with this standard will be reported and disciplinary action will follow. Room garbage is to be taken to outside dumpsters and is not to be put in common areas, washrooms and lounges. The custodial staff are responsible for the general cleaning of the residences during the week. Common areas of the residence will be cleaned on a daily basis.

## REGULAR CLEANING OF RESIDENCE ROOMS

Custodial Staff will clean the floors of your room on a regular basis. On Upper Campus, your room will be swept and mopped once per week. On Lower Campus, your room and bathroom will be swept and mopped once every second week. Custodial staff will report room numbers when they have not been able to clean for long periods of time. Residents can request that floors not be cleaned, but bathroom cleaning is mandatory for those with private bathrooms. You are reminded that you are responsible to launder your personal belongings and remove all garbage to the designated area outside your residence. It is the job of the custodial staff to help keep the residences clean but it is not their job to clean up excessive garbage or clutter. Students can be charged for extra cleaning costs when necessary. Residence is your home; please do your part to keep it clean. Residents are reminded that the custodial staff is not permitted to let students into their rooms if they have been locked out. Any residents who are locked out of their rooms are to see the Residence Advisor on duty.

A cleaning schedule broken down by wing will be made available to you upon your arrival to residence.

## ACCESS TO ROOMS

In general, your room is considered personal, private space. This privacy will be respected provided that the rights of your fellow residents are not violated (and no illegal activity is committed or suspected).

The Director of Student Services & Residence Life, the Residence Manager, the Residence Supervisors, the Residence Coordinators and the Residence Advisors reserve the right to enter a student's room at any time. Some examples of when an RA may enter a student's room: a radio/television has been left on and can be heard from the hallway or adjacent rooms, a concern for a student's safety/wellbeing, etc. This right will be exercised with discretion and with all due regard to students' privacy. Whenever possible, a resident's room will not be entered without the student being present. Facilities Management staff may access the room to complete repairs and cleaning staff may access the room to complete scheduled cleaning.



# RESIDENCE SERVICES

## CAFETERIA SERVICES

### SPECIAL DIETARY NEEDS

If you have any special dietary needs, please contact our chef at 506-460-0310 or [foodservices@stu.ca](mailto:foodservices@stu.ca) to discuss suitable alternatives to the regular menu items.

### MEAL PLANS

St. Thomas offers All You Care To Eat Dining on campus to allow students to enjoy visits to the George Martin and Forest Hill Dining Halls to the fullest. All You Care To Eat meal plans mean that once you have swiped yourself into the dining hall with your student ID/meal card, you are able to enjoy as much or as little food as you wish without worrying about the costs of individual items.

### DINING LOCATIONS AND HOURS

In addition to George Martin and Forest Hill dining halls, students have access to on-campus Tim Horton's and Subway outlets. Students can use STU Dollars (included in each meal plan), cash, debit, or credit to pay for food from the outlets.

The dining hours for each location are posted on site. Hours are subject to changes during peak and slow times throughout the year. Notices of dining hour changes will be shared with residents when possible.

### MEAL PLAN OPTIONS

There are three meal plans to choose from. The Freedom Plan is the most popular among residence students because it offers maximum flexibility and value. Be sure to read the descriptions found at the campus dining website and choose a plan that you feel best fits your lifestyle and eating habits.

Campus dining website: <http://stuca.campusdish.com/>

### MEAL PLAN REFUNDS

If you want to upgrade your plan (Example from a 10-Meal Plan to a 19-Meal Plan), you can do so at any time throughout the year by paying the difference. If you want to downgrade your plan (go from a 19-Meal Plan to a 10-Meal Plan), then you will have until **October 13, 2017** to do so (giving you 6 weeks to decide). All meal plan revisions are addressed on a case-by-case basis, and any differences in price will be based on an established pro-rated schedule. Refunds for meal plans exist for those students leaving STU. To start the process of any meal plan change, please see Sarah Calhoun in GMH 303.

### IF YOU LOSE YOUR STUDENT ID/MEAL CARD

If your ID is lost, students must report the loss to the Food Services Office in George Martin Hall. The lost ID will be deactivated and the student will be given a temporary meal card until she/he/they get a new student ID at Marshall D'Avray Hall. The temporary card is only valid for five days.

## DINING ROOM RULES AND CONDUCT

- Trays, dishes, glassware and cutlery are to remain in the dining room. The loss of china and cutlery significantly increases overall costs, increases the use of environmentally unfriendly paper and styrofoam products and leads to an undesirable accumulation of dirty dishes in the residences. Any items that are removed must be returned.
- You and your guest(s) must be fully dressed including a shirt and shoes in order to be served in the Dining Room.
- If you or your guest(s) appear to be under the influence of alcohol or drugs, you may not be served and may be asked to leave the Dining Room.
- Inappropriate behaviour by you or your guest(s) in the Dining Room may be referred to the Residence Life Office for follow-up.

## COMMON AREAS

Each residence has common areas (lounges, study lounges, etc.). These areas are designed for use of the general residence population although they may be reserved for events by seeking permission of the Residence Coordinator. Students are responsible for their own messes. Access may be restricted for repairs, bookings, or in cases of prolonged mess.

## INTERNET AND PHONE

### INTERNET

High-speed internet is provided to each residence student through Bell Aliant, and both wired and wireless connections are available. If students are experiencing difficulties with their connections, they should refer to the troubleshooting guide given upon check-in, or call the Bell Help number at 1-800-773-2121.

### TELEPHONE

Each residence room can be equipped with a telephone. Your telephone number is assigned based on your room number. It is up to you to inform others of your phone number. The University, Residence Advisors and Residence Coordinators, under the confidentiality contract, are not permitted to disclose the phone numbers of any residents to anyone. Parents, relatives, or friends seeking the telephone number of any resident should ask that resident and not contact the University or Residence Advisor/Residence Coordinator. Please Note: 2.4 GHz cordless phones interfere with the wireless connection. Be sure your phone is above or below 2.4 GHz.

## KITCHEN FACILITIES

Residents are responsible for the cleanliness of all kitchen facilities in residence and are expected to clean up after its use. Doors to the kitchen must be closed while the stove is in operation. Dishes, utensils, pots, etc. are not to be removed from the kitchen and all personal food must be labeled. Misuse of the kitchen area will result in the closure of the kitchen. Please note that baking or cooking with cannabis is not permitted on campus.

## LAUNDRY FACILITIES

Each residence has laundry facilities available to its residents only. Please note and practice laundry room courtesy regulations posted in each facility.

## MAIL DELIVERY

Your mail will be delivered to your room by a Residence Advisor. If a parcel has arrived, you will receive a notice in the mail which has to be presented, along with your STU ID, to Facilities Management, Edmund Casey Hall, Room 18 to retrieve the package. The University is not responsible for forwarding mail once a resident has moved out.

## PARKING

Parking passes are available at the Office of STU/UNB Security (Wu Centre). If you have a vehicle and wish to park it either on campus or at Forest Hill, you are required to purchase a parking pass.

## STORAGE AREAS

Each residence has a storage room in which to store extra trunks and boxes. Please see a Residence Advisor if you wish to gain access to these rooms. Before storing, ensure your belongings are properly secured in boxes or containers and labeled with a label obtained from a Residence Advisor. Summer storage is only available to returning students and items must be removed by September. Please note that there is no access to storage over the summer months. The University is not responsible for items left or lost in storage.

### YOUR MAILING ADDRESS:

**YOUR NAME**  
**ROOM NUMBER, RESIDENCE BUILDING**  
**51 DINEEN DR.**  
**ST. THOMAS UNIVERSITY**  
**FREDERICTON, NB**  
**E3B 5G3**

# UNDERSTANDING YOUR RESIDENCE AGREEMENT

## RESIDENCE AGREEMENT

The Residence Agreement is a legal contract between a student and Residence Life. It is the primary document governing the relationship between the two. A copy of your signed Residence Agreement can be provided by visiting the Residence Life Office. The Residence Guide and Community Living Standards document is a supplement to the Residence Agreement. In circumstances where there is a conflict between the Residence Agreement and the Residence Guide, the Residence Agreement prevails. From time to time residents breach their Residence Agreements. In such cases, instead of simply terminating the agreement, Residence Services may utilize procedures and outcomes outlined in the Incident Outcomes section to address the issue in a more constructive way. Ignorance of the Residence Agreement or Residence Guide does not excuse or diminish a resident's responsibility for abiding by them.

## MOVING IN

On arrival you should proceed to your assigned residence for check-in. There you will be able to pick up your keys, meet the Residence Life team and move into your room.

During check-in you will be escorted by a Residence Life team member to your assigned room where you will be presented with the following:

- A room check form which lists all the furniture and equipment that is in your room as well as its condition. It is important that you check over this form and sign it at that time. Your signature on this form is an acknowledgment of responsibility for the condition of the room and its contents. All items listed on the form are property of the University and residents are individually responsible for any loss or damage to both the items listed and the room itself.
- Confidential health form records (medical information that will be referred to in the case of an emergency).
- Keys that will be signed out to you for the residence exterior door and your room.
- The Residence Agreement – a written understanding of expectations between you and the University.

## MOVING OUT

Before vacating your Residence Hall, you must make an appointment to officially check out with a member of your Residence Life Team. Failure to do so will result in the forfeit of your house dues (\$50), damage deposit (\$250), residence deposit (\$300) and laundry fees (\$65). Remember that residents sharing a double room or Windsor Residence are **equally responsible** for the condition and furnishings of these areas.

When you leave residence, the following is the procedure for checking out of residence with your Residence Advisor/Residence Coordinator:

- ☑ **Rooms must be thoroughly cleaned, furniture in original state, all personal belongings must be removed, all garbage removed, drawers wiped clean, walls free from poster tape and stick-tac.**
- ☑ **Room Check Forms must be completed and signed by the student and the Residence Advisor/Residence Coordinator**
- ☑ **All Keys must be returned (room, front door and any other keys received since check-in). Residents will be charged a replacement fee of \$25 per key if not turned in at check-out.**

## WITHDRAWING FROM RESIDENCE

When you sign the Residence Agreement and accept a residence placement, you are committing to remain in residence for the entirety of the academic year. If you decide to withdraw from residence during the academic year, you will still be financially responsible for residence and meal plan fees. You may not rent the room out to anyone else.

Students wishing to withdraw from residence before the end of their residence agreement must begin the process with a Residence Life Office staff member, located in George Martin Hall 303. A withdrawal request form must be completed, you can request this form from a member of the Residence Life Office. The withdrawal is not effective until the Residence Manager has approved the withdrawal request. The date of the withdrawal for the purpose of fee administration will be the date this approval is given, or the date the student has checked out of residence and returned their keys, whichever is later. In the case of a withdrawal prior to end of residence agreement a student's house dues (\$50), damage deposit (\$250), residence deposit (\$300) and laundry fees (\$65) will be forfeited.

## ROOM ASSIGNMENTS

The Residence Life Office will make all efforts to meet the resident's preferences when assigning rooms when possible. Normally students remain for the year in the rooms to which they are initially assigned unless they request a move; however, the University does reserve the right to move students to other accommodations at any time during the year. A resident in a double room which is only partially occupied should expect to have a roommate assigned or to be moved to another partially occupied double room at any time during the year.

The Residence Life Office is sensitive to the needs of the students and will reassign rooms with careful consideration. Residents' cooperation in this process aids in a smooth transition.

The Residence Life Office assigns rooms based on the Lifestyle Learning Profile questionnaire on the Residence Application Form. The Office does its best to ensure that roommates are compatible.

## SINGLE ROOM REQUIREMENTS

St. Thomas University residences are primarily double occupancy rooms. There are however some single rooms in each building. Demand often exceeds supply of single rooms. The Residence Life Office does its best to accommodate requests but cannot always assign a single room on a student's first application.

## ROOM CHANGES

Room changes are not made during the first three weeks of a term. After this period, room changes may be requested, although as a last resource only. All Residence Advisors are trained in mediating conflict and mediation must take place before a room change will be considered. Room Change Request Forms are available from the Residence Life Office. All room changes must be approved by the Residence Life Office and residents will be charged a \$35.00 Room Change Fee per person for approved changes that take place during the academic year. Room checks are required every time a resident changes rooms and are completed by the Residence Advisor/Residence Coordinator. For more details see a Residence Advisor. Any unauthorized room changes are prohibited and will result in a consequence based outcome.

## DAMAGE DEPOSIT

Each first-year residence student must pay a \$250.00 damage deposit with their residence fees. This deposit is transferred to the next year provided the student stays in residence and there are no damages to the room. Please note that this is different from the \$300 Residence deposit used to secure your room each year. Students moving out of residence are required to submit a request for Damage Deposit Return form to the Residence Life Office in order for the damage deposit to be refunded to them.

## ELIGIBILITY FOR READMISSION AND ELIGIBILITY TO REAPPLY TO RESIDENCE

Students are eligible to reapply for residence early in the second semester. For your application to be accepted students must:

- Be in good academic standing
- Be in good financial standing
- Pay the \$300 residence deposit by the application deadline

Remember, a big part of placement priority is impacted by the payment of your deposit. Be sure to make your payment in a timely manner to maximize your chances of getting your first residence choice.



# RELATED POLICIES

We encourage all members of the Residence community to become familiar with the related policies outlined below. Please do not hesitate to reach out to a member of the Residence Life Staff who can assist in clarifying the relationship between these policies, the Residence Agreement and Residence Guide.

All related policies can be found here: <http://w3.stu.ca/stu/currentstudents/academicpolicies>

## STUDENT NON-ACADEMIC MISCONDUCT POLICY

All Students are required to familiarize themselves with their responsibilities under the Student Non-Academic Misconduct Policy and ensure compliance. The purpose of this policy is to:

- communicate the University's expectations with respect to student behaviour;
- protect the health, safety and security of the University community; and
- preserve the orderly operation and reputation of the University.

## ST. THOMAS UNIVERSITY POLICY ON SEXUAL VIOLENCE

Sexual violence is unacceptable and will not be tolerated by St. Thomas University. The University's formal procedure for responding to incidents of sexual violence is articulated in this Policy. Students who come forward with a disclosure of having experienced sexual violence will be respected in their choices as to how to proceed. Students will be entitled to decide whether they wish to access available services, which services they believe will be most beneficial and whether or not to report to police or campus authorities. Furthermore, the University will engage in public education and prevention activities, including specialized training of relevant campus leaders.

## POLICY ON CANNABIS

### 1.0 REASON FOR POLICY

Effective October 17, 2018, the Government of Canada has legalized the limited use, possession, and sale of cannabis. With respect to the possession and consumption of cannabis on its property, St. Thomas University will comply with the terms of the New Brunswick Cannabis Control Act and other relevant St. Thomas University policies.

### 2.0 SCOPE

This policy applies to individuals who are on St. Thomas University's property including, but not limited to, buildings, grounds, or STU vehicles/vehicles on STU property.

### 3.0 POLICY STATEMENT

In compliance with the New Brunswick Cannabis Control Act, individuals who are on St. Thomas University property must comply with the law regarding the consumption, possession, and storage of cannabis. The following terms and conditions govern cannabis use on St. Thomas University property:

- no person under 19 years of age shall consume cannabis;
- the consumption of cannabis is prohibited in public spaces on St. Thomas University property including classrooms, common areas within buildings, and outdoor spaces;
- the cultivation of cannabis plants is prohibited on St. Thomas University property;
- smoking cannabis is not permitted on St. Thomas University property;
- the preparation and/or cooking of edible cannabis products is not permitted on St. Thomas University property;
- any cannabis on St. Thomas University property must be in a secure space inaccessible to a person under 19 years of age;
- non-smoked (ie. edible) cannabis may be consumed in a private residence room (ie. single occupancy) or in a residence lounge; and
- consumption of cannabis in a vehicle, in motion or not, is prohibited.

Violations of this policy will be addressed consistent with existing policies (e.g. Student Non-Academic Misconduct Policy) and applicable collective agreements.

#### 4.0 EDIBLE PRODUCTS

In October 17, 2018, a person may possess edibles but it is not legal to buy or sell. Pending the passing of legislation, it is anticipated that edibles will be legal to buy, sell, and possess effective October 2019.

#### 5.0 EXCEPTION

St. Thomas University has a duty to accommodate the use of medical marijuana. Students or employees seeking accommodation should contact either the Director of Student Services (for students) or the Director of Human Resources (faculty, staff, and visitors) regarding procedures for accommodation.

#### 6.0 ACCOUNTABILITY AND REVIEW

The Vice-President (Finance and Administration) will be responsible for communication, administration, and interpretation of this policy. This policy shall be reviewed in October 2019 and every two years thereafter.

#### 7.0 REFERENCES

This policy may have an impact on other St. Thomas University policies including but not limited to those listed below:

*Athletics: Code of Conduct, Team Travel Policy, Policies and Procedures*

*Smoking Policy*

*Student Non-Academic Misconduct Policy*

*Impairment Policy*

*Residence Guide*

If there is a discrepancy among policies, this policy and its interpretation by the Vice-President (Finance and Administration) will be considered paramount. The following websites provide a list of policies that affect students, and faculty and staff:

<http://w3.stu.ca/stu/currentstudents/academicpolicies>

<http://w3.stu.ca/stu/administrative/hr/policies/>

