

KEYANO COLLEGE SINGLE STUDENT RESIDENCE CODE OF CONDUCT
Single Student Residence Code of Conduct**Purpose**

To outline the standards of behaviour considered in line with the goals and the wellbeing of the residence community and to define the procedures to be followed when students and/or their guests fail to meet these standards of behaviour.

Every resident of the housing residences must accept that certain standards and rules need to exist in order for a large group of students to live together and function as a community within a relatively small environment.

These standards are based on the principles of **common courtesy, responsible freedom and respect.**

None of the following will be accepted as an excuse /reason/ rationale for behaviour:

- Ignorance
- Anger
- Alcohol
- Substance abuse
- Physical or Verbal Abuse
- Theft
- Violence

Resident's Rights

- As per the Alberta Human Rights Act, all persons are equal in: dignity, rights and responsibilities without regards to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation;
- Treat with respect, civility, courtesy and consideration for all residents, Residence Life Staff, Keyano Security, and all other Keyano Staff;
- Take all actions possible to ensure safe and responsible actions are followed through;
- Respect the rights, privileges and privacy of your roommates, work with them cooperatively to keep the unit in a clean and tidy condition;
- Enjoy an atmosphere intended to refrain from behaviour which is reasonably interpreted as unwelcoming including but not limited to remarks, jokes or actions which demean another person and/or deny individuals their dignity and respect;
- Respect privacy of roommates or others (e.g. neighbours);
- Take appropriate measures to protect and ensure personal health, safety and wellbeing, including seeking help for issues of self-harm, self-abuse, eating disorders, suicide attempts, or negligence related to health, hygiene or medications.

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Any resident that does not abide with the rules and regulations of the Code of Conduct will be disciplined accordingly. The disciplinary procedures include the following actions based on severity:

1. **Verbal Warning:** For behavior such as, excessive noise, littering, excessive messiness in residence units, etc. These warnings can be issued by any member of the Housing Department.
2. **Written Warning:** May be issued due to a specific incident when the seriousness of the incident warrants. These will be issued by the Residence Life Advisor and/or Housing Manager.
3. **Probation:** A resident placed on probation will remain on probation for the remainder of the academic year and for a period up to 12 months. Probationary status may be reviewed after six months upon written request by the student.
4. **Eviction:** Eviction may occur when a student violates the conditions and can be authorized by the Resident Life Advisors, Housing Manager, College Dean and/or Director.

Evictions

Evictions will be reviewed on a case by case scenario for each tenant. The Rental Agreement may be cancelled by a Residence Life Advisor at any time with valid reason. A resident, once evicted from Keyano College Residence, will not be accepted into residence during the subsequent year and are not welcome on any Keyano College Residence properties as a visitor or as a guest.

Room Entry

- A. Outside agencies, such as the telephone company, will be given access to enter your living area, and bedroom if necessary, to install or repair the equipment there. If you have any concerns about this contact the Housing Office.
- B. Law enforcement agencies will be permitted entry when a legal search warrant is presented. The Residence Life Advisor (or designate) and/or Security will be present.
- C. The College reserves the right to reasonable entry to student rooms to make necessary repairs, to maintain safety and health standards and to assure compliance with College rules, regulations and policies. The Facilities Department reserves the right to not complete necessary work orders should the residence (including appliances) be deemed unclean.

You can expect someone to enter your unit when:

- A. You have reported a maintenance problem.
- B. There is an obvious problem that must be dealt with by College staff.
- C. The staff member demonstrates a need to enter the unit to meet emergency situations, enforce rules, and for safety reasons.
- D. It is a scheduled residence inspection day.
- E. When a vacated room needs to be cleaned and/or repaired.

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Should Housing Staff, Campus Security or other College staff deem it necessary in certain instances, the local police department or emergency services will be contacted.

Conduct Not Permitted

Violation of Keyano College Policies, Procedures and/or Rules

Disruption of any college activity

1st Offence	2nd Offence	3rd Offence
Written warning	Probation & \$50 fine	Probation & \$100 fine

Disturbance to staff and/or fellow students

1st Offence	2nd Offence	3rd Offence
Probation	Eviction	

Excessive Noise – Daily quiet hours 11:00 pm – 8:00 am

Every tenant is entitled to live in an environment that is quiet and suitable for studying and allows for the enjoyment of their personal pursuits. Stereos, computers, TV’s, video games and musical instruments should not be loud enough to be heard outside of your individual rooms/units. Gatherings of people are to be kept quiet and under control at all times.

1st Offence	2nd Offence	3rd Offence
Written warning & \$65 fine	Probation & \$100 fine	Eviction & \$150 fine

Excessive noise – During exam period 24 hours

December 4-18, 2015 & April 15 – 27, 2016

1st Offence	2nd Offence	3rd Offence
Written warning & \$65 fine	Eviction & \$100 fine	

Duplicating any residence keys or changing/installing locks on any doors or locked areas

1st Offence	2nd Offence	3rd Offence
Probation & restitution costs	Eviction & restitution costs	

Failure to comply with and/or identify oneself or providing false information to college officials or law enforcement officers

1st Offence	2nd Offence	3rd Offence
Eviction		

Failure to maintain a clean residence. This includes your room and common areas, including but not limited to the kitchen, common living area, bathrooms, entrances and hallways. Throwing or leaving garbage/cigarette butts anywhere other than in appropriate containers is prohibited.

1st Offence	2nd Offence	3rd Offence
Written warning & \$50 fine	Probation & \$100 fine	Eviction & \$100 fine

Tenant’s Initial of Acceptance: _____

Date: _____

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Failure to move room/apartment/townhouse when requested by Housing Representative

1st Offence	2nd Offence	3rd Offence
Eviction		

Failure to provide entry despite being given 24 hours' notice prior to

1st Offence	2nd Offence	3rd Offence
Probation & \$50 fine	Eviction	

Failure to report to office when requested

1st Offence	2nd Offence	3rd Offence
Written warning & \$50 fine	Probation & \$100 fine	Eviction & \$150 fine

Failure to complete and/or sign any necessary paperwork (e.g. lease, code of conduct) etc. provided by housing Representative or other College staff

1st Offence	2nd Offence	3rd Offence
Eviction		

Failure to vacate premises upon notice being served (e.g. eviction notice, fire alarm, pest control, etc.)

1st Offence	2nd Offence	3rd Offence
If evicted lock will be changed at tenant's expense	Police will be contacted	

Request for a room or location change

1st Offence	2nd Offence	3rd Offence
Upon approval by Housing Representative & \$150 administration fee		

Giving unauthorized persons residence keys and/or giving parking tags to anyone

1st Offence	2nd Offence	3rd Offence
Probation & \$100 fine	Eviction	

Moving out: Minimum 1 week notice is required

1st Offence	2nd Offence	3rd Offence
\$50 fine		

Moving without authorization

1st Offence	2nd Offence	3rd Offence
Probation & tenant will be charged for admin fee & cleaning costs	Eviction	

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Operating a business from residence

1st Offence	2nd Offence	3rd Offence
Eviction & \$100 fine		

Storing items or blocking of the front or back doors (inside and out) is prohibited

1st Offence	2nd Offence	3rd Offence
Written warning & \$50 fine	Probation & \$100 fine	Eviction & \$100 fine

Using an empty bedroom without authorization

1st Offence	2nd Offence	3rd Offence
\$50 fine & cleaning costs	Eviction	

Violation of confidentiality

1st Offence	2nd Offence	3rd Offence
Probations & \$100 fine	Eviction	

Threats of Harm, Harassment, Abuse or Disrespect to Others

Advertisement of parties, etc.

1st Offence	2nd Offence	3rd Offence
Written warning	\$50 fine	Probation & \$100 fine

Discrimination, harassment and/or verbal assault shown towards any residents, Keyano College staff, contractors or visitors based on race, ancestry, religious beliefs, physical or mental disabilities, marital status, colour, place of origin, gender, family status, source of income, age or sexual orientation

1st Offence	2nd Offence	3rd Offence
Probation & \$100, although in certain cases may result in eviction	Eviction	

Posting of offensive material, including pornographic material anywhere in residence or on College property

1st Offence	2nd Offence	3rd Offence
Written warning	2 nd written warning & \$50 fine	Probation & \$100 fine

Threats of any kind, including physical and verbal assaults

1st Offence	2nd Offence	3rd Offence
Eviction		

Unsafe practices, whether the risk is to oneself or others

1st Offence	2nd Offence	3rd Offence
Eviction		

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Visitors, Absences and Pets

Allowing unauthorized person(s) into Keyano College Residences including but not limited to evicted students, people under the age of 18 years, non-registered guests

1st Offence	2nd Offence	3rd Offence
Probation & \$50 fine	Eviction & \$100 fine	

Failure to sign-in overnight guests and leaving guests unattended. All residents are required to sign in their guests at the Housing office prior to 3:00 pm the day before arrival. Authorized guests are allowed to stay for a maximum of 3 consecutive nights. d

1st Offence	2nd Offence	3rd Offence
Written warning & \$50 fine	Probation & \$100 fine	Eviction & \$100 fine

Residents are responsible for guest’s actions and are not to be left unattended e.g. while in class or working.

1st Offence	2nd Offence	3rd Offence
Fine according to Code of Conduct	Fine according to Code of Conduct	Fine according to Code of Conduct

Failure to inform Housing when you will be away for long periods of time (more than 3 days)

1st Offence	2nd Offence	3rd Offence
Probation & restitution costs	Eviction	

No pets allowed. No pets are permitted at any time on or within the residence buildings. Animals ‘just visiting’ are also not allowed. Fish tanks (not in excess of 9 gallons) are allowed with the permission from a Housing Representative and a pet application must be completed.

1st Offence	2nd Offence	3rd Offence
Eviction & \$100 fine If fish tank leaks tenant will be responsible for restitution costs		

Theft, Mischief, Property Damage and Vehicles

Break and entry

1st Offence	2nd Offence	3rd Offence
Eviction & restitution costs		

Causing mischief, disruption or obstruction of college activities within residence

1st Offence	2nd Offence	3rd Offence
Written warning	Probation	Eviction & \$100 fine

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Damage to college property of any sort including but not limited to painting of any walls, trim, floors or ceilings, placing of any materials, objects, stickers, bottle caps, posters and pictures in bedrooms, common areas, hallways, doors, bathrooms and storage rooms.

1st Offence	2nd Offence	3rd Offence
Probation, \$100 fine & restitution costs	Eviction, \$100 fine & restitution costs	

Driving, stunting and/or parking any motorized vehicle on non-road surfaces

1st Offence	2nd Offence	3rd Offence
Written warning & \$65 fine	Probation & restitution costs	Eviction & \$100 fine

Having unregistered vehicles on College property in inoperable order

1st Offence	2nd Offence	3rd Offence
Written warning & \$50 fine	Probation & \$100 fine	Eviction & \$100 fine

Parking in no-parking zones or overnight parking in guest spots without permit

1st Offence	2nd Offence	3rd Offence
Written warning & parking ticket	Probation & parking ticket	Eviction & \$100 fine

Failing to follow emergency or safety procedures. This includes failing to leave the residence during a fire alarm and entering a restricted area.

1st Offence	2nd Offence	3rd Offence
Probation & \$100 fine	Eviction	

Failure to report any damage, incident and/or accident that happens on College property

1st Offence	2nd Offence	3rd Offence
\$50 fine, although in certain cases may result in probation or eviction	\$100 fine, although in certain cases may result in probation or eviction	Eviction

Installing a satellite dish and/or making own repairs to College property

1st Offence	2nd Offence	3rd Offence
\$50 fine & restitution costs	Probation, \$100 fine & restitution costs	Eviction & \$100 fine

Removal, tampering or damaging of mattress covers

1st Offence	2nd Offence	3rd Offence
Restitution costs		

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Removal and/or altering of bed frames

1st Offence	2nd Offence	3rd Offence
\$50 fine & restitution costs	\$100 fine & restitution costs	Probation, \$100 fine & restitution costs

Placing garbage, furniture, shopping carts and any other unnecessary objects in common areas, main entrances, hallways and stairwells

1st Offence	2nd Offence	3rd Offence
Written warning & restitution costs	2 nd written warning & \$50 fine	Probation & \$100 fine

Placing tin foil on any windows

1st Offence	2nd Offence	3rd Offence
Written warning & restitution costs	\$50 fine & restitution costs	Eviction, \$100 fine & restitution costs

Propping open external doors or tampering with doors

1st Offence	2nd Offence	3rd Offence
Written warning & \$65 fine	Probation & \$100 fine	Eviction

Removal of screens from any residence windows

1st Offence	2nd Offence	3rd Offence
Written warning & restitution costs	2 nd written warning & restitution costs	Probation

No bringing in of personal furniture (e.g. mattresses) and no removal of furniture provided by the College

1st Offence	2nd Offence	3rd Offence
Written warning & restitution costs	Probation, \$100 fine & restitution costs	Eviction & restitution costs

Tampering with light bulbs in fire exits, hallways and anywhere else on College property

1st Offence	2nd Offence	3rd Offence
Written warning & \$50 fine	Probation & \$100 fine	Eviction

Tampering with fire extinguishers. The residents shall never unnecessarily use or tamper with any fire extinguishers in residence or on College property.

1st Offence	2nd Offence	3rd Offence
Probation & restitution costs	Eviction	

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Tampering with smoke detectors. The residents shall never unnecessarily use or tamper with any smoke detectors in residence or on College property. The tenant shall report to Housing immediately should the smoke detector require repair.

1st Offence Eviction	2nd Offence	3rd Offence
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Theft of College or other residents property (e.g. student's belongings, food) etc.

1st Offence Eviction	2nd Offence	3rd Offence
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Throwing, dropping or ejecting anything from residence buildings, windows, roof tops, stairwells or throwing things at residence buildings

1st Offence Eviction & restitution costs	2nd Offence	3rd Offence
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Using appliances outside of kitchen area (e.g. hot plates, toasters, microwaves, slow cookers, rice cookers, coffee pots, kettles, etc.)

1st Offence Written warning & \$50 fine	2nd Offence Probation & \$50 fine	3rd Offence Eviction & \$100 fine
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Using residence to support illegal activities - including but not limited to storing stolen property or hosting discriminatory websites

1st Offence Eviction	2nd Offence	3rd Offence
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Vandalism

1st Offence Eviction & restitution costs	2nd Offence	3rd Offence
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Riedel & Penhorwood Townhouses only: *Basements are not to be set-up as bedrooms, nor can anyone sleep in basements as this in violation to the fire code*

1st Offence Probation & \$100 fine	2nd Offence Eviction & \$100 fine	3rd Offence
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Riedel & Penhorwood Townhouses only: *No storage is permitted within 4 feet (1.5 m) of the furnace and hot water tank as this in violation to the fire code. Basements must also be kept clutter free, including no recycling and/or garbage.*

1st Offence Written warning & \$50 fine	2nd Offence Probation & \$100 fine	3rd Offence Eviction & \$100 fine
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KEYANO COLLEGE SINGLE STUDENT RESIDENCE CODE OF CONDUCT

Alcohol, Drugs, Smoking, Gambling and Firearms

Consumption, possession or distribution of alcohol in unauthorized areas including but not limited to common areas, hallways, lobbies, stairwells, elevators, classrooms, sidewalks, streets.

1st Offence	2nd Offence	3rd Offence
Written warning & \$50 fine	Probation & \$100 fine	Eviction & \$100 fine

Consumption, possession or distribution of alcohol to anyone under the age of 18

1st Offence	2nd Offence	3rd Offence
Eviction, parents & police will be contacted		

Candles, incense, any open flame (including campfires), smoking or non-smoking devices in any residence area, including inside and outside of residence and property

1st Offence	2nd Offence	3rd Offence
Written warning & \$65 fine	Eviction	

Gambling of any type is prohibited in any residence area

1st Offence	2nd Offence	3rd Offence
Written warning & \$65 fine	Probation & \$50 fine	Eviction & \$100 fine

Possession of firearms, paintball guns, air rifles, bow and arrows, fireworks, propane tanks, ammunition or dangerous chemicals on College property

1st Offence	2nd Offence	3rd Offence
Eviction & \$100 fine		

Smoking in any non-smoking areas. Smoking is prohibited in any College housing properties regardless if on or off campus housing. The use of all tobacco products (legal or illegal substances), including but not limited to cigarettes, chewing tobacco, shee shaw/hookahs, sweet grass, cigars, bidis, kreteks, e-cigarettes, marijuana, cloves, etc. is prohibited in all College common areas or areas within 20 feet of the exterior of the buildings.

1st Offence	2nd Offence	3rd Offence
Eviction		

Use, possession or distribution of illegal drugs and/or drug paraphernalia

1st Offence	2nd Offence	3rd Offence
Eviction		

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Probation:

For a 12 month period. Probationary status may be reviewed after 6 months upon written request of the student.

Eviction:

Evictions will be reviewed on case by case scenarios for each tenant. Loss of visitation privileges from residence for 12-month period. Loss of admittance to residence for a 12-month period.

If a single student returns after a 12-month period, student will be placed back in Clearwater Hall for a 4 month review. After the 4 month period the student can request for a room/unit transfer to Riedel at the cost of \$150.00 upon approval.

Appropriate action will be taken against the tenant for failure to report any incidents or breach in the code of conduct in any way.

Mattress Covers	Price	GST	Total
Twin Stretch Knit 39x75x9	\$56.00	\$2.80	\$58.80
Twin Stretch Knit 39x75x12	\$59.20	\$2.96	\$62.16
Full Stretch Knit 39x75x12	\$65.60	\$3.28	\$68.88
Full Stretch Knit 54x75x12	\$68.80	\$3.44	\$72.24
Queen Stretch Knit 60x80x9	\$73.60	\$3.68	\$77.28
Queen Stretch Knit 60x80x12	\$75.20	\$3.76	\$78.96
Queen Stretch Knit 60x80x16	\$78.40	\$3.92	\$82.32
King Stretch Knit 78x80x9	\$89.60	\$4.48	\$94.08
King Stretch Knit 78x80x12	\$92.80	\$4.64	\$97.44

Box Spring Covers	Price	GST	Total
Twin Box 39x75x9	\$25.60	\$1.28	\$26.88

Full Box 54x75x9	\$30.40	\$1.52	\$31.92
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Queen Box 60x80x9	\$33.60	\$1.68	\$35.28
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King Box 70x80x9	\$38.40	\$1.92	\$40.32
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****N.B. Prices are subject to change**

By providing your initials and signature, this indicates that you have read, fully understand, and fully agree to the Keyano College Student Code of Conduct as outlined above.

Tenant's Name

Tenant's Signature

Tenant's Initial of Acceptance: _____

Date: _____