



ST. FRANCIS XAVIER
UNIVERSITY

Residence Guidebook and Community Standards

2022-23 ACADEMIC YEAR

2022

Section 1: Welcome to Residence!

Welcome to Residence Life at St. Francis Xavier University!

The Residence Life team is excited to welcome you to your new community located in Mi'kma'ki, the ancestral and unceded lands of the Mi'kmaw people on the beautiful East Coast of Canada!

We strive to create an environment where all students feel welcome, safe, and comfortable so you can flourish both academically and personally. Residence at StFX is a place where learning continues outside of the class through meeting other residents from all over the world, engaging in residence programs, Living Learning Communities, and leadership opportunities such as House Council. No matter your interests we have something for you!

This handbook is a guide to help you transition to your new home and understand the resources available to you. It also describes the rights and responsibilities of all students who live in residence. For all the latest updates on what is happening in residence and on campus be sure to check your StFX email, this is the email where all communications to you will be directed.

On behalf of the Residence Life Team, welcome, we hope you enjoy your experience at StFX and we wish you all the best in the upcoming semester!

- Residence Life Management Team

Section 2: What does it mean to Be Xaverian?

The Xaverian journey looks different for every student, but we all share an understanding of what it means to be Xaverian. Being Xaverian is an action. It is a commitment to caring about the community we are part of, working every day to make it and ourselves better. It is an understanding that, as a community, we embrace and live by the expectations identified below:

Belonging - It means being part of- and making others feel part of- a community. Here each of us is seen, valued and, without exception, belongs.

Resilience - It's through adversity that we grow most profoundly. Here, we support each other when faced with challenges, stress, or hardship.

Courage - Lead and always speak up to do what is right. Courage is leading by example so that others can follow.

Respect - We value the dignity, feelings, wishes, rights, beliefs, boundaries and traditions of others. We all deserve it.

Learning – We are open-minded, educating ourselves about the cultures that surround us, seeking to understand perspectives other than our own, reflecting on and growing from the ideas and experiences we encounter both inside and outside of the classroom.

Flourishing – We build on our personal strengths to develop optimal physical and mental health, happiness, social connections, meaning, purpose and overall wellbeing in life.

Community – We are a group of people we are responsible for and accountable to each other. Respect for self and others is central to being a healthy and engaged member of our community.

Section 3: Celebrating Diversity in Residence

The Department of Residence Life is committed to advancing Equity, Diversity, Inclusion and Accessibility work both in residence and on campus in order to help create vibrant and welcoming spaces for all students. Our residence community is strengthened by the diversity and growth that comes from an inclusive and welcoming residence environment, which becomes a home to many people every year.

Foremost, we acknowledge that our campus and its residence buildings are located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People. Valued places for us are Kiknu “Our Home”, StFX’s Indigenous Student Centre, which supports a space is safe our indigenous students and promotes peer mentoring and learning. Kiknu champions friendship as we collectively journey toward truth and reconciliation, work that is supported by the Diversity Engagement Centre (DEC) and Campus Chaplain, with whom we are proud partners.

The Diversity Engagement Center (DEC) is a welcoming, safe and inclusive space for all students to study, socialize and find resources. It hosts events throughout the year celebrating diversity including Pride and African Heritage Month. It is also where the Black Student Advisor and Gender and Sexual Diversity Advisor are located. Our Campus Chaplaincy supports all students regardless of faith or religious practice and is an excellent resource.

If you have questions or concerns about diversity and inclusivity on our campus or about support for your own cultural or spiritual practices while living in residence, please don't hesitate to contact us or to speak with one of our Diversity Engagement Advisors or Chaplain listed on the next page..

Our Diversity Engagement Advisors are:

Tara Reddick (until September 2022)

Black Student Advisor

treddick@stfx.ca

Terena Francis

Indigenous Student Advisor

tfrancis@stfx.ca

Aimee MacDonald

Gender and Sexual Diversity Advisor

Amacdona@stfx.ca

Our University Chaplain is:

Father Donald MacGillivray

dwmacgil@stfx.ca

Section 4: Your Residence Life Team

There are many roles in residence all working to create a fun and safe community environment. Among them are:

Community Advisors (CA)

- o CAs are student leaders who live in your residence with you. Their role is to help build a strong floor community, deliver engaging programs, and ensure the safety of all residents in the building. CAs are specifically trained to help your transition to university life and are a great point of contact if you have questions about your residence, StFX in general, or just need advice.

Senior Community Advisor (SCA)

- o the SCA is an experienced member of the Residence Life Team who takes on additional leadership responsibilities within the building including but not limited to advising House Council, assisting CAs in programming and community building and in being a mentor to students. While CAs usually look after just one floor, the SCA helps provide guidance and leadership for the entire building.

Residence Life Coordinators (RLCs)

- o RLCs are full-time live-in professionals who are responsible for the oversight of our individual residence communities. Your RLC is your go to first point of contact for anything you need. RLCs are trained in many different areas including crisis intervention, conflict resolution & mediation and serve as a support for you during your time in residence. RLCs are responsible for overseeing the team of CAs and SCAs living in the building. They can also refer you to the right resource on campus for anything at all you might need.

Community Educators (CEs)

- o CEs are student Leaders who are responsible for creating educational programs for students that are aimed to help you transition into and throughout your first year.

Section 5: Your Extended Residence Administration Team

There are many roles in residence all working to create a fun and safe community environment. Among them are:

Manager, Residences - Reach out to Matt with any questions regarding the Residence experience at StFX.

- o Matt Girard mgirard@stfx.ca

Manager, Restorative Practices & Student Conduct - Reach out to Brandon with any questions relating to the StFX Community Code of Conduct or alternative resolutions to situations that have caused harm (Meditation or Restorative Approaches).

- o Brandon Randall brandall@stfx.ca

Housing Front Desk - Reach out to Rachel with any questions or requests relating to University Housing & Rachel will be able to help you!

- o Rachel Fraser residence@stfx.ca

Coordinator, University Housing - Reach out to Colin with any questions relating to Housing fees, meal plans, room changes, etc.

- o Colin Rankin crankin@stfx.ca

Manager, University Housing - Connect with James for help with Housing-related inquiries.

- o James Tobin jtobin@stfx.ca

Senior Student Services Administration:

- o Jacqueline De Leebeeck - Director, Student Life
- o Elizabeth Yeo- Vice President, Students

Section 6: Important Dates

There are many roles in residence all working to create a fun and safe community environment. Among them are:

Fall Term - 2022

Welcome Day - September 3, 2022

First Day of Classes - September 6, 2022

Last Day to Change First Term or Full Year Courses - September 13

First Term payment is 65% of all fees - September 15

Society Fair - September 15

December Exam Schedule Posted - September 29

National Day of Truth and Reconciliation - September 30 (No Classes)

Thanksgiving Day - October 10 (No Classes)

Last Day to Drop First Term Three Credit Courses - November 2

Fall Study Break - November 7 to November 11

Remembrance Day - November 11

Feast Day of St. Francis Xavier - December 3

Last day of Classes for Winter Term - December 6

EXAM QUIET HOURS BEGIN

Exams Begin - December 8

Exams End - December 17

Winter Term - 2023

Residence Re-opens - January 3

First Day of Classes - January 4

Last Day to Drop Full year courses or change second term courses - January 11

Remaining Student Account balance is due in full - January 15

April Exam schedule posted - January 27

Nova Scotia Heritage Day - February 20

Winter Study break - February 20 to February 24

Classes Resume after Break - February 27

Last day to Drop second-term three-credit courses - March 10

Last day of classes for winter term - April 5

Good Friday - April 7

Exam Quiet Hours Begin

Exams Begin - April 10

Exams End - April 22

Section 7: Packing for your home away from home

When deciding what to bring to residence think about what you need to feel good in your space and to “move in” to your home away from home. Below are some top recommendations from past students, as well as a list of items that you are not allowed to have while living in our community environment.

What to Bring:

- Masks (required in classrooms and labs)
- Clothes & footwear for all seasons and weather (snow, rain, cold, warm)
- Clothes hangers
- Linens, Pillows, Mattress pad, Twin/Double sheets and comforter set (before purchasing bedding double check which type of bed comes in your assigned room).
- Self-care items
- Toiletries & toiletry bag (toothpaste, toothbrush, shampoo, conditioner, deodorant soap/body wash)
- Flip flops for showers
- Laundry detergent & dryer sheets
- Laundry bin
- General room cleaning supplies (spray, broom, cloth)
- Computer, charger, network cables and a power bar (CSA approved)
- Headphones, Phone charger
- Backpack

***TIP:** We recommend tenant's insurance as the University will not be liable, directly or indirectly, for theft or loss of personal property by fire, water, or any other cause, whether the items are placed in your room, in storage, or other areas of the residence.*

What NOT to Bring:

Below are some items that are prohibited in residence. Having prohibited items in residence will be addressed by a Housing or Residence Life team member.

- Animals / pets (Fish in a small fishbowl are permitted)
- Weapons (including but not limited to firearms, BB guns, air pistols / rifles, pellet guns, paint guns, ammunition, hunting / exotic knives, multi-tools, Swiss army knives, swords, archery equipment, target pistols, machetes, etc.), replica weapons, or toy weapons
- Explosive devices, propane canisters, gel burners, flammable liquids or other hazardous substances
- LED Strip lights that have the self-adhesive (they take the paint off)
- Candles, lanterns, incense, and other incendiary materials or sources of open flame
- Items that have an open heating element. (Examples include but are not limited to hot plates, toasters, toaster ovens, electric frying pans, air fryers, deep fryers, toaster ovens, grills, etc.)

- Electric heaters
- Older Extension Cords that do not have surge protectors
- Hooks or nails -Residents are required to use 'paint-friendly' adhesives (Sticky tack)
- Halogen light bulbs (known for producing high heat which can lead to fires)
- Non university furniture (Due to pest control and prevention of bed bugs, fleas, lice)
- Drinking game paraphernalia including but not limited to: Beer Pong tables, funnels and / or other speed-drinking devices
- Brewing / distilling equipment or apparatus / Home grow kits or Cannabis plants
- Illegal Drugs and/or drug paraphernalia
- Any other materials or objects which will endanger student health and safety in residence
- Devices that amplify noise including but not limited to large speakers, guitar or bass amp, or sub-woofers
- Glassware (Beer bottles, other fragile containers that could break easily)
- Cannabis or Alcohol of any kind for residents under 19 years old

Section 8: Living with a Roommate

Communication, communication, communication. Sharing your residence room with a roommate is an exciting new experience. Starting this new relationship with open and clear communication and maintaining this throughout the year is critically important. Below are some tips to help you create and keep a positive relationship with your roommate!

Get to know your roommate & talk it out!

- Communicate “boundaries” by talking with them about what you like and don't and vice versa. Knowing these things about one another and respecting them is key. Your CAs are great at helping with this kind of conversation.
- Grab a meal at Meal Hall or the Bloomfield Café together.
- Attend residence and campus programs. Stay up to date on all the latest by connecting with your community advisor and following us on social media!
- Explore our beautiful campus and surrounding areas with each other.

Create a roommate agreement within the first few weeks

- University Housing takes lifestyle preferences into consideration when assigning roommates however we still recommend completing a roommate agreement at the beginning of the academic year to help establish good lines of communication between yourself and your new roommate! Want help with the facilitation of your roommate agreement? Connect with your floor's CA who is trained in facilitating conversations like this!
- In preparation for a roommate agreement think about your preferred study patterns, sleeping habits, cleanliness, willingness to share any property or belongings, and any expectations you have of your roommate around social etiquette or guests.

Section 9: Move In

Move-in is one of the most exciting days of the year for us at StFX as we welcome over 1700 new students into residence each year from all over the world! We have worked hard to ensure your move in day goes as smooth as possible! There are a few steps all incoming students must follow when arriving on campus for Move-in Day:

Your First Stop: Your move in process starts at the Charles V. Keating Centre where the University President will be waiting to welcome you to your new home! While at the Keating Centre you will pick up your Student ID card which will give you access to your residence building, residence room and will have your meal plan preloaded.

***NOTE:** You must pick up your Student ID card before going to your residence building.*

Your Second Stop: Now that you have your student ID card it is time to head over to your residence building where O-Crew and your Residence Staff team will be waiting to greet you and take you to your room! Before packing up your belongings please make sure to check the list of what is and what isn't allowed in residence. Once you get to your residence room you will be asked to fill out a room inspection form which your Community Advisor will go over with you.

In preparation for move-in day we ask that you clearly label all boxes/bins with your first and last name. You are responsible for moving valuable items into the residence yourself. To ensure nothing gets misplaced we also ask that you do not allow anyone but yourself to handle any items of particular sentimental or monetary value. You will not be compensated for any items that are lost, misplaced, damaged, or broken (by any means) during the move-in process. All students are strongly encouraged to get tenants insurance prior to arriving to campus.

Section 10: Move Out

What's that saying? All good things must come to an end? It's unfortunately true, as exams wrap up in both December and April, we start to say goodbye to students for winter break and summer break. **Before making any travel arrangements, please check your exam schedules as students are required to vacate their residence room within 24 hours of their last exam.** Each year the Office of the Registrar publishes a calendar of events where exact dates exam schedules will be posted. For the most up to date calendar of events please go to <https://www.mystfx.ca/registrars-office/>

December winter break – Residence is closed after the last exam time in December until the day before classes in January. You are required to vacate your residence, but you can leave your belongings in the room. Should you wish to stay on campus over the winter closure, you can contact Housing at residence@stfx.ca to book your stay at your expense. December exam schedule will be posted on **Thursday, September 29, 2022**.

April Check out: You are required to vacate your residence room within 24 hours after your last in-person exam. You must leave the residence room in the same condition as it was upon your move-in. Before departing, you must meet with your CA to do a room inspection and fill out the checkout form that notes the room's condition. Any damage or excessive cleaning needed for your room will be charged to your student account in May. – April exam schedule will be posted on Friday, **January 27th, 2023**.

Section 11: Get Involved! Opportunities in Residence

The opportunities to get involved at StFX are endless! We have highlighted a few of these opportunities specific to residence below:

House Council

- o Are you looking to develop yourself as a student leader & learn key skills in event planning, time management, budgeting, and marketing and promotions? Then House Council might be for you!
- o Every residence building has a House Council which is selected at the beginning of each academic year. House Councils are made up of students currently living in the building who take on themed roles including spirit rep, intramurals rep, charity rep, marketing rep, & finance rep, etc).
- o House Council is responsible for planning residence activities and for getting the building involved in larger campus wide events (such as charity events, Keppoch Hikes, coffee houses, Beach days, town clean-ups, tournaments, sustainability competitions, Bloomfield Hub, etc).
- o House Councils are also a conduit for giving feedback on the residence, programming, facilities, and the overall experience.

If you are looking to enhance your residence experience, gain valuable skillsets and contribute to your peers' residence experience then keep an eye out early September for House Council applications!

Programming/Events:

- o Social events and activities hosted by residence life staff are a major contributor to the residence life experience StFX is known for. Through these programs, residents are supported throughout their university transition, provided with opportunities to form social connections with their peers, grow as an individual and as a community, and develop key skills and abilities. Residents will have numerous opportunities to engage in the following types of programs:

- **Educational Programs** – Your Community Educators are thrilled to provide you with fun and engaging programs which help you progress academically and grow as a Xaverian and citizen of the Antigonish and campus community. Topics include consent, substance awareness and harm reduction, cultural and diversity effectiveness, and what it means to be a Xaverian.
- **Social Programs** – Your Community Educators and Community Advisors host events and activities to meet new people and develop meaningful relationships with your peers both in your residence community, as well as others on campus.
- **Community Based** – Your residence life staff are also very eager to introduce you to the wonderful natural sights and locations around Antigonish Town and County. Close to several beaches on the Northumberland shore, Keppoch mountain, numerous hiking trails and more. We encourage you to get off campus and explore this beautiful part of Canada while you are here.

Community Advisors (CAs)

- o Each year the Department of Residence Life hires 60 CAs who are student staff members living and working in their assigned residence building. CAs are responsible for building a strong community on their floor that fosters inclusion, respect for all, and a sense of belonging. CAs also ensure students know where to access supports when they need them (and everyone needs help at one point so don't hesitate to ask). They also help to maintain a safe and respectful environment, ensuring that residents know and uphold the rights and responsibilities of every member.
- o The CA role is one of the top student leadership positions on campus. CAs develop leadership, conflict management, event planning, crisis response, public speaking, and communication skills. Residence life experience develops transferable skills that will serve them in any career path after graduation. CA applications typically open late Fall for the following academic year. Talk to your RLC about this terrific opportunity to build leadership and peer mentorship skills.

Community Educators (CEs)

- o The CE is an exciting new position on campus this year. CEs are student leaders responsible for design and delivery of programming essential to new student orientation and transition during the first year in residence. Each first-year residence is assigned a CE who will facilitate ongoing educational programming as outlined in the Residence Curriculum. CEs also share their experience and expertise to help you get accurate information to make informed decisions during your time here.

CE hiring takes place annually during the second semester.

For the most up-to-date student job postings please visit mystfx.ca/hr/careers

Section 12: Getting involved on Campus

There are endless ways to get involved during your time at StFX. You can try writing for the school newspaper, put your radio voice to the test with the student-run radio station, get your adventure on with the outdoor recreation club, address global issues through Model UN, or get your game on through various sport and recreational activities. Xavierians have a powerful reputation for getting involved with the surrounding communities to create meaningful change and to give back. To us, getting involved means thinking and acting beyond our campus borders.

Section 13: Getting involved through The U

The U is StFX's Students Union. There are many different opportunities for students to get involved from the moment they set foot on campus within the U. The U offers volunteer opportunities as well as student employment positions at the convenience store, campus bar and our drive home service DriveU. Volunteering for the student's union is a rewarding way to give back and make an impact on campus in many different ways. As well, attending events run through the Union is a great opportunity to meet new people and engage with campus. Join or run your own society, volunteer to help plan and run events or even lend a hand at the Kevin's Corner Student Food Resource Center. Early in September, The U will host Societies Night, which is an opportunity for you to explore all the different societies and clubs that are open to you. The opportunities are endless and always fun because The U is for students, by students. For more info on opportunities and events visit theu.ca

Section 14: Residence Amenities & Services

- **Mail**
 - o All students living in residence are assigned a mailbox which is located on the first floor of the Bloomfield Centre. Mail is delivered by Canada Post to the University daily. Please note that mailboxes are shared. If you are looking to have something mailed or shipped to you in residence, please use the address below:

STUDENT NAME
5555 Union Place, StFX University
Antigonish, NS
B2G2W5
 - o Looking to send mail? There is a mail drop located at the post office counter on the first floor of the Bloomfield Centre. All mailing can be done at this station. They sell stamps as well. Envelopes can be purchased at the bookstore, right across from the post office.

Laundry Services

- o Laundry rooms are provided in each residence for your convenience. Each residence student is charged a flat fee of \$145 for laundry, which gives you unlimited access to the machines in your building so there is no need to worry about laundry cards or spare change! A couple of tips...
 - Use a high efficiency (HE) detergent. It's more concentrated so you use less!
 - Don't overload these machines, as that may cause damage that prevents other students from using them. Please treat these facilities with respect.
 - If you notice a machine is not functioning properly let your CA know or email Facilities Management at FM@stfx.ca
 - Not sure how to do laundry? Connect with your CA and they'll show you!

Common Spaces: Social Lounges & Study Spaces in Residence

Every residence building has communal spaces that students are welcome to use at any time. These features vary depending on the building type.

- o Traditional Style Residence- Offers lounge and study space within the building where students can gather, study individually or work on group projects.
- o Suite Style Residence- Typically includes study spaces, lounges and kitchens throughout the building often located on every floor.

Residence Storage

- o Each traditional and suite style residence has a room for storage during the academic year. These rooms are available to students to store large items such as suitcases, hockey equipment, trunks, etc. If you choose to use one of these rooms, know that the University is not responsible for any lost or stolen items.
- o Storage rooms are kept locked at all times. If you need access to one of these rooms ask your CA. All storage rooms in residence must be left vacant at the end of the academic year. Any items left behind will be destroyed or donated to charity.

Overnight Parking

- o Only students living in residence will be eligible to register for and purchase an overnight parking permit.
- o If you want to leave a vehicle on campus you will need to purchase an overnight permit at a cost of \$400 for the full academic year and you must use designated parking areas only.
- o Students with overnight permits do not need to purchase an additional daytime permit.
- o Overnight parking permits can be picked up at the Charles V. Keating Centre Box Office. Students will be asked for their ID to match with the data that is in the system.
- o If you have any questions, please reach out to boxoffice@stfx.ca or check out <https://tprostfx.ticketpro.ca/fr/pages/stfxparking>

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Section 15: Getting your Student Email & Tech Set Up

Connecting to Wifi

- All residence buildings have wireless internet service. To log on, go to your network setting, select WIFI and look for WebFX. Once you select this you will be prompted to sign in. Please use your WebFX username and password.
- If you can't access your email or are experiencing other computer-related or telephone problems, you should contact IT Services at 902-867-2356 or itservices@stfx.ca.

Setting up your StFX Student Email

- All StFX students are provided with an Office365 account which includes email to use during their time as a student. This is the primary method that staff, and faculty use to connect with students. If you don't check this account, make sure it is forwarded to one you do check frequently.
- To access your email account, go to office365.stfx.ca

Connecting a gaming or streaming device?

- Gaming consoles and streaming devices such as Apple TV must connect to the StFX network using a static (unchanging) Internet Protocol (IP) address. Students, Faculty, and Staff may request a static IP to ensure their devices have the network connectivity they require. Check the ITS webpage for help with this request.

Section 16: Your Residence Contract

By accepting your room assignment, you are agreeing to the terms and conditions outlined in the residence contract.

So, what is the residence contract?

The Residence Contract is your lease agreement to live in university residence on campus. The contract is an agreement between the landlord (University Housing), and the tenant (you). The Residence Contract outlines the expectations, limitations, and responsibilities of each party.

We strongly encourage you to review your Residence Contract in detail prior to coming to StFX, especially the information related to damages and how those are handled.

NOTE “Damages, theft and/or loss in a common area which cannot be identified as the responsibility of specific individuals will be the responsibility of the Residents living in the residence section, house, staircase, or floor in which the damage, theft and/or loss occurred. The cost for repairing damage to common areas or for replacing University property stolen or lost from common areas will be prorated among the Residents living in the residence section, house, staircase, or floor in which the damage, theft and/or loss occurred”

You can find a copy of the full 2022/23 Residence Contract below:

https://www.mystfx.ca/university-housing/sites/university-housing/files/2021-10/University%20Housing%20Contract%202022-2023_0.pdf

Section 17: Residence Living Standards & University Policies

This section details the responsibilities and expectations of all residents as well as what happens when a resident makes a mistake, intentionally or not. We believe that residence is a place of learning as much as the classroom on campus. We acknowledge that you will make mistakes – that is part of life. What you learn from your mistakes is how you grow and develop as a Xaverian and citizen of your communities.

You are Xaverian wherever you go. Being Xaverian is an active commitment to caring about the community we are a part of. It is an understanding that we each come with our own experiences and backgrounds which influence how we see the world, what we learn from new experiences, and how we live together. Acknowledging and celebrating our diversity means we must treat each other with respect, dignity, and empathy.

Student health and safety is our first priority and any resident that is in need of medical support and assistance can reach out to CAs and RLCs to access services for themselves or others.

All StFX students, living in residence or off campus are accountable to the StFX policies including these key policies:

- StFX Community Code of Conduct
- StFX Harassment & Discrimination Policy
- StFX Sexual Violence Response Policy
- StFX Cannabis Policy
- Senate Policy on Hazing
- Internet Usage Policy
- Alcohol Policy

The residence buildings and students living in them at StFX are not separate from Canadian law or from the StFX Community Code of Conduct. The Residence Standards described in the next section are meant to be a guide to the rights and responsibilities specific to living in StFX residences. Depending on the nature of the behaviour, severity of the harm, and any previous incidents, incidents in residence may be referred to the Manager, Restorative Practices and Student Conduct for review and possible investigation. The Residence Community Standards, although not an exhaustive list, are standards expected of all Xaverians living in residence. The following table outlines the standards and examples of what might be a resolution when harm is caused under the standard.

*Please note that Residence Status and the examples of disciplinary outcomes included are meant to give students an idea of what they could expect for an **initial conduct matter**. Be mindful that all outcomes take into consideration any previous conduct history and severity of the incident.*

Standard	Description	Residence Status Level (L)	Examples of Potential Outcomes, but not limited to:
Cleanliness & Garbage Removal	Not only are students responsible for maintaining the cleanliness of their assigned room, but they are also responsible for the cleanliness of common spaces (Lounges, kitchens, common washrooms, hallways, etc.) in residence after use.	L1: Verbal Warning to L2: Written Warning	L1: Cleaning up mess made as individual or group

<p>Cleanliness & Garbage Removal</p>	<p>Every student has the right to live in an environment that is comfortable and safe. Students are encouraged to reduce their impact on others by maintaining proper cleanliness and removing products or items that have strong scents.</p>	<p>L1: Verbal Warning to L2: Written Warning</p>	<p>L1: Removal of item(s) or mandatory cleaning.</p>
<p>Unwanted Scents</p>	<p>Residents are to always keep noise levels at a respectable level to minimize disruption to others. Music should not exceed levels where a normal conversation cannot be heard, and speakers are not to be used in hallways or washrooms. Quiet Hours 11:00pm to 8:00am Sunday to Thursday & 1:00am to 8:00am from Friday to Saturday.</p>	<p>L1: Verbal Warning to L2: Written Warning</p>	<p>L1: Verbal or Written Apology to impacted students L2: Removal of Speakers from residence, educational outcome</p>
<p>Moving University Furniture</p>	<p>All university furniture including lounge furniture and room furniture is to stay in its original place unless authorized by a representative of University Housing and/or Residence Life.</p>	<p>L1: Verbal Warning to L2: Written Warning</p>	<p>L1: Putting furniture back or restitution for the cost of damaged furniture</p>
<p>Guest Violation</p>	<p>All guests are the responsibility of the student hosting them, whether they are staying overnight or just for a short time. Residents may host up to 2 guests at a time. These guests must be signed in through our online eRezlife site. Residents may host 10 overnight guests per semester, and no more than 3 nights in a row.</p> <p>Guests who are also students will also be accountable for their own actions.</p> <p>Busy times such as Homecoming will involve a no guest or limited guest policy in residence.</p> <p>For more information, please review section 20</p>	<p>L1: Verbal Warning thru to L3: On Probation</p>	<p>L1: Removal of guest privileges</p>

<p>Parties or Gatherings</p>	<p>Residents are not permitted to host, participate in or advertise an organized or spontaneous disruptive or unsafe party in their residence. A party is considered disruptive or unsafe when the following 3 conditions are present:</p> <ol style="list-style-type: none"> 1. There are more than 8 people in a residence room or 16 in a residence lounge, and 2. One of the primary activities in the space is focused on the consumption of alcohol &/or other substances, and 3. Noise levels are above where a normal conversation can be clearly heard. 	<p>L1: Verbal Warning thru to L3: On Probation</p>	<p>L1: Removal of guest privileges and cleanup of mess L3: Behavioural bond, loss of privileges</p>
<p>Soliciting, Advertising, or unapproved signage.</p>	<p>Soliciting of any kind for profit or not is unacceptable in residence unless approved by University Housing &/or Residence Life. Any signage or posters must be approved by the RLC or Manager, Residences and receive an approval s ticker before being posted.</p>	<p>L1: Verbal Warning to L2: Written Warning</p>	<p>Signage & potential educational assignment</p>
<p>Pranks & Boisterous Behaviour</p>	<p>Boisterous behaviour is disruptive and has the potential to cause harm to others or property. Examples include but are not limited to; physical games such as hockey indoors, slip & slides, hallway races, etc.</p>	<p>L1: Verbal Warning to L2: Written Warning</p>	<p>L1: Verbal or written apology to community members, Restitution, or clean up.</p>
<p>Non-cooperation with University Officials</p>	<p>Students living in residence, and their guests, are expected to follow the direction of the Residence Life staff members (CAs, SCAs and RLCs), X Patrol members, and Safety and Security officers. This is important, as their job is to help maintain a safe and inclusive environment for all residents of the building. Not cooperating with staff can result in violations of the Residence Standards and Student Code of Conduct. Remember that CAs and SCA are students and members of the community too.</p>	<p>L1: Verbal Warning</p>	<p>L1: Verbal or written apology or loss of student privileges</p>

Prohibited Items	Possessing and or using a prohibited item in residence. For a full list of prohibited items in residence please see section 7.	L1: Verbal Warning thru to L3: On Probation	L1: Removal or temporary confiscation of prohibited item L3: Behavioural Bond
Fire Safety	Including but not limited to: Tampering with fire safety equipment, triggering a fire extinguisher, hindering safe passage in the hallways and stair wells, failing to evacuate during a fire alarm, and disabling a smoke detector. Fire safety is provincially regulated, and outcomes include fines for violations of fire safety standards.	L1: Verbal Warning thru to referral to the Code	L1: Restitution, Behavioural Bond, verbal or written apology. L3: Fine, Behavioural Bond Residence Contract Termination, RCMP Investigation
Misuse of Alcohol & Other substances	Misuse of alcohol & other substances includes but is not limited to underage drinking, mass consumption, open alcohol, & drinking games. It also includes possession, consumption, or trafficking of illicit substances. For more details, please see sections 18 & 19	L1: Verbal Warning thru to L3: On Probation	L1: Educational Assignment, alcohol probation
Misuse of Residence Space, & or Access Cards	Including but not limited to: 1. Possessing &/or using an access card other than your own. 2. Entering another resident's room or disturbing another resident's property, leaving one's room unlocked. 3. Tampering with lock systems on doors or windows to gain or provide access. This includes propping doors. 4. Entering prohibited spaces off limits to students (Electrical rooms, custodial rooms, rooftops, or other administrative spaces, etc.)	L1: Verbal Warning thru to L3: On Probation	L1: Removal of Privileges L3: Removal of Privileges, RCMP Investigation

<p>Hazing</p>	<p>Any action taken or situation created for the purpose of initiation or affiliation with any organization, group, club, society or team, with or without the consent of the individual, which jeopardizes the physical or mental well-being of the individual. For a full definition please see the University's Senate Policy on Hazing.</p>	<p>Referral to Code</p>	
<p>Disrespectful, Bullying, or Intimidating Behaviour</p>	<p>Every student has the right to live and study in a community that focuses on mutual respect and is free from any form of bullying or intimidation. Including all forms of communication in person or social media in a direct or in-direct manner. Someone who is harmed by bullying or intimidation may choose to make a complaint through the Harassment and Discrimination policy. Residence Life will consult with the Manager, Human Rights and Equity to determine if the behaviour, if found to have occurred, would fall under the Harassment and Discrimination policy and require a formal investigation process.</p>	<p>L1: Verbal Warning thru to L3: On Probation</p>	<p>L1: Verbal or written apology L3: No Contact, Residence Transfer</p>
<p>Theft</p>	<p>Defined as possession or use of university property or property of another person without appropriate consent or authority.</p>	<p>L1: Verbal Warning thru to referral to the Code</p>	<p>L1: Returning of items or restitution RCMP Investigation, Residence Contract Termination</p>
<p>Smoking & Vaping</p>	<p>All students are to respect the rights of others, ensuring they do not have or post offensive material or derogatory signs that would reasonably be considered offensive to others.</p>	<p>L1: Required to remove offensive material & Verbal Warning thru to referral to the Code or Harassment and Discrimination Policy</p>	<p>L1: Verbal or Written Apology, RCMP Investigation, Residence Contract Termination</p>

Damage & Vandalism	Including but not limited to: 1. misappropriation, destruction or damage of university property or resources; 2. misappropriation, destruction or damage of other's property; or 3. defacement of any university facility, fixtures, building or property.	L1: Verbal Warning thru to referral to the Code	L1: Restitution, RCMP investigation, Residence Contract Termination
Breach of the Residence Contract	By accepting your residence building and room assignment you are agreeing to the terms and conditions outlined in your residence contract .	L1: Verbal Warning thru to L3: On Probation	L1: Educational outcome. L3: Behavioural Bond, Residence Relocation.

**The above list is not exhaustive.*

**Illegal activity or other behaviour extreme enough to warrant RCMP involvement could include the potential outcome of university suspension under the StFX Community Code of Conduct.*

Section 18: Alcohol in Residence

The Residence Life department advocates for a responsible approach to consumption of alcohol for those residents who are of the legal drinking age of 19 years old in the province of Nova Scotia. We promote responsible consumption following Canada's Low-Risk Alcohol Drinking Guidelines and discourage high-risk activities related to alcohol. In addition, these policies exist to reinforce provincial and federal laws regarding alcohol consumption and ultimately to ensure the safety of residents and their guests.

Gatherings and Alcohol Use

Gatherings are ok as long as the noise is contained, and alcohol is not the focus of the gathering. It is fun and a great way to bond with new friends and build community. When parties become disruptive or unsafe, Community Advisors will intervene and ask residents to turn down the music, change the activities in the room, or ask students to disperse if the party has become too disruptive or unsafe.

Everyone in residence has the right and to feel safe and comfortable in the building. Partying that involves excessive alcohol consumption and disruptive noise levels impede this right for those who are not participating in the party atmosphere. It also increases the risk of damage to property, harassment, physical injury, medical emergencies, and the need for extra cleaning. **A disruptive or unsafe party occurs when all three of the following conditions are present:**

1. There are more than 8 people in a residence room or 16 in a residence lounge, and
2. One of the primary activities in the space is focused on the consumption of alcohol &/or other substances, and
3. Noise levels are above where a normal conversation can be clearly heard.

Residents are not permitted to host, participate in or advertise an organized or spontaneous disruptive or unsafe party in any residence.

Mass Consumption and Alcohol Misuse

- Mass consumption is defined by the Canadian Centre for Substance Use and Addiction as a pattern of drinking that significantly increases the blood alcohol concentration (BAC) to dangerous levels in a short timeframe. This pattern corresponds to consuming 5 or more drinks in a 2-hour time span.
- Students are not to participate in, promote, be a spectator of drinking games or engage in mass consumption within the residence community.
- Mass consumption, drinking games, or drinking devices that promote mass consumption are strictly prohibited within residence.
 - o This includes but is not limited to beer pong, water pong, flip cup, and beer funnels. This also includes “trophies” from empty containers or cases, as well as large volume alcohol containers such as kegs and mini kegs.

Open Alcohol

For the safety and cleanliness of the building, residents are not permitted to have open alcohol in the hallways, stairwells or in common spaces. Open Alcohol is defined as any alcohol that is not factory sealed and/or in a covered container.

Substance Delivery to Residence

With the introduction and shift to home delivery of various goods and groceries, anything that is being delivered to campus residences must not include alcohol or cannabis as that is strictly prohibited.

Common Spaces

Within residence there are various forms of lounge spaces, and each residence will have some lounges specified as social spaces, for residents to engage in social activities and entertainment, as well as lounges that are focused for studying and academic pursuits. Alcohol is permitted in social spaces if all participants are of legal age, containers follow previously mentioned guidelines, and it does not consist of a party. Study spaces are academically focused and set to be used as spaces for group or individual learning and as such alcohol is not permitted. Below is a list of social and study spaces in residence but check in with the CAs for clarification as needed.

BUILDING	STUDY SPACES	SOCIAL SPACES
Governors	Hallway lounges	Lounges attached to kitchens
Riley	1 st Floor Lounge	Movie Room, 4 th floor lounge
O'Regan	1 st Floor Lounge	Movie Room, 4 th floor lounge
MacKinnon	Basement Study Lounge	McNeil and Chillis lounges
Cameron	Study Lounges	Basement lounges
Bishops	Basement study lounge	Lounges near the elevator
Maclsaac	Side lounges	Corner lounges
MSB	Study Lounges	Lounges
FX		Basement lounge

Alcohol In Kitchens

- Kitchens must be kept safe, clean, and accessible and follow all common space guidelines.
- No alcohol is to be stored in the common fridges but can be stored in personal mini fridges in residents' rooms if residents are of age.
- Any alcohol that is found unattended in common spaces will be disposed of.

Section 19: Cannabis & Other Substances in Residence

In accordance with Canadian law, students who are at least 19 years of age may possess up to 30 grams of dried cannabis. Smoking or vaping is not permitted in StFX residence buildings. Students are responsible for properly storing and managing the smell of their cannabis so that it does not become a nuisance to their community. Students are not permitted to grow cannabis or cook with it in residence. More information can be found in the StFX Cannabis Policy (<https://www.stfx.ca/about/university-governance/university-policies>).

Illegal Substances:

All illegal drugs are strictly prohibited in residences. Prescription drugs must be in possession of the person for whom they are prescribed. Students who are found or suspected to be in possession of large quantities of any drugs, such that it may indicate trafficking, will be subject to discipline under the StFX Community Code of Conduct and/or the RCMP.

Section 20: Guests in Residence

Having guests in residence is considered a privilege given to all residence students. Students should be mindful of others in the community when bringing guests into the building and keep disruptions to a minimum. If you are a host, it is your responsibility to ensure your guest is informed of the Residence Community Standards. Specifically:

- a. Hosts are limited to a maximum of two (2) StFX guests at a time after 8:00pm.
- b. Guests are to be signed in by their StFX host should they enter a building that they do not live in.
 - a. Non-StFX guests (No affiliation to the university) must be signed in & approved no matter the time of the day.
 - b. StFX guests (Those who are actively enrolled at StFX) who do not reside in the building they are visiting must be signed in daily any time after 8pm.
 - c. Any long-term guest (more than 1 night), regardless of if they are a student, must sign in prior to arriving to the residence building
- c. Guests under the age of 16 are not permitted in the building after 10pm.
- d. A StFX University Official can temporarily revoke guest and host privileges at any time if either party acts in a manner that endangers the health and/or safety of a community member, or the community, until the concerns can be formally addressed
- e. Guests without a host will be asked to leave the residence building by an StFX University Official.

- f. Hosting an individual who is banned or a person who does not have guest privileges is prohibited.
- g. The Host is responsible for the actions of their guest and may be held accountable for their guests' actions.
- h. Any student living in a double must obtain consent from their roommate before hosting a long-term guest and should receive approval before hosting a short-term guest.
- i. Students are responsible for any individuals whom they let into the building whether the individuals are intended to be their guest or not. Letting individuals who are not known to the student into the building puts the community at risk (Theft, Assault, Damage, etc.).

Residence also restricts the number of guests allowed to be signed in during specific times of the academic year. These dates will be communicated to students at least one week prior to the restriction period. Please note that guest privileges will be restricted during the following periods:

- 1. Welcome Week** - No guests may be signed in. There is a temporary exemption to this restriction for parents/guardians/friends to help students move into residence.
- 2. Homecoming, St. Patrick's Day, Last Class Bash, etc.**
- 3. Peak Academic Periods** - Non-StFX & overnight guests are prohibited. Hosts are limited to two (2) guests for the purpose of studying.

Go to stfx.erezlife.com to sign-in your guest throughout the year and for more information relating to hosting a guest in residence.

Section 21: Fire Safety

StFX conducts regular evacuation drills, especially at the beginning of the term to make sure that residents and staff know what to do in the event of a fire. When you hear the alarm, exit the building by the nearest exit and go to the muster point for your building. Safety and Security officers with your RLC will give instructions from there. Do not re-enter the building until Safety and Security has indicated that it is all clear to go back in. In residence, students are expected to keep hallways clear at all times to allow for safe evacuation should an alarm be set off. Fire safety measures are critical life saving measures and we take them very seriously. Provincial regulations require the University to have these measures for your safety. Tampering with equipment or causing an unsafe situation are violations that have fines included in the outcome(s). The fine amounts are predetermined for certain violations:

Having guests in residence is considered a privilege given to all residence students. Students should be mindful of others in the community when bringing guests into the building and keep disruptions to a minimum. If you are a host, it is your responsibility to ensure your guest is informed of the Residence Community Standards.

Repeated use of prohibited items containing an open element or flame.	Up to \$50 per occurrence.
Disabling or covering a smoke detector	\$200
Setting off, disabling, or removing a fire extinguisher or fire hose (unless for a legitimate reason)	\$90 (extinguisher recharge and service fee) plus \$50 fine
Tampering with or setting off a false alarm (unless for a legitimate reason)	Automatic Referral to the Code \$300

Students can help reduce the risk of fire in residence by adhering to the prohibited items list. Specifically, items with an open flame, or heating element are known to cause fires and should not be brought into residence. Students who bring items into residence or who participate in activities that put others in danger will result in outcomes under the Residence Living Standards &/or StFX Community Code of Conduct.

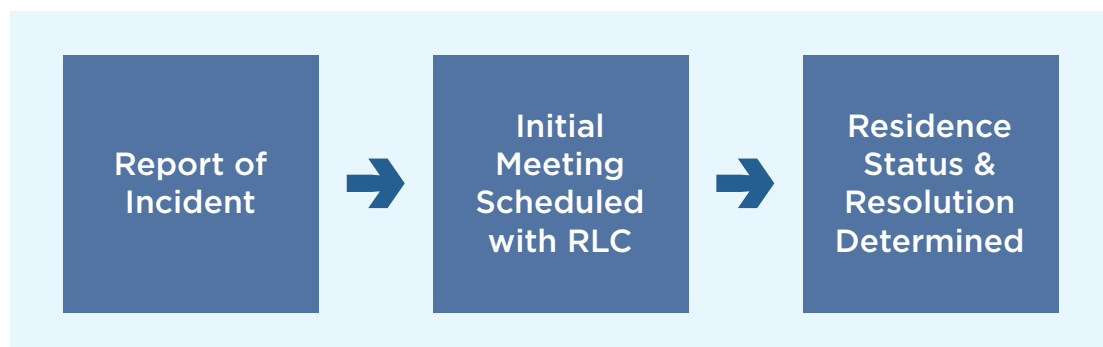
What to do When the Fire Alarm Sounds

- o Stop what you are doing. If it is safe to do so, leave your room and ensure the door is firmly closed.
- o Leave the residence building immediately, calmly taking the safest and nearest exit. You are encouraged to familiarize yourself with the building exits as soon as possible after move-in.
- o Do not take elevators. If you require an elevator to travel between floors you should notify your Community Advisor as soon as possible so a plan can be put in place, should there be a fire alarm throughout the year.
- o Move away from the building to your residence's designated muster point. Your Community Advisor will go over this in your first-floor meeting.
- o Follow instructions from Residence Life Staff, StFX Safety & Security Services and any member of the emergency response team.

Section 22: Incident Resolution Process

When an incident occurs in residence the staff member who responds is required to submit a report of what they observed from the incident. Every report is reviewed and, where there may be a potential violation of these Residence Community Standards and/or another university policy, the Residence Life Coordinator or the Manager, Restorative Practices and Student Conduct may follow up with the students involved.

When the Residence Life Coordinator reviews the incident report, they will determine if the incident was resolved at the time or if further resolution is needed. The chart below illustrates the resolution process following a reported incident in where a violation of the Residence Standards may have occurred:



If further resolution is needed, the Residence Life Coordinator will reach out to the student and set up a meeting to discuss what happened, what harm was caused or could have been caused, and to determine how to best repair the harm and resolve the incident. The ideal resolution is one where the student(s) who caused harm takes responsibility and works with the Residence Life Coordinator to agree on appropriate outcomes.

If at the initial meeting there is not agreement on a resolution, the RLC will determine if the student is responsible for the violation based on the balance of probabilities (more likely than not to have occurred). If the student is found responsible, the RLC will assign appropriate outcomes as well as a Residence Status level.

Failing to attend a scheduled meeting with your Residence Life Coordinator could result in a finding and decision made in the student's absence and/or further disciplinary outcomes. The Residence Life Coordinator will attempt a maximum of two meeting invitations before making a determination on the issue in the student's absence. Should a student breach the Residence Community Standards while on a Residence Status level 3 or engage in behaviour that causes significant harm to the community, the report may be referred to the Student Life Office to be investigated under the StFX Community Code of Conduct.

Section 23: Interim Measures & After-Hours Conduct

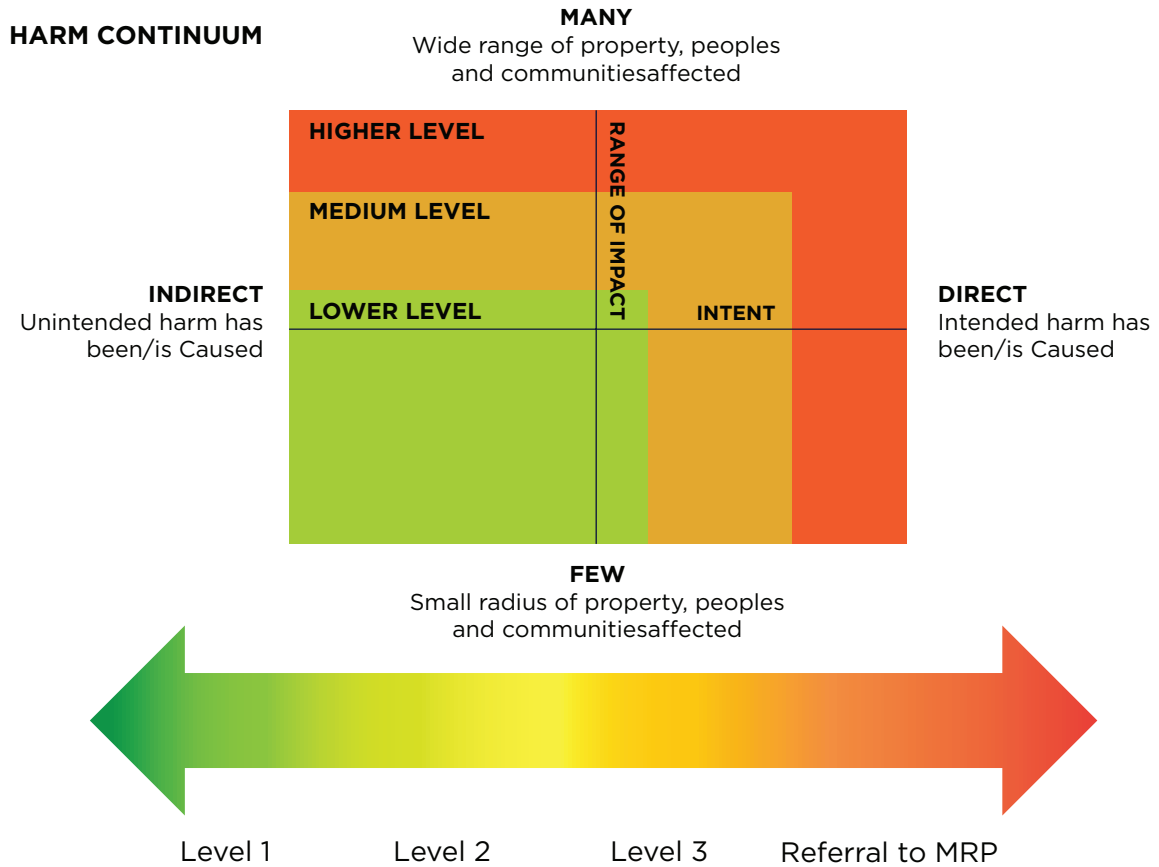
During the academic year, an on-call Residence Life Coordinator is available for urgent support and will respond to emergencies in residence, 24 hours a day, 7 days a week. The RLC, in consultation with the Manager, Residences (or back-up on call support person), may without delay impose interim measures to prevent escalation and for the wellbeing of residents who have been harmed. Interim measures are temporary and can be made permanent, modified, or removed once the incident is reviewed and/or resolved under the applicable policy. Possible interim measures are:

- No Contact
- Guest Privileges revoked
- Temporary Residence Ban
- Residence Relocation or temporary housing
- Temporary substance ban
- Confiscation of Prohibited Item

Section 24: Residence Status & Outcomes

A Residence Status level is assigned with outcomes in a resolution. The Status levels are a progression from a Verbal Warning (level 1) to written warning (Level 2) to Residence Probation (Level 3). Beyond level 3, the case will be referred to the Manager, Restorative Practices and Student Conduct for investigation under the Community Code of Conduct.

The status level is determined by the severity of the behaviour and the extent of harm or potential harm caused by the behaviour. In each case, depending on the harm and severity of the incident, a resident can be assigned any status level and may not necessarily move through each level in a linear fashion. Status levels increase with repeated incidents causing harm. When determining a Residence Status and outcome, the RLC will refer to the harm continuum to determine severity of the incident.



Below are tables that outline the Residence Status levels, why a status level would be assigned, who assigns it, the potential outcomes and what students should do next.

LEVEL 1, Verbal Warning	
Why?	Students are assigned a residence status level 1 with a verbal warning when the student's behaviour is considered a "one off" or that causes a minor disruption to others.
Who?	Residence Life Staff (Community Advisor, Senior Community Advisor Residence Life Coordinator)
What?	<p>Possible outcomes that may be assigned:</p> <p>Educational Outcomes- designed to engage the resident in learning from their mistakes made and to understand the impact of their behaviour on others in the community. Educational outcomes could include:</p> <ul style="list-style-type: none"> • Self-Assessment Alcohol Use Survey & Reflection (E-Chug) • Self-Assessment Cannabis Use Survey & Reflection (E-Toke) • Community Impact Assignment • Decision Making Reflection • Letter to Future Self • SMART Goal Assignment • The Power of Failure Educational Assignment • Discretionary Educational Assignment

LEVEL 2, Written Warning	
Why?	<p>Students are assigned a residence status level 2 with a Written Warning when the behaviour is repeated begins to increase the level of harm to others or themselves.</p> <p>Students may receive up to 3 Written Warnings (depending on the severity level of behaviour) before moving up to a Residence Status Level 3 of On Probation.</p>
Who?	Residence Life Coordinator (or the Senior Community Advisor as designated)
What?	<p>Possible outcomes that may be assigned:</p> <p>Educational Outcomes - as noted in Level 1 above.</p> <p>Restorative Outcomes</p> <ul style="list-style-type: none"> • Apology - a written or verbal statement of responsibility, acknowledgement of harm and commitment to do better. • Restitution - may be assigned to cover the cost of damaged property or belongings as a result of one's actions. • Community Service - Students may be assigned up to 24 hours of community service with a university department or community partner. This outcome is typically assigned with a reflection essay. <p>Restrictive Outcomes</p> <ul style="list-style-type: none"> • Removal of Guest Privileges - Removal of guest privileges is for a period determined by the RLC or designate as a result of failing to adhere to the residence guest policy. • Premise Ban - A student may be banned from any given residence floor, or residence building, • Loss of Student Privileges - Student becomes ineligible to attend certain residence-based programming or events. • Alcohol Probation- may be assigned to students found responsible for the misuse of alcohol. Students placed on alcohol probation agree to not possess or consume alcohol on University Premises nor return to University Premises under the influence of alcohol for a specified period of time, no less than to their 19th birthday. • Fine - Fines cannot exceed \$250.00. The student is given a period of time to pay the fine in cash after which time the fine is placed on the student's account at the Business Office. • Behavioral Bond - A behavioural bond cannot exceed \$250.00 for a specific period of time (up to a maximum of one academic year). If, at the end of that time, the student has not been found responsible for further violations the bond is removed. If the student is found responsible for further violations, the amount of the bond will be applied to the student's account.
What Next?	<p>If you receive a Level 1 or 2 status, reflect on the incident and be honest. Talk with your CA or the staff member who documented the occurrence. Level 1 status decisions cannot be appealed.</p>

LEVEL 3, On Probation	
Why?	Residents may be assigned a status of Level 3, On Probation in the following circumstances: <ul style="list-style-type: none"> • Harmful behaviour continues despite previous interventions and/or • The behaviour is deemed to cause significant harm to the community or self
Who?	Residence Life Coordinator
What?	Possible Outcomes: Outcomes assigned with a Level 3 status could range from any outcome mentioned from level 1 to level 3. <ul style="list-style-type: none"> • Educational Outcomes • Restorative Outcomes • Restrictive Measures
What Next?	If a level 3 status has been determined: Reflect on the incident, be honest. Talk with your CA or the staff member who documented the occurrence. You may want to consider seeking the services of a student advocate for additional support.

Any incident that, if found responsible, the outcomes could be beyond level 3 will be referred to the Manager, Restorative Practices and Student Conduct for review under the StFX Community Code of Conduct

A subsequent incident, once a student is at status level 3 (On Probation), or if the behaviour causes severe harm &/or creates a significant safety risk to the residence community regardless of any status level, the incident will be referred to the Manager, Restorative Practices and Student Conduct for review under StFX Community Code of Conduct.

Referral to the Manager, Restorative Practices and Student Conduct for Review	
Why?	Referral to the Code of Conduct will result for a resident who is <ul style="list-style-type: none"> • a) currently at Level 3, On Probation, or • b) who engages in misconduct that creates significant harm or safety risk to the residence community regardless of previous conduct history.
Who?	Manager, Restorative Practices & Student Conduct

Referral to the Manager, Restorative Practices and Student Conduct for Review	
What?	<p>Outcomes defined in the Community Code of Conduct.</p> <p>Examples of residence related restrictive outcomes include:</p> <ul style="list-style-type: none"> • Ineligible to Return to Residence: – A student may stay in residence to finish out the year given no more conduct arises but is ineligible to return to residence the following academic year. It may be determined that the student is ineligible to return to a specific residence(s) or all residences. • Residence Suspension: Suspension from residence means that a student is removed from residence for the remainder of their current contract. • Residence Relocation: A Student may be transferred to another residence when their behaviour negatively impacts the residence community, or the residence community is deemed to have a negative impact on the student. • Outcomes under the Code will be determined by the Manager, Restorative Practices and Student Conduct. The decision will be shared with the Residence Life Coordinator. <p><i>Residence Status Level</i></p> <ul style="list-style-type: none"> • If the outcomes under the Code allow the student to remain in residence, the Residence Status level and other possible outcomes will be determined in collaboration with the Residence Life Coordinator
What Next?	<p>If your report is referred to the Code for review, reflect on the incident, be honest. Speak with your RLC who can help you understand the next steps. Consider seeking the services of a student advocate (SU_ADVOC@stfx.ca).</p>

Opportunities to lower your Residence Status:

At the beginning of the second semester residents will have the opportunity to lower their Residence Status level by enrolling in an optional educational assignment. This assignment is designed to promote self-discovery while giving back to the StFX Community in a meaningful way. Upon successful completion of the outcome, as determined by a member of the Residence Life Management team, the status level will move down one level. To inquire about enrolling in this optional assignment please email RLCs@stfx.ca.

Outcomes in Absentia

Should a student fail to attend the first scheduled meeting, their RLC will schedule a second meeting via email and will follow up by dropping a printed confirmation of the new meeting date and time at the student’s door. If a student misses (2) scheduled meetings with their RLC and no reasonable rationale is provided, the RLC will make a decision based on available information and an outcome may be assigned.

Section 25: Residence Standards Appeal Process



Residents have the right to request an appeal of decisions made resulting in a status level 2 and 3, through the Residence Standards. Appeals of a level 2 or 3 residence status level must meet at least one of the following grounds to be considered:

1. Information has emerged that was not reasonably available at the time the decision was made and that would have a significant impact on the decision.
2. The severity of the outcome assigned, or Residence Status Level is too severe for the misconduct
3. There was bias or procedural error made by the RLC or designate.

Appeal requests will be reviewed by the Manager, Residences or designate and a student member of the University Appeals Committee. They may do one of the following:

1. Dismiss appeal based on lack of grounds or evidence
2. Accept the appeal but keep the original decision &/or outcome
3. Accept the appeal and change the finding and/or outcome

We encourage residents to take their time when drafting their appeal and/or seek advice from student advocates to ensure that they have met at least one of the grounds for appeal.

A decision on the appeal will be sent to the student within five (5) business days of receiving the appeal request. The Manager, Residence and Student Appeals Committee member may request further information from the student or RLC before making a decision. Decisions made on appeals of Residence Status Level or outcomes under the Residence Community Standards are final and may not be appealed further. If students have questions or would like support throughout the appeals process, they are encouraged to reach out to the Student Advocate Office, 419 in the

Bloomfield Centre, or by email at SU_ADVOC@stfx.ca. Office Hours are posted on the website: <https://theu.ca/advocates>. These are student representatives who are training on university policies and can help students navigate the process.

- I.e. Keppoch, Main Street, Antigonish Farmers Market, Pomquet Beach, The Landing, Tall & Small etc.

Section 26: Residence Room Right of Entry

Section 10 of your residence contract includes an acknowledgement that University staff may enter your room throughout the year for repairs and maintenance or if there is a concern for health, safety, or wellbeing. The University may also enter if there is a suspicion of activity that violates the Residence Standards, Code of Conduct, or any other University policy. When possible, the student will be notified in advance; however, University staff have the right to enter a room without notice. Housing and Residence Life staff conduct routine inspections at least once per term.

Section 26: Safety & Security Services

Safety & Security Services provides 24-hour coverage 365 days per year via the Safety & Security Operations Centre (SOC). In addition, our team of dedicated Safety & Security Officers conduct regular vehicle and foot patrols of campus instilling confidence that everyone is able to live, learn, work and enjoy a supportive and safe environment.

X-Patrol

X-Patrol is comprised of over 70 student leaders who work alongside StFX Safety & Security officers to help create a safe and secure campus environment. X-Patrol provides a number of services including campus patrols, event supervision, and campus walk homes. If at any time you feel unsafe or uncomfortable walking back to residence you can call StFX Safety & Security and request a walk home by X-Patrol. You can request this service by calling 902 867 4444. Please note that X-Patrol shifts begin at 8:00pm.

In Case of an Emergency:

If you, a StFX student or community member is in immediate danger:
Call 911 from any landline on campus. If using a StFX landline any calls to 911 will automatically notify StFX Safety & Security Services.

If you are using a cellphone, call 911 immediately followed by a call to StFX Safety & Security Services at 902 867 4444. Security Officers are fully trained in de-escalation tactics as well as emergency first aid and will be able to support any situation until emergency responders arrive on campus.