

# St. Joseph's College

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## Residence Handbook

**2017-2018**

St. Joseph's College



St. Joseph's College Residences

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## **A Message from St. Joseph's College**

Welcome to St. Joseph's College! To the new residents of both the men's and women's residence, we wish for you to take the time to enjoy everything that both the University of Alberta and St. Joseph's College has to offer. And to the returnees, we hope that the new academic year continues to deliver and expand upon the experience you have already had living at St. Joseph's College. St. Joseph's College endeavors to offer a well-balanced atmosphere for its residents to thrive in while completing their respective degrees.

Although the classes that you will take through the University of Alberta will give you the skills needed to work in your future profession, it is the social activities you will engage in while residing at St. Joseph's College that will give you the skills to enjoy your everyday life. The multitude of social gatherings that the House Committees and College throw - theme parties, games nights, intramural sports, BBQ's, etc - will gather everyone together to celebrate being in each other's company. But most of the social events of the College are often those that come unexpectedly - like studying with friends for that midterm, watching a movie together or sitting down for meals.

At the same time you are enjoying your residence life experience, remember to enjoy all that the rest of the College, University, and city of Edmonton has to offer. The University of Alberta offers many opportunities to not only develop your mind through academics, but also through social events such as varsity sports and volunteering programs. The city of Edmonton has lots to offer as well whether it is watching the Oilers play, taking in a concert at Rogers Centre, going to take in the sights of West Edmonton Mall, or one of the many available activities in the city. One of the main lessons you should take from your university experience is to take full advantage of the new adventures you will have access to while you live at St. Joseph's College and in the city of Edmonton.

Throughout the year, please refer to this handbook as a guide for living at St. Joseph's College. This handbook holds the answers to many important questions - from lockup times and the after hours phone number to how to order pizza to the College. In conclusion, make sure to take a gander at all the opportunities available to you and cherish every minute of this experience.

## **General Information About St. Joseph's College**

### **Academic Services**

In addition to its residences, St. Joseph's College also offers an engaging academic program. The courses we offer cover diverse subject areas including -- but not limited to -- Catholic Education, bioethics, science and religion, scripture, environmental ethics, sport and religion, moral theology, history, philosophy, and social justice. You can also join an international field education class and journey together with your fellow students as you travel to foreign lands for credit.

Our courses are open to all students at the University of Alberta as electives through the Faculty of Arts. If you choose to take a course through St. Joseph's College, you will also enjoy small classes taught by knowledgeable instructors who deliver courses in a variety of accessible formats. Check out our website for more information and course listings.

### **Chapel Services**

St. Joseph's College is the Roman Catholic presence at the University of Alberta. As such, it is an integral part of the Roman Catholic community among those who reside/study at the University of Alberta. The focal points of this community are our chapels, which are located on the west side of the main College building and the north side of the women's residence. The mass schedule at the College during the year is:

Monday, Wednesday	12:10 pm (WR)
Tuesday, Thursday	12:30 pm (WR)
Saturday	4:30 pm (MR)
Sunday	9:30 am & 11:00 am (MR)
Sunday (Student Mass)	7:00 pm (MR)
Public Holidays	No Mass

The chapel also offers the Sacrament of Reconciliation on Tuesdays from 11:30 am to 12:20 pm. Please note that these times and related closures are subject to change at any time during the year. Any changes will be posted outside the chapels and on our website.

Our chaplain is always looking for assistance at the masses from students that are interested in volunteering their time. Serving the chapel as an altar server, Eucharistic minister, reader or musician are just some of the ways that a resident/student can assist in a mass at St. Joseph's College. If interested in helping out in the chapel, contact Fr. Glenn McDonald (the St. Joseph's College Chaplain) in office 1-20.

Although St. Joseph's College is a Roman Catholic College, people from all faiths are welcome to live in our residences. In fact, non-Catholics are welcome to attend Mass, although it would not be appropriate for them to receive communion. If you are not Catholic, you are encouraged to go up during communion with your right hand on your left shoulder. If you do this, the priest or minister will know to give you a blessing instead of communion, and you may return to your

seat. Although this is important to know if you attend mass, residents of St. Joseph's College are not required to attend mass.

### **Residence Address and Mail**

When having mail sent to the residence, please send it to the addresses below:

#### **Men's Residence Address**

(Your Name)

MR (Your Room #) St. Joseph's College

University of Alberta

Edmonton, AB

T6G 2J5

#### **Women's Residence Address**

(Your Name)

WR (Apartment Number#)(Room #) St. Joseph's College

University of Alberta

Edmonton, AB

T6G 2J5

Any mail that a resident receives will be put in the mailboxes of the respective residences. If there is a package delivered to the men's residence, a staff member will place it directly in the resident's room. In the women's residence, all packages will be placed in the large mailboxes with a key put into the resident's mailbox that they can use to retrieve their package. If an oversized package is delivered, the resident will be emailed to pick up the package from the front office of the women's residence. If you are ordering pizza to the residences, the street address for deliveries is 11325-89 Avenue.

### **Residence Phone Numbers**

The general College phone number is (780) 492-7681. To send a fax, the College's fax number is (780) 492-8145. When the fax is received, the Director of Residence will deliver it to your mailbox. If you wish to send a fax, the Director of Residence can assist you with the fax when appropriate. Please note that the fax machine is only available during regular business hours. The Directors of Residence office hours are from 9:00am to 4:00pm, Monday to Friday (except statutory holidays). In the women's residence, the Residence Admin Assistant office is open from 8:30am to 4:00pm, Monday to Friday (except statutory holidays).

If the offices are closed for other reasons, notices will be put on the office doors indicating who to contact. During regular work hours, the preceding Residence Admin Staff can be reached through the following numbers:

*Director of Men's Residence: (780) 492-9026*

*Director of Women's Residence: (780) 492-9027*

*Residence Admin Assistant: (780) 492-7347*

For after hours assistance, the residence on-call cell phone number for the men's residence is (780) 619-JOES (5637) and the on-call number for the women's residence is (780) 940-3726. Residents are to phone this number for after-hours assistance and support. This number is not for parents to use in contacting their children. In the case of an emergency, Campus Protective Services (780-492-5050) or 911 should be called immediately.

### **Student Lounges**

There are three student lounges in the main building of St. Joseph's College. The public student lounge is on the main floor of the College. This space is not just for residents, as the public is allowed to use it during the hours that the College is open. But after lockup, this space becomes a quiet space strictly for the residents of St. Joseph's College and all other students from the University will be asked to leave unless they are guests of our residents.

The "Ranger Room" on 4<sup>th</sup> floor is the male residence's social lounge, where there is a television, pool table, and bathroom. It is primarily a social lounge that the residents can use to unwind from a long day of University courses. Another common room is located in the center of third floor, which has traditionally been used for studying but it is also a popular place to hang out and socialize after a long day of classes. It is the responsibility of our male residents to keep these two areas clean for everyone to continually enjoy.

In the women's residence, there are two lounges per floor on floors 2 to 5, and one lounge per floor on floors 1, 6, and 7. There is also a large public lounge area on the main floor, which can be used as a student lounge and event space. As with the common areas in the men's residence, it is the responsibility of the residents in the women's residence to help maintain cleanliness in these areas.

### **Laundry Rooms**

Both residences have laundry rooms. The women's residence has four laundry rooms located on the 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> floors of the residence. All the washers and dryers in the women's residence are card operated. Each resident in the women's residence will receive a laundry card at the beginning of the year. If a female resident loses her laundry card, she will be charged \$25 to replace them. A resident who withholds having lost their laundry card will face further discipline in addition to paying the fine for their lost laundry card.

The laundry room in the men's residence is located in the 2-west hallway. The machines here are coin-operated. In either residence, the cost to use any of the machines is \$1.50. To recharge their laundry card, residents in the women's residence can use the re-loader machine in the first floor laundry room.

### **St. Joseph's College Library**

The library is located on the lowest level of the east side of the College building. It holds most of the academic materials needed for courses at St. Joseph's College and offers an excellent collection of resources in the fields of philosophy, theology, scripture, Catholic studies, and

many other fields. It is open six days a week and is closed on Sundays and public holidays (check the schedule on St. Joseph's College website for complete hours).

The St. Joseph's College library is a very quiet and convenient place to study in the middle of the University of Alberta campus, and it is also connected to the NEOS library system. This means that all University of Alberta students can borrow books from the St. Joseph's library and/or request that books or other research materials be delivered to the College library from other libraries on campus and off.

The library has four workstations available to all students, and has a printer/scanner/photocopier available for student use with the swipe of their OneCard. Go to the following webpage for instructions on how to download the print client and send print jobs to the library from your own computer (<http://onecard.ualberta.ca/en/UsingYourONEcard/Printing.aspx>).

### **Parking**

There is a small parking lot south of the women's residence. This lot is reserved for staff and residents who have parking passes. If spots open up for residents, the residents will be given notice. Otherwise, they must apply to University of Alberta Parking Services for a spot on campus or find other spaces to park their vehicle. Accommodations will be made for move-in and move-out days and all residents will be made aware of these accommodations before they move in.

If someone parks in the St. Joseph's College parking lot without a parking pass or with a parking pass for another lot on campus, their vehicle will be ticketed and possibly towed. Residents with a parking pass will be required to fill out the paperwork and pay for the parking pass on a term basis at the front desk of the College before they receive the parking pass. If they are delinquent in paying for their pass, the parking pass will be discontinued through parking services and the resident will be subject to fines or further discipline from the College and fines from the University for using a discontinued pass.

### **Elevator**

The men's residence has an elevator on the east side of the building, for use by residents and other community members. The women's residence has two elevators on the east side of the building, for use by the residents only. Elevators are not playthings and as such, residents are expected to not treat them as such. Any damage caused to an elevator by a resident will result in disciplinary action that could include payment for repairs. These repairs are always expensive – so the best way to avoid a hefty fine is by not messing around with the elevator. Please note that in the event of a fire or regular maintenance, the elevators will automatically shut down.

### **Building Closure**

For the men's residence, the building will be locked at 10:00pm each night and residents will need their ZB1 keys to access the after-hours entrance to the building (the back door). If a situation arises where this door will be unavailable for residents to access the building, they will be informed about the change through email and posters around the residence. The stairwell

doors to the residence are always locked and the ZB1 key will also give access to these doors (2<sup>nd</sup> & 3<sup>rd</sup> floor residence and 4<sup>th</sup> floor lounge). If one of the doors is not working properly or unlocked when it should not be, please contact the Residence Life Staff immediately.

The women's residence building will be locked at 5:00pm each night and all day on weekends. The residents of the women's residence will need their FOB's to access the residence at all times. Security personnel (after hours) and the on-call RLA will also be around to assist a resident in entering the building if their FOB is lost. The stairwell doors and elevators will only be accessible to residents with a FOB. As with the men's residence, if a resident of the women's residence notices a problem with a door, please report this to the Residence Life Staff.

### **Key/FOB Loss**

Keys and FOB's are expensive to replace so please be responsible with them. There is a \$75 fee for each key lost or not returned. For example, a male resident who loses a set of two keys will be charged \$150 to replace them. Therefore, a lanyard to help keep track of your keys is recommended. However, do not use a lanyard that identifies St. Joseph's College residences, to prevent thieves from easily locating the residence.

This includes – but is not limited to – changing the suite's locks and supplying all the suitemates with new keys. If a female resident loses her FOB, she will be charged \$25 to replace them. A resident who withholds having lost their keys or FOB will face further discipline in addition to paying the fine for their lost keys. Further fines may be in effect for lost keys when the security of a large amount of rooms or the building is compromised.

If you lose your keys, please contact the Director of Residence or a member of the Residence Life Staff as soon as possible. Places to look for lost keys include Campus Protective Services or Residence Life Services at the University of Alberta, as your keys could have been turned in to them. It is the individual resident's responsibility to keep track of their keys and if a resident shows that they cannot be trusted to keep their keys safe, their status in residence will be reviewed.

### **Residence Security**

St. Joseph's College is committed to providing a safe and supportive environment for all members of the College community. Residents are responsible for abiding by all Provincial health, fire, and safety regulations and co-operating with Residence staff and other members of the College community to ensure that the residence is safe and protected from breaches of security. Residents should abide by the following safety and security guidelines:

#### *Residence Buildings*

- Do not let unknown persons into Residence buildings;
- Guests should be escorted at all times;
- Do not prop open any doors to Residence buildings;
- Do not throw or drop anything from balconies, windows or rooftops;



- Do not interfere with the normal operation of doors, locks, security cameras, fire alarms, access control systems, electrical or mechanical services, telecommunications equipment, or laundry machines;
- Do not participate in dangerous or destructive activities that may cause personal injuries or property damage, including, but not limited to, pranks, water fights, skateboarding, bicycling, or hallway sports in Residence buildings;
- Do not keep valuables or large sums of money in their Suite/Unit;
- Do not leave their Suite/Unit open or unlocked while sleeping or away from their Suite/Unit;
- Do not lend his or her keys to anyone; and
- Do not let anyone up the elevator with you if you do not know him or her.

### *Personal Safety*

- Report any personal safety concerns to the Residence Office, Residence Life Staff or Security;
- If you notice any suspicious activity in or around the public areas of the College, please inform a member of Residence Life Staff, security or Campus Protective Services;
- Do not provide personal information about other residents to anyone without their permission;
- Let someone know when you are leaving residence, where you are going, and your expected return time;
- Carry extra money with you for phone calls, bus fare or cabs;
- When leaving the building to consume alcohol, adhere to the buddy system and keep account of your fellow residents; and
- Keep an eye out for one another.

### **Fire Safety**

There are two kinds of smoke detectors in the building. The one in your room is not connected to the College's main alarm system. Therefore, a fire in your room will not activate the building's alarm system unless it spreads to the hallway. These alarms make a lot of noise. They may occasionally malfunction but residents should not disengage the fire alarm because any damage to the fire alarm will be the responsibility of the resident who disengaged it. If you have a troublesome alarm, please fill out a maintenance report through our website.

The primary alarm system is based in the hallway and is connected to Emergency Services. If engaged, this system will signal fire trucks regardless of whether it is a false alarm or not. If a resident triggers a false alarm, they will be responsible to pay the substantial fine levied as a result of activating the emergency responders to come to the residence and check out the source of the alarm. When the system is activated, the elevator will also shut down. The fire doors will then activate, impeding the free movement of air inside a building. This helps keep smoke from spreading and may slow the rate at which a fire spreads. Do not prop fire doors open for any reason and close them if they are open.

When the alarm goes off, be aware of the nearest fire exit. In either residence, use the closest stairwell or emergency exit to exit the building. Take all alarms seriously, as they are not always false alarms or drills. In the case of a fire drill, residents will be given a 24-hour warning of any upcoming fire drills. Upon exiting the building, please leave all doors closed but unlocked. Do not waste valuable time trying to save your belongings. Once outside the building, all residents will meet at the closest muster points that are located next to the LRT station (east stairwells) and Van Vliet Centre (west stairwells).

On the occasion of a fire, Staff/Marshals must account for everyone's exit of the building, to prevent additional risk of life upon re-entry, seeking a missing resident. If a resident has overnight guests, they must ensure that the guest leaves the building with them in the event of a fire.

### **Storage**

The men's residence has a space reserved for the storage of excess items during the academic year or for the summer months located in the basement of the College - commonly known as "the dungeon." The College assumes no responsibility for the safety of items stored in this space and advises special caution with valuable items such as computers and stereo systems because the basement could flood or experience another damaging event without warning in the summer months. There is no such storage space in the women's residence.

Because there is no contract with the College to store items while residents are absent, residents must label their property clearly with contact information if they store items in the "dungeon". After 180 days, unmarked items left in the dungeon become the property of the College. Verbal or handshake agreements have no authority in such cases. If an item stored is deemed to be unsafe or creating an unnecessary hazard to the College, it will be removed.

The women's residence has no storage but a room may be set aside for summer storage if the demand is high enough. If a summer storage room is created for the women's residence, residents from out of country or province will be given first priority. For both residences, only residents who are returning to the residence will be allowed to store their belongings in the College for the summer. More information regarding the storage availability in the women's residence will be made available closer to the end of the school year.

### **Dining Room Etiquette**

St. Joseph's College has a great kitchen staff, which produces high-quality meals each day for the residents. When they are happy, the meals and service will remain top notch. If there are problems, the Director of Residence, Director of Food Services, or the Chief Administration Officer will take the necessary steps to avoid future issues. Residents of St. Joseph's College are expected to treat everyone in the kitchen with dignity and respect. The men's residents are on the entire meal plan and the women's residence only has the lunch meal plan available to them. Details of the women's residence lunch meal plan will be made available to the women's residents before move-in.

Please adhere to the following guidelines with respect to dining room etiquette:

1. If you do not pay for meals through rent or other means, you cannot eat from the kitchen.
  - a. If you are on the meal plan, you will receive a meal plan card.
  - b. The kitchen staff may ask you for your meal plan card and if you do not produce they will ask you to leave.
  - c. Any members of the women's residence caught eating down in the cafeteria and are not on the meal plan, will be disciplined by the College.
  - d. Any members of the women's residence on the lunch meal plan are not allowed to eat downstairs at any other time during the day unless they pay for the extra meal.
2. Observe sanitary behavior in the cafeteria.
  - a. Sanitary behavior reduces the spread of germs and infectious diseases.
  - b. Use the hand sanitizers provided in the kitchen.
  - c. When going back for seconds, use a clean bowl/plate.
3. St. Joseph's College cafeteria is not a restaurant. Our kitchen staff needs assistance in maintaining an accurate amount of food they order.
  - a. When missing a meal, sign out.
  - b. When leaving for an extended time (e.g., Thanksgiving weekend, Reading Week), please sign out of meals for that time period.
4. All guests must pay for meals.
  - a. If guests are interested in purchasing the meal plan, please encourage them to do so.
  - b. Keep in mind that the College may not be able to accommodate all outside meal plan requests and may turn people away.
5. Do not be wasteful.
  - a. Eat whatever food you take and know that you are able to have second helpings if you choose.
  - b. We are privileged to have food every day, so do not abuse that privilege.
6. Respect the designated bagged lunches and plated dinners. Do not take other people's food.
7. Eat in the dining room.
  - a. Residents must eat in the dining room, unless ill or immobile.
  - b. The social atmosphere of the College is built in the dining room; so sit down and enjoy the company of your fellow residents.
  - c. Residents must not remove kitchen utensils, dishes, cutlery, or food from the dining room.
  - d. Hoarding dishes in rooms is unacceptable and any resident doing so will be subject to discipline. Hoarding can attract mice/ants/other pests, and we do not want them in our residence.
8. Be cautious of residents who have allergies.
9. Leave the dining room in tidy shape.
  - a. Clean up after yourself.
  - b. Respect the Kitchen Staff at the College by being clean and orderly.
  - c. Show common courtesy while using the cafeteria, keeping in mind that other people use the cafeteria:
10. Wear appropriate footwear in the dining room (no bare feet).
11. Wear appropriate clothing in the dining room (no housecoats or boxers).

12. Watch your language! Any disruptive, discriminatory, vulgar, or insensitive language will not be tolerated.
13. Respect your fellow residents and guests.
14. Respect and welcome other members of our community who use the facilities.

### **Other Etiquette Tips**

Please respect the following etiquette tips to help in your adjustment to St. Joseph's College. These guidelines are in place to ensure that all College community members enjoy their experience.

1. The College is a public and professional work place, along with a residence. Therefore, any disruptive, discriminatory, vulgar, or insensitive language will not be tolerated.
2. Be aware and respectful of the wider St. Joseph's College community.
  - a. Greet all persons with respect. If you are unsure how to address someone, please ask.
  - b. Do not disrupt classes, masses, or meetings.
  - c. Keep noise levels down during the workday (Monday – Friday until 5:00pm) and during mass times (daily, weekends). This includes but is not limited to stereos, running/shouting in the hallways, and loud music.
  - d. If you are asked to turn your music down outside of these hours by a St. Joseph's College staff member, you are expected to do so.
3. Outside of the College, you are its ambassadors. Cultivate a positive image for the College with your actions.
  - a. Respect all University officials and employees both within and outside the residence.
  - b. If Campus Protective Services are at the residence, respect them and their job.
4. Take responsibility for your own room/suite and other areas of the College.
  - a. Keep rooms/hallways/common areas/bathrooms as clean as possible. Respect the other people living with you.
  - b. Take time to clean your room regularly and take the garbage out to the bins in between the residences.
5. Leave the dining room/student lounges neat and clean; these are public areas open to non-resident members of the community and we want to keep them presentable.
6. Ensure that fellow residents and others do not abuse the College. Keep vigilant for theft or vandalism.
7. Always keep an eye on and for fellow residents, as members of the same community.

### **Responsibilities of Residents**

As residents of the College, the residents have a responsibility to represent the College in the best way possible both within and outside the residence. Residents should:

1. Read, understand, and abide by the codes, policies, house rules, guidelines and procedures in the Residence Rental Agreements, St. Joseph's College Residence Code of Conduct, and University of Alberta Code of Student Behaviour;

2. Respect the privacy and human rights of other residents, guests and staff by demonstrating respectful behaviour at all times;
3. Work cooperatively with College, Residence, and Security staff members in the performance of their duties.

### **Communication of Residence Information**

St. Joseph's College and their residence staff will do their best to keep residents aware and up to date on important information regarding their residence. Residents are asked to provide their Director of Residence with a University of Alberta email when they sign their residence rental agreement. Residents should check this email regularly as this will be the primary method in which the Director of Residence will communicate with their residents. If a resident chooses not to read their email, it is not the College's fault if they miss important information that is being sent through their email.

### **Year-End Awards**

These awards are presented at the end of year formals. These awards are meant to acknowledge residents in the St. Joseph's College residence community who have demonstrated leadership and dedication while living at St. Joseph's College.

#### *Residence Scholarship*

##### *The Proudfoot Spirit Award in Memory of Matthew M. Proudfoot*

This award is in memory of former resident Matthew Proudfoot by his parents, with the assistance of the Community Foundation of Lethbridge and Southwestern Alberta. During his time as a resident at St. Joseph's College, Matthew embodied the Ranger Spirit. He was both energetic and ambitious in his involvement in the many facets of residence life. In a special way, his fellow Rangers will remember him for his love of intramural sports. This award acknowledges the Ranger (male resident) who best exemplifies Matthew's spirit through participation and achievement in Campus Recreation intramurals and leadership in the Ranger brotherhood. The Residence Life Staff chooses the recipient and the winner is announced at the Men's Residence Formal by the Director of Residence. The award is \$2000.

##### *Spiritus Leadership Award in Memory of Raymond Alaire*

Dr. Denise Young grants this award in memory of her uncle, Raymond Alaire, a former resident of St. Joseph's College. This award recognizes a first year resident from both the men's and women's residences for their exemplary leadership and contributions to the St. Joseph's residence community in their first year living at the College. Adjustment to university life can be difficult, however, many first year residents stand out as exemplary leaders and model residents for not only fellow first year residents, but also older residents. These awards recognize such residents. The Residence Life Staff selects the recipient and the Director of Residence presents the award at the respective residence formals. Each award is \$500.

*St. Kateri Award*

This award is offered by the College to a female resident who best embodies the spirit of the Kateri Islanders. Since 2006 the Kateri Islanders have been an integral part of St. Joseph's College despite the fact that they were a small group living in HUB. Now with the large residence the spirit of the Kateri Islanders has not diminished, but continues to flourish as the College grows. This award acknowledges the Kateri Islander (female resident) who best exemplifies leadership, positivity and dedication to the success of the Women's Residence. To be eligible for this award, you must be living in the St. Joseph's College Women's Residence, and not a staff member.

# **St. Joseph's College Residence Code of Conduct**

**This Code of Conduct has five sections: (1) Introduction, (2) General Terms, (3) Alcohol Policy, (4) House Rules, and (5) Disciplinary System.**

## **SECTION 1: INTRODUCTION**

### **St. Joseph's College Residences**

#### **University of Alberta**

The men's and women's residences at St. Joseph's College are part of the larger College community that is located in the heart of the University of Alberta campus. The women's residence houses 284 students (single, double, and four bedroom options) and the men's residence houses 63 students (single rooms only). Any resident of St. Joseph's College has the opportunity to grow and develop their spiritual, intellectual, social, community, physical, and emotional well being.

Catholic thought begins and ends in God's relationship with us as individuals and as members of a community. Each and every individual is created in the image of God and therefore possesses inherent goodness and dignity (Gen 1:27). Thus, every resident and member of the community are welcome at St. Joseph's College regardless of their cultural, spiritual, or academic backgrounds.

The St. Joseph's College Residence community strives to provide opportunities for young people to experience the richness of university life while residing in a supportive, single gender environment.

## SECTION 2: GENERAL TERMS

### 1. Authorities

#### *A. St. Joseph's College*

St. Joseph's College is a Catholic College and corporate body established by an act of the provincial Legislature of Alberta on April 8, 1926. The College affiliated itself with the University of Alberta on April 28, 1926 (see statutes of St. Joseph's College 4.1.)

#### *B. The Code of Conduct*

The "Code of Conduct" describes the culture and rules pertaining to the residents of St. Joseph's College. Also known as "the Code," it is based on four principles: respect for oneself, respect for others, respect for the College's mission and identity, and respect for religious faith.

#### *C. The President*

The President is the Chief Executive Officer of the College (see Statutes of St. Joseph's College E.5). He/She has full authority to make changes to this Code of Conduct as seen fit.

#### *D. The name "St. Joseph's College"*

The name "St. Joseph's College" belongs to the College and the Board of Governors of the College; and no one may use the name of the College or any name associated with the College or the residence (e.g., St. Joe's, the Rangers, etc.) without the express permission of the President of St. Joseph's College.

#### *E. "St. Joseph's College Residence," "The Residence," "College Building," "Men's Residence," and "Women's Residence."*

St. Joseph's College operates a residence community known as "St. Joseph's College Residence" or "The Residence." The residence community consists of a men's residence (in operation since 1927) and a women's residence (in operation since 2006).

The men's residence is for male students at the University of Alberta, especially undergraduate students. The men's residence is located in the College Building at 11325-89 Avenue, in the centre of the University of Alberta, in Edmonton. Its residents are commonly known as the Rangers.

The women's residence is for female students at the University of Alberta, especially undergraduate students. It is located directly south of the College, also in the centre of the University of Alberta. The residents of the women's residence are commonly referred to as Kateri House or the Islanders.



### *F. Directors of Residence*

The Directors of Residence are responsible for the daily administration of the residence. One Director of Residence will handle the Men's Residence and one will run the Women's Residence. The Directors of Residence report to the College's Chief Administration Officer.

### *G. Residence Life Staff*

The Directors of Residence will hire 22 Residence Life Staff each year. Four of these positions will serve the men's residence and its 63 residents, and 18 will serve the women's residence and its 284 residents. The number of RLA positions may change each year depending on the needs of the College.

Residence Life Staff are responsible for the supervision of student life within a section of the residence. These staff members - in addition to advising their Director of Residence on disciplinary matters - are available for on-site supervision in both of the residences. Their duties include, but are not limited to, ensuring that the:

1. Residents elected to leadership are supported;
2. Academic needs of the residents are being met;
3. Developmental needs of the residents are met; and
4. Security of the residence is upheld.

### *H. Residence Advisory Committee*

The Board of Governors has established a Residence Advisory Committee to advise the President and the Board with respect to all matters of policy related to the Residence.

### *I. University of Alberta Code of Student Behaviour*

St. Joseph's College is the Roman Catholic College at the University of Alberta and it strives to maintain a close working relationship with the academic, religious, and student affairs of the University of Alberta. In all their activities, residents of St. Joseph's College carry with them both the reputation of St. Joseph's College and the University of Alberta.

As such, they are subject to both the St. Joseph's College Residence Code of Conduct (which is outlined in the House Rules) and the University of Alberta's Code of Student Behaviour. The University's Code of Student Behaviour expresses a fundamental concern for personal safety and respect for personal property. If a student violates the University of Alberta Student Behaviour while at St. Joseph's College, the College will report them to the University. The University of Alberta Code of Student Behaviour can be viewed online at:

<http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>

### *J. The House Committees*

The House Committees are comprised of residents who are elected to represent the Houses and their affairs. The House Committee is responsible for activities in the residence, consistent with the mission and identity of the College, and the wellness of its residents.

Each residence will have its own separate House Committee. Only male residents can vote for the men's residence House Committee and vice versa for the women's residence House Committee. Both House Committees are subject to the University of Alberta Code of Student Behaviour and the St. Joseph's College Code of Conduct. The Director of Residence, in consultation with the administration of the College, holds the right to disband a House Committee for disciplinary reasons. Consult their constitutions on the St. Joseph's College website for more information.

## **2. Definitions concerning terms used in this code**

### *A. Resident*

A resident of St. Joseph's College is a student (University of Alberta or pre-approved institution) living in the residence. It is understood that University of Alberta students are given preference for rooms in the residence. The St. Joseph's College Residence Code of Conduct and the University of Alberta Code of Student Behaviour bind all residents while they live in the residences of St. Joseph's College.

### *B. Guests*

Anyone other than a resident or employee of the College who is invited to the residence by a current resident is a guest of that resident. For the purposes of this document, former residents are considered guests at the College. The resident who invites the guest assumes all responsibility for their behaviour while visiting the residence. Please view Section 4 for further explanation on the guest policy of the St. Joseph's College residence.

### *C. "The House"*

"The House" refers to all the residents of St. Joseph's College. In the case of St. Joseph's College, the "House" includes two residences: St Joseph's College Men's Residence and Women's Residence.

### *D. General House/Floor Meeting*

A general house/floor meeting can be called to discuss matters concerning residence life. There will be at least two general house/floor meetings in each of the fall and winter terms. The Residence Life Staff and/or House Committee will give at least 48 hours notice of any meeting. In exceptional circumstances, the Director of Residence or the College President may call a General House Meeting for the entire residence to discuss urgent matters.

### *E. Residence Appeals Board*

The Director of Residence is responsible for ensuring that residents are aware of their rights and responsibilities within the community, enabling them to abide by the Code of Conduct specified in this document and any other relevant document promulgated by the University or the College. If a resident decides to appeal a disciplinary decision made by the Director of Residence, they may bring it to the appeals board to be heard. This committee consists of the Chief Administrative Officer (CAO), the Director of Residence not involved in the original discipline, and one student from each residence.

### *F. Unit Condition Report*

A Unit Condition Report is provided to each resident when they move-in. Unit Condition Reports are used to review the condition of the resident's unit and report any pre-existing damage to their unit. Residents are responsible to fill out their own unit condition report and return it to their Director of Residence within 72 hours whether it is in person or through an online version of the report. Any residents who do not return their Unit Condition Report to their Director of Residence within this time frame will be responsible for any and all damages to the unit when they move out.

### *G. Warning*

A verbal or written warning will be levied against a resident for a modest or first-time violation. Following a warning, the resident will be expected to correct their behaviour and make amends (including financial reparations when necessary) for their irresponsible actions against the College. Further violations by the same resident will result in increasing disciplinary penalties.

### *H. Behavioural Contract*

A behavioural contract will be created between the Director of Residence and the resident who violated the Code of Conduct outlining the behaviour required for their continued residence at St. Joseph's College. These contracts will be utilized when the resident performs a moderate violation or is a repeat offender.

### *I. Restorative Justice Project*

A community service activity, as determined by the responsible party in cooperation with the Director of Residence, meant for the resident to repair harm and reestablish trust with the community. The restorative justice project and its terms of completion must be agreed to by both the resident and a Director of Residence.

### *J. Fine*

A financial measure levied against a resident, which is determined by the severity of an action resulting in damage to the College. The Director of Residence, in consultation with the affected parties, shall determine the appropriate fine for the resident and damage in question.

These fines will be paid directly to St. Joseph's College and will not be taken off the resident's damage deposit unless otherwise specified. The resident will have 30 days from receiving their fine to pay it to the Director of Residence. In the case of an incident where a resident does not take responsibility for their actions or there is an incident where the entire House is deemed responsible, the entire House may be fined.

#### *K. Encumbrance*

The Director of Residence, through the College's connection with the University of Alberta, may encumber the grades of any resident that are delinquent in the payment of their fees or fines. Encumbrance means that resident will not receive their grades or transcripts from the University Registrar until all fees or fines are paid.

#### *L. Termination of Rental Agreement/Eviction*

When a resident is a repeat offender or commits a major violation, their rental agreement will be terminated and they will be required to leave the residence. An evicted resident cannot return to the residence or participate in any College-related activities.

This resident will have no right to financial compensation following eviction from the College and will be liable for any rent/damages owing under the rental agreement. A resident may appeal the termination of their rental agreement.

#### *M. Involvement of Authorities Outside the College*

The Director of Residence, in consultation with the Chief Administrative Officer, may decide that a disciplinary matter should be referred to authorities outside of the College. When appropriate, disciplinary matters will be handled internally; however, the University of Alberta Code of Student Behaviour and all relevant jurisdictional laws bind all College residents.

Any disciplinary action taken by the College will not exempt the resident from further disciplinary action undertaken by the University of Alberta, the City of Edmonton, the Province of Alberta, or the Country of Canada. Also, if any of these organizations take disciplinary action against a resident of St. Joseph's College, it does not exempt them from further discipline at the hands of the College.

### **3. Jurisdiction**

The St. Joseph's College Residence Code of Conduct applies to all current residents of St. Joseph's College, all previous residents approved to participate in activities at the residence, and, to the extent it is practical and possible, to all those who set foot on the property of St. Joseph's College or its residences. Therefore, persons who meet these requirements are subject to discipline from St. Joseph's College and any other relevant authorities if they violate the St. Joseph's College Residence Code of Conduct.

#### **4. Requirements for Admission**

##### *A. Adherence to the mission and values of the College*

It is a condition of residing at St. Joseph's College that all residents respect the mission and values of the College. The residence is part of the larger St. Joseph's College community and, as such, the men and women who live in this community are expected to share in and enhance the College's mission to form the whole person in light of human reason and the gift of supernatural faith.

##### *B. Payment of fees required to live at St. Joseph's College*

All residents who reside at St. Joseph's College are to pay their rent and student group fees in full to continue residing at St. Joseph's College. If a resident does not pay the required fees, they will not be allowed to reside in the College moving forward and will face discipline where as outlined in this Code of Conduct.

##### *C. Student Status*

All residents at St. Joseph's College Residence must maintain University of Alberta student status. If at any time a resident is no longer a University of Alberta student, he or she must inform the Director of Residence. Once their student status at the University of Alberta is revoked, the resident will be required to leave the residence unless the Director of Residence, in conjunction with College Administration, deems the student's situation exceptional.

##### *D. Enrollment at the University of Alberta*

All residents of St. Joseph's College should be students at the University of Alberta. In exceptional circumstances, the Director of Residence - in consultation with the administration of St. Joseph's College - may permit full-time students enrolled in other post-secondary institutions to live in the residence. However, priority placement will go to University of Alberta students.

## **SECTION 3: ALCOHOL POLICY**

### **Preamble**

St. Joseph's College is a social place, where young men and women congregate to form strong bonds that will last them a lifetime. As part of this social formation, we acknowledge that alcohol plays a role in residence life. However, unsafe and massive consumption of alcohol can lead to unfortunate and potentially dangerous consequences. As a residence, we have experienced this all too often in the past, especially in the case of Dean Mortensen, a Ranger who disappeared over 20 years ago. With this in mind, the College administration and Residence Life Staff believe in the importance of a formal alcohol policy. This policy is intended to protect the safety of residents and guests, promote responsible alcohol consumption, and foster a healthy social atmosphere for all the residents and guests of St. Joseph's College, drinkers and non-drinkers alike, to enjoy for years to come.

### **1. Drinking within the College**

A. Consumption of alcohol by residents is allowed only in private areas. Private areas in the college residences are defined as:

- a. One's own room – both residences;
- b. 3<sup>rd</sup> Floor Lounge – men's residence;
- c. 4<sup>th</sup> Floor Lounge – men's residence;
- d. Common Rooms – women's residence.

B. If drinking exceeds acceptable limits, the residents will be warned to cease their activities. This judgment is at the discretion of the Residence Life Staff and a failure to comply with the Residence Life Staff's warning will result in further discipline.

C. No alcohol shall be consumed in the following restricted areas:

- a. Bathrooms;
- b. Stairwells/Elevators/Hallways;
- c. Public Lounge Areas/Lower Floor Common Areas;
- d. Cafeteria – men's residence;
- e. Classrooms/Meeting Rooms;
- f. Library; and
- g. Chapels.

If someone is caught with alcohol in these areas, their drink will be seized and disposed of. If residents/guests are consuming alcohol in public areas during a house committee event, house committee will lose the ability to host event(s) during a pre-determined time period.

D. Empty alcohol containers are to be placed in the designated recycling bins.

E. All residents must be of legal age to drink in Alberta (18). If a resident is caught drinking underage, their alcohol will be confiscated and they will be subject to disciplinary consequences.

F. If a resident is caught distributing alcohol to underage residents or guests, they will be subject to disciplinary consequences.

G. No resident of St. Joseph's College will organize, promote or facilitate the organization of a pub-crawl or mass drinking event (drink the town dry, beer gardens, etc).

H. The manufacturing of any alcoholic beverage in the residence is strictly prohibited.

I. No drinking paraphernalia or games that promote excessive drinking will be tolerated inside the residence (e.g., flip cup, keg stands, drinking tubes, etc.).

J. No kegs are allowed in either residence unless they are part of an approved event planning form. Kegs are only allowed in common lounges.

K. No kegs will be allowed in the residence for the first two weeks of the school year.

L. Residents are requested to exercise discretion when transporting alcohol. Open containers and alcohol consumption are prohibited during transportation of alcoholic beverages through the College.

## **2. Guest Policy Regarding Alcohol**

A. St. Joseph's College residents who host guests are responsible for their guests' behaviour and well being while visiting the College premises.

B. If any guest is drinking in someone's private room, it is the responsibility of their host to inform them of the rules contained with this alcohol policy.

C. If a guest is unruly, they will be given a warning from the Residence Life Staff. If they do not respond appropriately to this warning, they will be removed from the building, with the help of Campus Protective Services if necessary.

D. While hosting a guest, any resident must:

- a. Inform their guest of the alcohol policy of the College and make sure they respect the rules and staff while visiting.
- b. Take appropriate actions to optimize their guest's safety.
- c. Ensure their guest's safe return home. This includes:
  - i. Accompanying them to their place of residence;
  - ii. Ensuring someone is there that can check in on him or her;
  - iii. Providing a responsible sober companion if the host is not fit to ensure their guest's safety; and
  - iv. Ensuring appropriate medical attention is provided when necessary.
- d. Report any concerns to the Residence Life Staff.

E. For general questions about the St. Joseph's College guest policy, please refer to the Section 4 of the St. Joseph's College Code of Conduct.

### 3. House Committee Events

To host an event with alcohol, the St. Joseph's College men's and women's House Committee will adhere to the following rules:

1. The House Committee will complete a written event planning form and present it to the appropriate Director of Residence and Chief Administration Officer for approval.
2. The necessary forms must be handed in at least two weeks prior to the event.
3. The event can only take place once the event planning form is approved.
4. If the House Committee is purposefully misleading with their risk assessment/event plan, the Directors of Residence and/or Residence Life Staff reserves the right to shut down the event and pursue disciplinary measures against the House Committee.
5. The House Committee must have appropriate permits in place to host an event with alcohol.

The Directors of Residence and Chief Administration Officer have the ability to revoke an approved event planning form at any time.

### 4. Blackout Periods

- A. Blackout periods are when drinking in the residence is prohibited.
- B. Common Blackout Period: The day after the last day of classes to the day after the final examination period ends each term.
- C. Other designated alcohol blackout periods can be invoked at the discretion of the President, Chief Administration Officer, or Directors of Residence of St. Joseph's College.
- D. Failure to comply with these blackout periods will result in disciplinary measures based upon the St. Joseph's College infractions system.

### 5. Infractions System

1st Infraction	Written or Verbal Warning
2nd Infraction	Alcohol Behavioural Contract
3rd Infraction	Rental Agreement Termination

Members of the Residence Life Staff will report any resident committing an infraction of the alcohol policy. Actions in violation of other College policies/rules can make the resident subject to further disciplinary measures, which will be at the discretion of the Director of Residence.

### 6. Common Lounge Rules

- A. Common Lounges are private spaces where alcohol may be consumed.



- B. To maintain the privilege of these spaces, residents must:
- A. Respect the Alcohol Policy;
  - B. Monitor the noise level and practice common courtesy with regard to noise traveling from that space;
  - C. Refrain from having unapproved kegs in that space;
  - D. Refrain from engaging in drinking games that promote excessive alcohol consumption;
  - E. Refrain from consuming alcohol during blackout hours; and
  - F. Keep the room in a clean and orderly state.
- C. Upon abuse of this space, it will become subject to a no-alcohol policy along with other common lounges. Residents will be informed of this decision by a written notice posted on the door.

### **7. Guidelines When Leaving the Residence**

- A. When leaving the building to consume alcohol, adhere to the buddy system.
- B. When out of the building, keep account of your fellow residents.
- C. Keep in mind that when a resident leaves the residence for an event involving alcohol, they are considered representatives of St. Joseph's College and their behaviour should respect the College's expectations.

### **Alcohol Policy Revised June 2017**

## **SECTION 4: HOUSE RULES**

### **1. General**

#### *A. Violations of the Code of Conduct*

Penalties for violating the St. Joseph's College Residence Code of Conduct can include anything from a warning to the termination of a resident's rental agreement, depending on the offense(s) the resident commits. Please refer to Section 5 for information on the disciplinary system of St. Joseph's College.

#### *B. Reckless Endangerment*

No resident shall engage in reckless behaviour that endangers themselves or others. This behaviour shall be deemed reckless at the behest of the Director of Residence, Residence Life Staff, and/or administration of the College.

#### *C. Violation of Behavioural Contract*

Any resident who violates a behavioural contract levied against them will face disciplinary measures for the action the behavioural contract was created for and the action that broke the behavioural contract.

#### *D. Changes to the Code of Conduct*

The St. Joseph's College Code of Conduct is subject to change at any time during the year. If changes are made during the year, residents will be made aware of the changes within 24 hours of them taking affect.

### **2. Residence**

#### *A. Illegal Drugs*

Possession, use or distribution of illegal drugs in St. Joseph's College residences will result in the termination of the resident's rental agreement. Evidence of drug use and/or paraphernalia, including hookahs and bonges (as they are commonly associated with illegal drug use) in residence rooms or common areas will be conclusive evidence of use or possession. A member of the Residence Life Staff is allowed to enter a resident's room if they suspect them of using illegal drugs.

#### *B. Master Key*

- a. The Director of Residence and the Residence Life Staff have the master keys necessary to enter a resident's room at any time. This entrance is permitted only when staff members have sufficient cause to enter.

b. These circumstances include, but are not limited to, a health concern of the resident, mail delivery or warranted suspicion that the resident is breaking the rules outlined in the St. Joseph's College Code of Conduct.

c. Any misuse of Master keys by the Residence Life Staff of St. Joseph's College is considered an infraction of the St. Joseph's College Code of Conduct and a professional breach, and will be dealt with accordingly.

d. Theft of Master keys is a major infraction of the Code of Conduct. If a resident steals a Master key for mischievous actions, they will face severe discipline.

### *C. Keys*

a. If a resident loses their keys, they will face a fine of \$75/key. Subsequent losses will result in the same fine. After the third lost set, the resident will lose the right to hold keys and will have their application status reviewed by the Director of Residence.

b. If a female resident loses her FOB or laundry card, she will face a fine of \$25/keycard.

c. If any resident loses their key and it is determined that the door lock(s) must be changed for safety reasons, the resident who lost their key will be responsible to pay the cost of replacing the door lock(s).

d. If another resident or guest steals the keys of a resident with the express purpose of causing harm damage, they will face discipline from the College.

e. The keys belonging to St. Joseph's College residents are for their exclusive and personal use and are not to be loaned to other residents/guests or copied. Residents are the ones solely responsible for their keys when they receive them.

### *D. Fire Safety*

a. Any action that damages the College or residences' fire safety systems is considered a threat towards the overall safety of the residents, staff, and guests of the College.

b. No resident will tamper with or misuse the fire safety equipment in the College or residences (e.g., fire extinguishers, fire alarms, etc.).

c. For safety reasons, no fire doors are to be propped open or damaged by residents.

d. If a College-wide fire alarm goes off, all residents are required to leave the building even if it is a false alarm.

e. If a resident is the cause of a fire alarm being set off, they will be required to pay the cost of the authorities coming to the building.

### *E. Windows of the College*

- a. Residents must not to throw, drop, or otherwise dispose of objects out the windows of their residence. Exceptions to this will be made for certain events and times of the year.
- b. Residents must not remove a window except for an emergency or maintenance concern.
- c. Residents must not yell out of their windows unless they are in an emergency situation.
- d. Residents cannot broadcast music outside their windows.
- e. Residents are not allowed to smoke out of their windows.

### *F. Room Safety*

- a. Cooking and cooking appliances are strictly forbidden in the men's residence rooms.
- b. Appliances with open elements (e.g., space heaters, toasters, and grills) are forbidden in the individual rooms of the women's residence.
- c. Candles or any other item that emits an open flame are forbidden in both residences.
- d. Residents must not alter any plumbing in their room/suite (e.g., faucets, sinks, toilets).
- e. Residents must not burn, puncture, rip or otherwise damage their carpets.
- f. Residents must not damage, remove, or otherwise alter their doors without permission from the Director of Residence.
- g. When moving out, residents are responsible for leaving their rooms in a well-maintained state. Any damage to rooms/suites beyond reasonable wear and tear will result in the loss of the resident's damage deposit (the amount lost will depend upon the work it takes to repair the damage).
- h. Any resident who causes extraordinary damage to their room/suite will face a termination of their rental agreement.

### *G. Room Cleanliness*

- a. Residents are responsible for supplying/cleaning their own linens and sheets.
- b. Residents are responsible for the general cleanliness of their room and all bathrooms/kitchenettes present within their room.
- c. Residents are required to report the presence of pests to Residence Life Staff.

- d. Residence Life Staff may enter a suite without prior notice or without the resident(s) present to conduct a search for maintenance or pest concerns.
- e. If a resident has left the room in disrepair or vulnerable to pests, they will be charged for the costs incurred by the College for the necessary maintenance or extermination.
- f. A resident's application to St. Joseph's College can be reviewed due to cleanliness issues.

#### *H. Room Decoration*

- a. Residents are allowed to personalize their rooms with decorations to help them feel at home.
- b. Residents are not allowed to alter their rooms in significant ways. This includes – but is not limited to – changing the paint in the room, knocking out walls, putting nails in the walls or removing doors/windows. If a resident has a question regarding room alterations, they should bring it to the Director of Residence's attention.
- c. Door exteriors and windows are considered property of St. Joseph's College and any inappropriate or offensive material posted on them will be removed. Any material posted inside the room that is deemed offensive may be removed as well.
- d. Residents cannot remove furniture from their rooms without the permission of the Director of Residence. Residents can add furniture to their room if permission from the Director of Residence is given.
- e. Any decorations must not interfere with any safety equipment in the room. Tampering with safety equipment puts the residence in danger and will not be tolerated.

#### *I. Noise Policy*

- a. As a matter of courtesy and respect, residents are expected to keep noise in the residence hallways to a minimum.
- b. Evening quiet hours run from 11:00pm to 8:00am for Sunday through Thursday. On Friday and Saturday nights, quiet hours will start at 1:00am and run till 9:00am.
- c. Residents must exercise moderation when listening to music, playing video games, or watching movies, to avoid disturbing other residents and their academic pursuits.
- d. Residents are expected to respect the wishes of another resident who asks them to turn down their music/television. A resident failing to respect another will face disciplinary measures.
- e. During the final exam period, a 23-hour quiet period, with one hour set by the House Committee and Director of residence for noise during this time.

*J. Weapons and Explosives*

For the resident's protection, dangerous weapons or any object considered dangerous to the health and/or well being of fellow residents, are not allowed in residence. Disciplinary measures for those who contravene this policy may include appropriation of the weapon, in-house sanctions, and/or intervention by the appropriate legal authorities.

*K. Animals*

St. Joseph's College has a strict policy of no-animals within the residence.

*L. Pornography*

- a. Pornography is not consistent with the values and teachings of the Catholic Church and St. Joseph's College.
- b. The display, use, or dissemination of pornography is not tolerated in the residences. Residents who participate in such activities will be disciplined according to the seriousness of their offense.
- c. Public nudity is not tolerated in the residences or as part of residence activities.

*M. Sports*

- a. Sports are a key part of the St. Joseph's College tradition and residents are encouraged to contribute to the sporting atmosphere of the College.
- b. As part of their participation in intramural sports at the University of Alberta, residents are expected to display sportsmanship and maturity while representing St. Joseph's College.
- c. If residents do not represent the College in a positive manner while participating in campus intramurals, they will be disciplined under this Code of Conduct.

*N. House Committee Events*

- a. Any events run by the residence House Committees are subject to review at the discretion of the Director of Residence and Chief Administration Officer.
- b. All events that House Committees book in College rooms (classrooms, Newman Centre, Boardroom, etc.) must be booked through a Director of Residence.

*O. Harassment/Abuse of Fellow Residents*

Verbal or written abuse, threats, intimidation, violence or other forms of harassment against any member of our community will not be tolerated. The College will not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behaviour.

### *P. Objectionable Material*

No objectionable material shall be disseminated throughout the residence community. Objectionable material can include – but is not limited to - racist, homophobic, or sexist jokes; hate literature; pornographic materials; or any other materials that may be offensive to others. Offenses involving objectionable material may result in disciplinary sanctions from the College, as well as the notification of any necessary authorities.

### *Q. Hazing*

There is zero tolerance for any hazing or hazing-related activities in the St. Joseph's College residence community. Those who run hazing or hazing-related activities in the College will have their rental agreement terminated.

### *R. Illegal Gambling*

Illegal gambling is prohibited in residence.

### *S. Social Media*

The College reserves the right to review anything posted on social media. Residents may be held responsible for any hurtful words, statements, or multimedia posted on an online forum that compromises the safety or integrity of the College/residence community or one of its members. Residents will also be held responsible for promoting a breach of this Code of Conduct using social media.

### *T. St. Joseph's College Rent and Student Group Fees*

By moving into St. Joseph's College and signing their rental agreement, the residents accepted a responsibility to pay for the amount of rent and student group fees indicated in that rental agreement.

If a resident is delinquent in paying their rent, they will be charged interest for the rent they owe the College, their rental agreement will be terminated, and their marks encumbered until fees are paid in full.

If a resident is delinquent in paying their student group fees, they will lose their membership within the residence community and the privileges that go along with it. They will also forfeit their damage deposit to the College and will not be granted re-acceptance.

## **3. St. Joseph's College Guest Policy**

St. Joseph's College residents who host guests are responsible for their guests' behaviour and well-being while visiting the College premises. This policy also applies to residents visiting one residence from the other and former residents of St. Joseph's College. Alumni or former residents of the College are considered guests.

Residence Life Staff reserves the right to ask any guest to leave if they believe that the person is an endangerment to St. Joseph's College. All guests are to be out of the building by midnight (Sunday-Thursday) and 2:00am (Friday-Saturday). No overnight guests shall be allowed in the residences. Under special circumstances a resident may request special permission for overnight guests which will be reviewed and approved or rejected by the Chief Administrative Officer and/or President of St. Joseph's College, and subject to availability of a vacant guest suite. No guests are permitted to sleep in the common areas.

Any violation of these rules will result in disciplinary measures appropriate to the violation that has been committed. The residents of St. Joseph's College are responsible for the actions of their guests while they are visiting St. Joseph's College. If a guest violates the St. Joseph's College Residence Code of Conduct or the University of Alberta Code of Student Behaviour while in St. Joseph's College, they will be disciplined in line with both the College and University systems of discipline. Concurrent with this, the resident who hosted the guest in question will also be disciplined in line with both the College and University systems of discipline.

#### **4. College**

##### *A. Respect for College Staff*

A resident who disrespects St. Joseph's College staff will be disciplined according to the severity of their offence. Respect required includes - but is not limited to - residence maintenance, kitchen services, administrative, and academic staff.

##### *B. Anti-Discrimination Policy*

Discrimination is any act or omission based on race, religious beliefs, gender, physical disability, mental disability, marital status, age, ancestry, place of origin, family status, source of income, sexual orientation or political belief when that act or omission results in loss of or limit on opportunities to work or to fully participate in campus life or which offend the dignity of the person. St. Joseph's College is dedicated to encouraging that no such discrimination takes place in the College as long as it is not in direct contradiction to the rules set out in this Code of Conduct.

##### *C. Kitchen and Dining Room*

Residents of St. Joseph's College are expected to keep the kitchen and dining room clean and in working order. The kitchen and dining room is an important facet of St. Joseph's College and it is the privilege of all residents to eat there. Therefore, residents of the College are expected to maintain this privilege and to protect the integrity of this area.

There is zero tolerance for the hoarding of dishes in residents' rooms. A resident who is hoarding dishes in their room will be subject to discipline and a review of their application status. Any resident found to be destroying dishes from the College will be responsible to pay for the property damaged.



Only residents and paying customers on the meal plan are allowed to have food from the kitchen. Any guests of the residents are not allowed to eat downstairs unless they pay for it. If a guest refuses to pay for their food, Campus Protective Services will be called.

#### *D. Roof/Veranda Access*

Residents are forbidden access to any areas of the roof/veranda of the College buildings. Venturing onto the roof or veranda is considered a major safety risk and as such, residents are not allowed to out onto these areas. If residents are caught venturing onto these spaces, they will face discipline from the College.

#### *E. Respectful Language*

Out of respect for everyone at St. Joseph's College, residents are expected to monitor their language and the content of their conversations in public areas of the College and beyond.

#### *F. Doors of the College*

All entry doors should not be propped open for any reason unless approved by a senior member of the College. Anyone who gets permission to prop open these doors will be held responsible for closing the doors when done.

#### *G. St. Joseph's College Common Areas*

Common areas of the College (Student Lounge, Kitchen/Dining Room, hallways, etc.) must be kept tidy and accessible to anyone entering St. Joseph's College. Residents using common areas are responsible for cleaning up after themselves or assisting others cleaning up. Failure to do so will result in disciplinary actions against the individual or group.

If a resident notices that an outside group is not respecting the College and its common areas, they should report their behaviour to the Residence Life Staff and/or Director of Residence.

#### *H. St. Joseph's College Parking Lots*

There is a limited amount of spots available in the St. Joseph's College parking lot for residents. If a resident cannot get a spot in the College's parking lot, they must go through University Parking Services to get one from the University of Alberta. Any residents or their guests who park in the St. Joseph's College parking lot without an appropriate pass will be subject to a fine from the University of Alberta and a possible towing of their vehicle. Exceptions are made for moving days and all residents will be made aware of these arrangements.

Residents with a parking pass will be required to fill out the paperwork and pay for the parking pass on a term basis at the front desk of the College before they receive the parking pass. If they are delinquent in paying for their pass, the parking pass will be discontinued through parking services and the resident will be subject to fines or further discipline from the College and fines from the University for using a discontinued pass.

*I. Elevator Misuse*

Residents and guests of St. Joseph's College must not misuse the elevators at any time. If a resident or guest damages or gets stuck in an elevator, they will be expected to pay for any bills that result from their actions.

*J. Responsibility for Damages Within Residence and Cafeteria*

If no individual(s) are deemed responsibility for damage to common areas of the College, hallways, stairwells, elevator corridors, or the cafeteria; the cost of maintenance in these areas will be split amongst the residents living in the College at the time.

*K. Internet*

Internet for both residences comes from the University Wireless System (UWS). Residents are expected to follow the regulations set forth by the University of Alberta regarding Internet usage. If a resident violates these regulations, they will be subject to disciplinary action from both St. Joseph's College and the University of Alberta.

*L. Smoking*

St. Joseph's College has a strict no smoking policy. Residents must exit the building to smoke and must adhere to the smoking regulations laid out by the University of Alberta (i.e., no smoking within 5 meters of an entrance, window, or air intake of any building). Upon a first offense, the resident will be charged a \$50 fine and a warning and any further offenses will face further discipline.

**5. University***A. University Property Damage*

No resident of St. Joseph's College shall vandalize or misuse the property of the University of Alberta. Any resident who does so will be subject to sanctions from both St. Joseph's College and the University of Alberta.

*B. University Protective Services*

The University of Alberta Campus Protective Services has the responsibility to protect every student and staff member at the University of Alberta, including St. Joseph's College residents. Therefore, they have the right to enter St. Joseph's College to pursue an investigation.

If a resident of the College disrespects officers of Protective Services, the resident will be subject to discipline by the University and the College. The Director of Residence will not hesitate to report an incident warranting investigation to the attention of Campus Protective Services.

### *C. Emergency Situations*

If a resident is in need of immediate medical attention, they should call 911. In the case of a minor medical issue (e.g., sports injury, cut, etc.) residents can use the First Aid kits throughout the building. The on-call Residence Life Staff member will assist the injured resident in getting any medical/emergency assistance they might need. Only residents who are properly trained in First Aid are permitted to administer First Aid.

If emergency care is needed, a member of the residence community will accompany the resident in need to the emergency department of the University of Alberta Hospital. If the situation demands that the resident go alone, they must inform the Residence Life Staff of their situation as soon as possible.

## **SECTION 5: DISCIPLINARY SYSTEM**

### **Preamble**

The purpose of the St. Joseph's College disciplinary system is to educate students about their responsibilities, protect the community from conduct violations, maintain a supportive learning environment, and encourage the repair of any harm done to the community.

### **1. Penalties**

A. Penalties for violating St. Joseph's College Residence Code of Conduct include -- but are not limited to -- a behavioural contract, fine, restorative justice, encumbrance, and eviction. All of these penalties are described in Section 2 of the Code of Conduct and the disciplinary table in Part 3 of this section.

B. Violations to the Code of Conduct are viewed in the following three categories:

#### *a. Minor Violation*

A violation is considered minor if it results in minimal impact on the community. This violation could result in a small fine, a low-level restorative justice project or any other discipline that the Director of Residence deems appropriate.

#### *b. Moderate Violation*

A violation is considered moderate if it results in substantial impact on the community and is committed with malicious/harmful intention. This violation could result in a fine and/or a high-level restorative justice project.

#### *c. Major Violation*

A violation is considered major if it is egregious and results in excessive impact on the College, its residents, employees, and the community, and is committed with malicious/harmful intention. This violation would result in the termination of the resident's rental agreement and the involvement of outside authorities.

C. Violations are not limited to those outlined above.

D. If this Code of Conduct does not identify a particular act as miscreant, the President of St. Joseph's College and the Directors of Residence reserve the right to respond to the act in question as they see fit.

### **2. Judicial Process**

A. The following is the judicial process for St. Joseph's College and its discipline under the Code of Conduct:

1. If a minor violation and a first time offense, the Director of Residence or an appointed Residence Life Staff will issue a warning to the resident. This warning can be verbal or written.

2. If a second time offense occurs with a resident, they will be put under a behavioural contract. This puts them “on-notice” for their continued unacceptable behaviour in the residence.

3. If this is a major violation or a third time offense, the resident’s rental agreement will be terminated and they will be required to leave the residence.

B. These steps may be changed around depending on the severity of the violation and whether it is considered minor, moderate or major.

C. The final decision in all matters of discipline involving the residence will stand with the Director of Residence. The Director of Residence will follow the judicial process noted above unless a resident’s actions deem the discipline evaluated by other parties.

D. If the violation/offense causes damage to the residence or the surrounding College, the Director of Residence will consult with the Director of Maintenance and fine the resident the cost of repairs.

E. Any discipline that a resident receives will be noted in their residence file.

### 3. Discipline Table

Please refer to Section 2 of this Code of Conduct and the following table for an explanation of disciplinary acts that can be taken against a resident of the College.

Disciplinary Act	What it Entails
Warning	A verbal or written warning levied against a resident for a modest or first-time violation.
Fine	A financial measure levied against a resident.
Restorative Justice Project	A community service activity, meant for the resident to give back to the residence community to atone for the damage they caused.
Behavioural Contract	A contract signed between the Director of Residence and the resident in violation, outlining the required behaviour for their continued residence at St. Joseph’s College.
Rental Agreement Termination	When a resident’s rental agreement is terminated and they will be required to leave the residence.
Referral to Other Authorities	The referral of a resident’s action to external authorities when said action extends beyond the College’s ordinary disciplinary measures.

Other disciplinary measures may be levied against a resident at the discretion of the Director of Residence in accord with the violation committed by that resident.

#### **4. Disciplinary Appeal Process**

A. Residents of St. Joseph's College Residences who have entered the disciplinary process may choose to file a formal appeal to the Director of Residence who was not involved in the original judicial process. This appeal must be filed within 48 hours of the discipline being levied against the resident in question.

B. If there is only one Director of Residence at any given time, the appeal process will go through the Chief Administrative Officer and/or President of St. Joseph's College.

C. Appeals will only be considered on the following grounds:

- There is new information available potentially rendering the original decision unreasonable in light of new information presented;
- An alternative sanction is being suggested; or
- There is clear evidence of lack of procedural fairness and/or bias or unfair treatment in the process.

D. The resident's appeal will be heard by the Director of Residence not involved in dispensing the original discipline, the Chief Administration Officer of St. Joseph's College, and two students (one from each residence) appointed to the Residence Appeals Board. If there is only one Director of Residence, then the appeal will be heard by the rest of appointees without a Director of Residence present.

E. The decisions that may result from an appeal include upholding the discipline, changing the discipline or altering the discipline.

F. All decisions after one appeal are final and are not subject to further appeal.

#### **5. Damage and Liabilities**

A. Residents of St. Joseph's College are expected to have individual and collective concern for the protection and preservation of the residence and its grounds – not just their individual rooms/suites. Responsibility for loss or damage is based on the understanding that the individual(s) responsible for the damage, when known, will assume complete responsibility.

B. At the Director of Residence's discretion, a fine may be transformed into a restorative justice project.

C. In the case of an incident where a resident does not take responsibility for their actions or there is an incident or damage where the entire House is deemed responsible, the entire House will be fined.

D. Residents who receive damage charge assessments have the right to appeal damage charges.

E. Please keep in mind that, appeals will not be reviewed against:

- The principle of charging for damages. Normal wear and tear to residence facilities is expected, and is covered by resident's standard residence fees. However, damage due to negligence or vandalism require additional charges to be paid by those responsible.
- The cost of material and the cost of labor (rate or hours charged). All damage charges are based on an established list of rates documented by the College's maintenance department and our established contractors.