

COMMUNITY STANDARDS 2018-2019

Our Commitment to Community

The Department of Housing & Residence Life embraces innovation, creativity and thinking beyond convention – all characteristics that are at the core of Ryerson University.

Housing & Residence Life (HRL) makes the assumption that the priority of each student is academic success. While the residence environment provides additional opportunities for learning, everyone involved in the residence community must contribute to make the residence a positive and supportive environment aligned with Ryerson University's core mandate of teaching and learning.

*Every member of the residence understands that certain community standards, or rules, need to exist in order for a large group of people to live together and function as a community within a relatively small environment. HRL believes that integral to **Our Commitment to Community** is an appreciation of the effect of one's personal behaviour on others and respect for their personal and property rights. Ryerson University appeals to each resident's sense of reason, responsibility, and consideration for others. Ryerson University promotes the ideal that responsibilities are to be shared by everyone in order to maintain a high standard of cooperative living, tolerance, mutual respect and compromise.*

In choosing to join the residence community at Ryerson University, each resident accepts to live by this commitment, which values and promotes common courtesy, good citizenship, understanding and responsible behaviour.

Your Community: Housing & Residence Life

Aside from the students that you will meet and learn from this year, there are several dedicated people within HRL who are here to support our students' transition to living independently while working toward academic success. Some are professionals, some are peers and others are student leaders who work within our department all committed to ensuring each of our residence students has a positive year.

Director, Housing & Residence Life: provides strategic direction, innovative thinking, and comprehensive decision making on all matters related to student housing at Ryerson University. The Director manages all people and functions of the department.

The Residence Life Management Team

- **Assistant Director, Residence Life & Education:** manages the Residence Life & Education unit within the department, overseeing all professional and student staff positions. This includes community development and the learning curriculum, administering the HRL Community Standards and managing the professional on-call team process, procedures and communication, in conjunction with Integrated Risk Management and the Centre for Student Development & Counseling.
- **Residence Life Facilitators (RLFs):** full-time professional staff who also live within the residence community. The RLFs are responsible for the day-to-day operations of their designated area (either Pitman Hall or ILLC & O'Keefe House) and report directly to the Assistant Director, Residence Life & Education. The RLFs are responsible for their area's overall community development, management of their area's buildings and team, and work to maintain HRL community standards, providing individual advising and support to students in need, and train and supervise the live-in Residence Life Team. The RLFs are part of the professional HRL on-call team for emergencies at all times.
- **Graduate Advisors (GAs):** supports the overall Residence Life & Education program, providing support and leadership development to the Residence Council, as well as supporting the HRL Community Standards process, including administering educational sanctions.

Residence Communications & Administration

- **Assistant Director, Housing Operations & Administration:** oversees the client service operation including the Residence Services Desks, Housing Reception Desk, Summer Guest Accommodations and Off-Campus Housing. The Coordinator supervises the Guest Accommodations Facilitator and Reception and Residence Service Desk Facilitator and provides guidance for day-to-day operation, and strategic planning.
- **Reception & Residence Service Desk Facilitator:** coordinates the day to day operations of the Housing & Residence Life reception desk and Residence Services desks located in Pitman Hall and the ILLC. The position acts as the primary point of contact for public inquiries related to Housing & Residence Life, which includes interactions with accepted and current residents, parents and visitors to residence.
- **Coordinator, Residence Assignments & Marketing:** responsible for the areas of residence admissions, assignments, and fees for Housing & Residence Life. The Coordinator is also responsible for marketing strategy & implementation of online and traditional print material for Housing & Residence Life.
- **Guest Accommodation Facilitator:** responsible for all guest accommodation business planning within Housing & Residence Life. This includes administering a variety of systems, establishing and reviewing policies, procedures and workflow, coordinating departments, recruiting and contracting clients, student recruitment and training, resolving high level complaints/ inquiries and auditing day to day financial transitions.
- **Financial Officer:** responsible for the financial, human resources, and administrative support services of Housing & Residence Life.

Residence Life Team & Student Leadership

- **Community Leaders (CLs):** senior members of the Residence Life Team who have additional leadership responsibilities, such as supporting and advising the RAs, ALs, and Programming and Varsity Links. CLs also have all responsibilities associated with the RA role.
- **Residence Advisors (RAs):** help develop community within their assigned residence floor or house. Not only are they responsible for building relationships and community with our residence halls, they also connect students with services elsewhere on campus for external support or access to resources. RAs are also on-call for emergencies and provide regular programming throughout the academic year.
- **Academic Links (ALs):** are trained and focus specifically on academic success and support. ALs are not assigned to a Floor - instead they are assigned to a particular faculty. ALs link residence students to their specific faculty and also to other academic resources on campus. They provide regular programming and maintain office hours in the Academic Link office.
- **Residence Service Desk Agents (RSD):** develops community and manages residence access from our 24 hour desks at Pitman Hall and ILLC. The RSD team supports our students from a support lens – whether it’s a facilities issue, a quick question on the go, signing in a guest or even quizzing our community on the latest trivia, the RSD work with the RAs and ALs to develop a greater community in residence at Ryerson.
- **Programming Link:** connects with the overall community development, programming and activities at Ryerson and works with the RLT to inform and involve Residence Life & Education in supporting large scale initiatives by area team or the entire residence community.
- **Varsity Link:** provides academic and transitional support to Varsity athletes living in residence and role models leadership in academics, time management and prioritization as an athlete themselves.
- **Residence Council:** elected leadership body in Residence Life & Education that supports programs, activities and campaigns as a residence community. The executive is selected prior to new students joining residence in August, but floor president positions for new students to residence are available after Orientation Week.

Facilities

- **Supervisor of Maintenance and Operations:** manages the day to day cleaning and maintenance operations in the student residences. The Supervisor develops and implements the Capital Plans for the residence facilities. They also manage the preventative maintenance and all renovations to the facilities.

Responsibilities of Our Community

The responsibilities described below represent the entire Housing & Residence Life (HRL) community. This community includes students, student leaders, staff and management.

1. It is the responsibility of HRL to ensure that residents are made aware of their rights and responsibilities under the Residence Contract and HRL Community Standards and the Student Code of Non-Academic Conduct. The Assistant Director, Residence Life & Education, or their designate, is responsible for ensuring the Housing & Residence Life Community Standards are upheld, and any incident can be forwarded to the Office of Student Conduct, Integrated Risk Management and/or the Toronto Police at any time.
2. It is the responsibility of each Residence Life Staff member to ensure that all residents in their community are made aware of their rights and responsibilities under the HRL Community Standards. This will be accomplished through the hosting of at least two meetings early in the year to outline the Community Standards. The resident is responsible for attending one of these meetings.
3. Every resident is responsible for observing the terms and conditions of the Residence Contract and HRL Community Standards or any changes to these documents as outlined in a written update during the residence term. The HRL Community Standards outline acceptable behaviour expectations for every resident, or their guest(s), and the types of consequences for breaching these standards. No resident is exempt from the terms and conditions of Housing & Residence Life Community Standards for any reason.
4. It is the duty of each resident, in accordance with the procedures specified in the HRL Community Standards, to take reasonable steps to prevent a problem situation from occurring or, if it occurs, to prevent it from escalating to a more serious level e.g., by informing HRL of the problem.
5. It is each resident's responsibility to be aware of and behave in a manner consistent with the HRL Community Standards, Residence Contract, University Code of Ethics, Ryerson Student Code of Non-Academic Conduct, Ryerson University Discrimination and Harassment Prevention Policy, the Ryerson University Sexual Violence Policy, and any other relevant University policy, as well as all relevant municipal, provincial and federal laws and statutes either in person or virtually via the internet including social media.
6. Every resident is expected to act in a responsible manner which does not compromise his or her own safety or endanger the health and safety of others. HRL, on behalf of the University, reserves the right to determine what constitutes unsafe practices. This includes but is not limited to: tampering with fixtures and/or building systems, (including the wiring and fire prevention controls), fabricating or building structures, or impeding any means of exit from the building.
7. The resident is financially responsible for any damage or losses to his or her room or its contents, and also for the cleanliness of the room upon vacating. All students in a suite/room are jointly and severally responsible, with the other occupant(s) of the suite/room, for damages or losses to the shared areas of the suite/room. All charges for damages and/or cleaning to common areas will be split equally among the occupants of the building, provided that such damage and/or cleaning cannot be traced to those directly responsible.
8. Consideration hours are always in effect. The HRL community is responsible for maintaining an atmosphere conducive to study and sleep. Sound producing equipment must not be audible in the hallway and cannot be audible outside of the building. Earphone use is encouraged at all times and sub-woofers, bass-bins and amplifiers are prohibited. Speakers in windows, shouting and yelling is also not acceptable.

Note: Violations of the HRL Community Standards, the Residence Contract or any other Ryerson University policy, municipal, provincial or federal law may be investigated by HRL and any other appropriate University department or outside agency, such as the Toronto Police. Sanctions for any one incident may be given to a resident by multiple agencies, such as HRL, another University department or the Police.

Responsibilities of Residence Hosts

Guests are defined as non-Ryerson Housing & Residence Life community members that are temporarily visiting the residence community. Hosts are defined as the Ryerson Housing & Residence Life community member who is signing the Guest in. By signing the visitor in, the host accepts responsibility for the Guests' behaviour.

1. Residents are responsible for ensuring their guests are informed of Ryerson University Residence Community Standards
2. Residents are responsible for their own and their guests' behaviour at all times within the residence. This includes while they are in their own room, in other residents' rooms, common areas, lobbies, and cafeterias.
3. Residents are required to take responsibility for their guests in residence. All residence rules, policies and procedures apply to guests of residents, and the community member signing the guest into residence is responsible for their guests' actions. Residents risk consequences to themselves if their guest behaves in an unacceptable manner.

A host must have previously obtained permission from their suite-mate(s) to host a guest within a reasonable time frame prior to the arrival of a guest(s). The host is responsible for the behaviour of her or his guest(s) at all times and must inform his or her guest(s) of any relevant policies or standards, including:

- Guests must abide by the Residence Community Standards at all times.
- Guests must be signed in and provide picture identification to the Residence Services Desk upon arrival, and remain with their host at all times afterward.
- A host may sign in a maximum of 3 (3) guests for a maximum of three (3) consecutive nights.
- Guests can be signed in for a maximum of nine (9) nights per month.
- A guest can be removed from the residence and Ryerson University property at any time without notice; guests have no right to be in the residence at any time.

Acting as a host for a posted individual, and/or a person whose visiting privileges have been revoked, is prohibited. A host is not permitted to sign in guests while overly intoxicated or under the influence of illegal substances.

It is the responsibility of the hosting resident to ensure that the total number of occupants (residents, resident visitors, and guests) adheres to occupancy guidelines.

Occupancy guidelines are determined by number of bed spaces in unit:

Room Style	Bed Spaces	Total Occupancy
Single/Bachelor	1	4
Double/Paired/2 Bedroom Apartment	2	8
3 Bedroom Apartment	3	12
4 Bedroom Apartment	4	18
5 Bedroom Apartment	5	20

Housing & Residence Life: Community Standards

Residence can be considered one of the most unique classrooms on a campus. It's important to remember that living in residence is an opportunity to learn and grow individually, but also as a part of the Ryerson University HRL community. This is one of the many Ryerson University communities through Student Affairs that will support your transition to learning and living independently.

There are several key roles that have been developed to support this transition, including Residence Advisors (RAs), Academic Links (ALs), our Programming & Varsity Links, Graduate Advisors (GAs) the Residence Life Facilitators (RLFs) and the Assistant Director, Residence Life & Education.

There are also many structures, too, that are intended to shape the overall learning experience, which includes our Living Learning Communities (LLCs), the overall Community Development and activities planned by the Residence Life Staff, which includes the above roles and the Residence Service Desk and lastly the **Housing & Residence Life Community Standards**.

The Housing & Residence Life Community Standards describe expectations related to decision-making and behaviour as a Ryerson University student, as well as the processes within HRL to address unacceptable behaviour. As a community, we believe in multiple perspectives that embraces procedural fairness and restorative justice. The Community Standards are reviewed annually, in conjunction with current first year students, the Residence Council and our student leader positions that make decisions related to them, as well as Student Affairs and the Office of the Vice Provost, Students.

All Ryerson University residence students are accountable to processes from the Housing & Residence Life Community Standards and the **Ryerson Student Code of Non-Academic Conduct**, administered through the Office of the Vice-Provost, Students. By entering a contractual relationship with HRL through their residence contract, students that engage in negative behaviour will go through either - or in some cases, both - processes to understand what happened, address individual and/or community impacts and resolve any conflict or harm.

Our Community Standards are administrated by the Assistant Director, Residence Life & Education and incidents are reported to and managed by RLFs and/or GAs.

Any student going through a process related to the HRL Community Standards will be provided:

- **overview** of the processes to ensure there is a full understanding of any process related to Community Standards.
- **support** from an unbiased member of the HRL Residence Life Management Team (RLMT) and/or GA Team.
- **opportunity** to clarify interviews and documentation, ask questions and submit appeals to decisions, in accordance to the policies and process outlined in the HRL Community Standards.

The Community Standards are divided in 3 categories: Health & Wellbeing, Personal & Community Safety and Facilities.

HEALTH & WELLBEING

COMMUNITY STANDARD	DESCRIPTION	WHY THIS MATTERS
Underage Drinking	Students under the age of 19 cannot consume alcohol in or on Ryerson University property.	<i>It's against the law:</i> community must abide by all federal, provincial and municipal Laws and University policy regarding alcohol use and consumption. The legal drinking age in Ontario, Canada is 19 years.
Alcohol Consumption and/or Unsafe Drinking	Alcohol consumption is only permitted within suite/room areas (ie inside suite/room entrance). Consuming alcohol in all other residence areas is strictly prohibited. Students must abide by all federal, provincial and municipal alcohol laws and University policy. Binge drinking behaviours (drinking games, use of rapid drinking devices, etc), vomiting as a result of over-consumption, belligerence are actions connected to unsafe drinking.	<i>You matter:</i> your safety is our primary concern. Over intoxication can result in being taken to hospital for medical assistance. Public intoxication in Toronto could lead to possible fines and/or jail time, and it's important to remember that if you choose to drink, you must be prepared to take responsibility for your actions.

<p>Illegal Substances</p>	<p>Students in residence are prohibited from being involved with trafficking, possessing, using and consuming any illegal drug substance in residence. Evidence of drug traces or drug paraphernalia in or near suite/rooms, common areas or near the residence building will be assumed to be conclusive of use or possession (in accordance with the Controlled Drugs and Substances Act).</p>	<p><i>It's against the law:</i> the community must abide by all federal, provincial, and municipal laws and University policy regarding illegal substance use and consumption. Use or possession of illegal drugs and/or drug paraphernalia anywhere on residence property is a violation of the Residence Contract.</p> <p><i>Again, you matter:</i> dependency and/or excessive use of prescription drugs or over-the-counter substances can create difficult social and behavioural problems that compromise residence life. Circumstances that bring addiction, dependency, recreation or other inappropriate use of substances to the attention of the Residence Life Management Team will be taken seriously and will become an investigation, in conjunction with Integrated Risk Management.</p>
<p>Smoking</p>	<p>As per university policy, all areas in residence are non-smoking. Smoking in areas where second hand smoke is affecting the community is also prohibited. Such areas may include, but are not limited to, doorways, near windows or air intake vents.</p>	<p><i>It's about consideration:</i> if you are a smoker, it's important to remember that not everyone is. People are moving into residence with allergies or aversions to this, so we ask that you smoke in designated smoking areas. Smoking must be at least nine metres away from the residence building, which is a municipal by-law.</p>
<p>Excessive Noise</p>	<p>Intentionally or unintentionally creating noise that disrupts several members of the residence, University or surrounding community is not permitted.</p>	<p><i>Consideration Hours are Always in Effect:</i> Quiet hours are Sunday-Thursday 11:00 pm-8:00 am and Friday-Saturday 1:00 am-8:00 am.</p> <p>It is best that you do not bring subwoofers or that you disable your subwoofer. If you receive any noise complaints that are a result of a subwoofer, you may be asked to disconnect the subwoofer or remove it from Residence.</p>

PERSONAL & COMMUNITY SAFETY

COMMUNITY STANDARD	DESCRIPTION	WHY THIS MATTERS
<p>Causing Fire and/or Tampering with Fire Safety Equipment</p>	<p>Open flames are not permitted in residence. This includes, but is not limited to, attended or unattended lit candles, cigarettes/cigars, lamps requiring a combustible fuel, and incense. Residents requiring one of these items for religious purposes need to contact HRL, in writing, at least seven days prior to their intended use.</p>	<p><i>It's against the law:</i> tampering with fire safety equipment (ie: extinguishers, alarms, covering smoke detectors) is illegal under the Fire Prevention & Protection Act. Causing a fire, intentionally (ie: consciously lighting something on fire) or unintentionally (ie: overloaded power bar) is the community member's responsibility, including costs associated with damage. For insurance information, please refer to content 11.5 in your residence contract.</p>
<p>Bullying & Harassment</p>	<p>Harassment is defined as any attention or conduct (verbal, written, graphic, electronic [e.g., social media] or physical) by an individual or group who knows, or ought reasonably to know, that such attention or</p>	<p><i>Respect - it's an expectation:</i> The entire Ryerson University community is expected to treat everyone with dignity and respect. Please refer to Ryerson's <i>Discrimination and Harassment Prevention</i> policy for more details.</p>

	conduct is unwelcome/unwanted, offensive, or intimidating.	
Inappropriate or Illegal Entry	Entering another student’s suite/room or disturbing another resident’s property without the permission of the resident is not permitted.	<i>If it’s not your assigned space, you can’t access it:</i> students must have prior written permission to enter another’s room and may do so only with authorized use of the prescribed key; manipulating the lock, door, or window is strictly prohibited.
Raids and/or Pranks	Initiating, encouraging, supporting, or participating in raids and/or pranks that are disruptive, offensive, or hostile to residents and/or staff is prohibited. These raids or pranks include, but are not limited to, water fights, “leaners”, dismantling, removing, and/or relocating residence/personal property, participating in popular unsafe practices in residence, posting unacceptable information (e.g. videos/photos) in residence or on the internet.	<i>Residence is an academic setting with a social balance:</i> we promote building community through fun and social interactions. Signs of a strong community are those that come together and have a good time. Sometimes this can get carried away, and what someone was intending to do ends up being perceived differently. It’s important to remember that our students are here to advance in education, and ensuring there are no raids or pranks helps ensure community standards are upheld.
Safety Procedures	Failing to follow emergency or safety procedures is prohibited. This includes, but is not limited to, failing to leave the residence during a fire alarm and entering an area that is restricted or not providing identification (ie: OneCard, ResID) when asked to present.	<i>Don’t assume!:</i> in any case of alarm, please evacuate the building for your and the community’s safety. Professional staff, Integrated Risk Management and Toronto Emergency Services will make the best decisions in these situations, including evacuation and re-entry.
Sexual Violence, Sexual Assault and/or Sexual Harassment	<p><i>Sexual Violence:</i> Any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video of a community member without their consent, and cyber harassment or cyber stalking of a sexual nature.</p> <p><i>Sexual Assault:</i> Any kind of sexual contact without mutual consent. It can include unwanted kissing, fondling, oral or anal sex, intercourse, or other forms of penetration, or any other unwanted act of a sexual nature.</p> <p><i>Sexual Harassment:</i> A course of unwanted remarks, behaviours, or communications of a sexually oriented nature and/or a course of unwanted remarks, behaviours or communications based on gender – where the person responsible for the remarks, behaviours or communications knows or ought reasonably to know that these are unwelcome. Sexual harassment may consist of unwanted attention of a sexually oriented nature such as personal questions about</p>	<p><i>Consent Comes First:</i> We are a consent-culture oriented campus, and we will define what consent does and doesn’t mean, what it means to give consent, what it means to get consent. Includes definition of consent, various components of what it means (i.e. Active, Ongoing, Voluntary, Retractable, Enthusiastic, Vocal, Informed, Mutual, Agency, Required, Yours)</p> <p><i>Seeking support:</i> How to ask for help, who to talk to, and where to go to access support at Ryerson. Includes messages surrounding how seeking support is difficult; you may not be sure an assault happened; first point of seeking support can be a friend, staff member, classmate, parent, co-worker, colleague, manager, coach, teammate, counsellor, etc. who can then refer to the other appropriate support services on campus.</p> <p><i>Bystander or “upstander” responsibility in the community:</i> Ryerson is a community committed to preventing sexual violence, therefore as a member of the community we all have a responsibility to intervene in situations we think could lead to or are involving sexual violence.</p>
Sexual Violence, Sexual Assault and/or Sexual Harassment ...continued		

	<p>one's sex life, persistent requests for a "date", or unwelcome remarks about someone's hair, body shape, etc. Sexual harassment may also consist of unwelcome remarks based on gender which are not of a sexual nature but which are demeaning such as derogatory gender based jokes or comments.</p>	<p>Ryerson's Policy: Ryerson has made a commitment to educate the community, support survivors, train staff and students, and prevent sexual violence on campus, as outlined in the policy on Sexual Violence.</p>
<p>Soliciting in Residence</p>	<p>Community members and guests are not permitted to solicit in the residence buildings or canvas for elections at any level (federal, provincial, municipal, or campus.)</p> <p>Community members are not allowed to gain profit from the residence community. This includes advertising, gambling, selling or subletting within any residence space.</p>	<p>This is your home for 8 months: HRL strives to ensure that their environment remains conducive to studying, resting, relaxing and socializing. For safety concerns, access is limited to those who live or work in those communities.</p>
<p>Threats, Violence and/or Aggression</p>	<p>Threats or acts of violence or physical aggression in residence will not be tolerated. Physical aggression is defined as any violent or physically aggressive behaviour (whether playful or otherwise. These behaviours include, but are not limited to, hitting, punching, slapping, kicking, pushing, pulling and fighting.</p>	<p>It's not only unacceptable on campus – it's unacceptable anywhere at Ryerson and the City of Toronto: Documented incidents involving threats, violence, aggression and/or weapons will, in most cases, also involve: Integrated Risk Management, the Office of Student Conduct and Toronto Police Services.</p>
<p>Weapons</p>	<p>Firearms, fake guns and any other weapon or item that is created/intended to cause harm, or could be seen as intimidating, are strictly prohibited.</p>	

FACILITIES

COMMUNITY STANDARD	DESCRIPTION	WHY THIS MATTERS
<p>Altering Space and/or Removal of Furniture</p>	<p>In order to promote community living, removing and/or relocating furniture from bedrooms, lounges, meeting rooms and other common living areas is not permitted.</p>	<p>Safety matters!: rooms are set up for your benefit, with fire safety taken into account with the furniture used. Moving furniture on your own will cause damage and may also cause you injury.</p>
<p>Cleanliness & Hygiene</p>	<p>Students are expected to keep their bedroom, washroom, shared living areas and the exterior of their room/suite/room doors clean and to adhere to the rules for proper removal of garbage and/or recycling. Please note that suite/room/room tours by HRL staff can take place on a monthly basis. Throwing or leaving garbage anywhere other than in an appropriate container is prohibited.</p>	<p>It's not just about you...it is also about the community!: It's important to remember that you and your space is an aspect of the larger community that you're a part of. Maintenance, cleanliness and hygiene will influence this in a positive or negative way. Adhesive strips can be requested from the HRL office to hang appropriate materials.</p>
<p>Intentional Damage</p>	<p>Tampering with or modifying the physical structures of the residence is prohibited. Tape, nails, tacks and pins or other such material cannot be used at any time to hang posters or affix objects to the walls, floors or ceilings within all areas of the residence, including suite/room areas. Paint and spray can material or similar products such as "fake snow" are not to be used on any residence surface, and there cannot be any painting on any furniture or materials owned by the University, and any other painting (ie: poster, crafts) must be done on a tarp.</p>	
<p>Vandalism to Facilities and/or Door Access</p>	<p>Intentional or malicious destruction or defacement of public or private property. Any vandalism directed toward another individual or group of individuals may also constitute harassment.</p> <p>This may include, but is not limited to propping interior or exterior doors and tampering with the elevator, card access systems or laundry equipment.</p>	

COMMUNITY STANDARDS REGARDING CANNABIS

COMMUNITY STANDARD	DESCRIPTION	WHY THIS MATTERS
Cannabis Consumption	Students under the age of 19 cannot possess, consume, share cannabis in or on Ryerson University Property.	It's against the law: community must abide by all federal, provincial and municipal Laws and University policy regarding alcohol use and consumption. The legal age to purchase and consume cannabis in Ontario, Canada is 19 years.
Cannabis Consumption	<p>Smoking/vaping cannabis in Ryerson University Residence buildings is not permitted.</p> <p>The consumption of cannabis by means other than smoking or vaping is permitted within non-public spaces within Ryerson residence buildings (inside suite/bedroom). Students must abide by all federal, provincial and municipal laws and University policy</p> <p>Students are expected to consume cannabis in a responsible and safe manner and refrain from practices that lead to over-consumption, and impact the community or safety of the student</p> <p>Possession of paraphernalia related to cannabis consumption is permitted in residence. However, the use of paraphernalia to consume cannabis through smoking or vaping or the use of an open flame is prohibited.</p>	<p>Community consideration and safety.</p> <p>Residence is a community. As such, it is important for each member of that community to consider others. People you share a residence with may have allergies, medical conditions or aversions to smoke.</p> <p>Smoking and other activities that require the use of an open flame put the community at risk from fire.</p> <p>Based on research, the Canadian Paediatric Society recommended that THC content in cannabis sold to people between 18 and 25 years of age be limited because it is a critical point in brain development which is impacted by cannabis use. It is important that if you choose to consume cannabis that you purchase it legally to ensure that it is regulated.</p>
Cannabis	<p>Students in Ryerson residence are not permitted to grow cannabis.</p> <p>The production of cannabis related products (edibles, use in baking, etc.) while in Ryerson residence is prohibited.</p> <p>Students who require the use of medicinal cannabis must complete the Residence Accessibility & Accommodation Request form.</p> <p>Housing & Residence Life reserves the right to approve or deny the request in its absolute discretion.</p>	Residence buildings were not designed to accommodate the heavy cultivation of plants both from an infrastructure or design perspective. Growth of cannabis has an impact on the community through power consumption, moisture levels, and odour.

<p>Controlled Legal Substances</p>	<p>It is prohibited for students to sell/supply/ a controlled legal substances (ex. cannabis, alcohol, prescription medication) in or on Ryerson University property</p>	<p>It's against the law: the community must abide by all federal, provincial, and municipal laws and University policy regarding legal controlled substances substance use and consumption.</p>
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Incident Management Process & Accountability



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

*Specifically, this is in respect to the following **process**:*

- **Reporting:** an incident can be reported to HRL by anyone. This includes: HRL community members, off-campus students, Ryerson staff, faculty, administration, and members of the community outside of Ryerson University. If there is an incident or concern related to any HRL community member in or outside of residence, or there is a community impact, reporting this allows Residence Life & Education to manage and support the community through accountability.
- **Documentation:** all incidents will be documented by any member of the Residence Life Team (RA, AL, Varsity and Programming Links, RSD), Graduate Advisors and/or the Residence Life Management Team all under the Residence Life & Education unit within the department.
- **Interviews:** any student connected to a documented incident can be interviewed by the RLF and/or GA managing the specific incident process. Typically, this will be the RLF of the specific building connected to the student(s) impacted by the situation(s). In cases where there are multiple students involved from more than one building, the Assistant Director– Residence Life & Education will assign the case to the most appropriate RLF. Students interviewed will have access to aspects of the documented incident report and will be asked questions related to their knowledge, actions and impacts related to the situation.
- **Communication:** anyone contacted about a situation is expected to respond to interview requests immediately. Residence Life & Education will coordinate times using your academic timetable and will also work with your personal scheduling needs; however, it is important that interviews occur within the timeframe outlined by the RLF and/or GA. We expect open and honest communication in order to best support the process. HRL will use your Ryerson e-mail address as the primary method of communication, in accordance to Ryerson University’s Senate Policy 157.
- **Confidentiality:** we expect participants in this process to maintain confidentiality in order to preserve community and minimize negative impacts. HRL also is expected to act in accordance to the Freedom of Information and Protection of Privacy Act; therefore, we cannot communicate any information related to any individual to outside parties of the University (ie: parents) unless requested by the police or approved by the participant(s) through official channels (ie: written request.) Anything communicated to Residence Life & Education is communicated up within the management structure, and HRL is expected to report anything concerning health and/or safety to administration within Student Affairs and the Office of the Vice-Provost, Students and Integrated Risk Management. All documentation is managed and secure through electronic systems.

- **Decision Making:** the RLF and/or GA managing the incident will make decisions, or *Incident Outcomes*, for incidents that are under their review. Decisions are made solely on the situation that has been documented; however, previous incident outcomes will weigh on future outcomes to identify best solutions to support the individuals' success in residence. For more details, please see *Incident Management Principles: Perspective, Approach and Impact* on page 10.

It is important to note that just because an incident has been reported, HRL does not assume fault. Specific measures may be taken while we investigate, depending on the severity of the reported incident. Residence Life & Education and the department will make these decisions, with the best interest of all students being considered and our priority. For more information, please see *Temporary Relocation, Limits and Eviction* on page 13.

*This is also in respect to the following **accountability**:*

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

- **Response:** as a Ryerson student, you are expected to reply to any communication from the University. Consistent with Senate Policy 157, all formal notification and delivery of documents under the HRL Community Standards will be by email to your Ryerson e-mail account. Students are required to monitor that account including during exams and holidays. HRL considers monitoring e-mail on a frequent and consistent basis as once every two business days.
- **Understanding:** as a member of the HRL community, you have signed and agreed to the HRL Community Standards, which outlines understanding of these in section 10.1 of this contract. It is important for you to contact a member of the Residence Life Team if you are unclear about anything.
- **Attendance:** you are required to make all meetings requested by HRL related to an incident. We will make an effort to decide meeting times collaboratively; but in cases where we cannot reach you or where there is urgency, we will decide meeting times based only on availability according to your class schedule.
- **Engagement:** for a truly developmental and/or restorative resolution, there needs to be investment from the respondents related to an incident. We encourage you to ask questions for clarification within the process and to ensure you access the appropriate supports and resources in cases where you are unsure. Participants responding to a Notice of Incident are not permitted to bring anyone to an Interview, in accordance to the **Ryerson Student Code of Non-Academic Conduct**.

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

Incident Management Principles: Perspective, Approach and Impact

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

CONSEQUENCE BASED

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

DEVELOPMENTAL

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

RESTORATIVE

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

Van Brunt, Brian & Jason Ebbeling. Restorative Justice: Practical Case Examples, Magna Online Seminar, December 2010

Incident Outcomes

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

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

Developmental & Restorative Incident Outcomes

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

Consequence Based Incident Outcomes

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

In cases where the respondent is not engaging (see “*Incident Management Process & Accountability*”), the University Official managing the incident will decide Incident Outcomes that may be perceived as consequences, which include but aren’t limited to:

- Any developmental and/or restorative Incident Outcome
- Loss of privileges, including alcohol, guest privileges (see “*Limits*”)
- Confiscation
- Removal and/or disposal of non RU HRL furniture at the expense of the resident(s)
- Removal and/or disposal of garbage at the expense of the resident(s) or cleaning charges
- Probation, which is a serious warning that a Resident is at risk of eviction for any future Offence(s)
- Eviction from Residence
- Case forwarded to non-academic misconduct under the Ryerson University Code of Student Conduct

Temporary Relocation, Limits and Eviction

*After an incident occurs and in the case of exceptional circumstances, the Assistant Director– Residence Life & Education can decide to **Temporarily Relocate or Limit** individual(s) involved in the reported incident or recommend **Temporary Eviction** to the Director – Housing & Residence Life.*

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

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

Sexual Violence Policy

In June 2015, the Ryerson University Board of Governors approved a new policy on sexual violence which outlines the commitments that the university has made to address this issue on our campus. This policy applies to all staff, faculty and students within the Ryerson community. It is important that you are familiar with this policy and understand what support is available if you experience an act of sexual violence, how to assist a friend, how to learn more about this issue, and that you understand the parameters of consent and how to ensure that you seek clear consent from your partner(s).

From the policy (which is posted on-line: <http://www.ryerson.ca/policies/board/sexualviolencepolicy.html>)

“Sexual Violence is a serious problem in our society and on university campuses. Acts of sexual violence have a significant impact on survivors, their friends and family members, and those who work closely with survivors as supporters, advocates and educators. Sexual violence is a complex issue that needs attention and intervention throughout our society and within our institutions, especially given the prevalence of sexual assault on college and university campuses. It is the most underreported criminal activity and we know through many sources that the number of disclosed

or reported incidents on campus do not reflect the true number of assaults faced by members of our community. This policy is intended to outline commitments to raise awareness and educate about sexual violence, to prevent sexual violence, to reduce risk of sexual violence incidents, to promote a consent culture and to respond to the needs of survivors in our community for support and empowerment.”

Definition of Sexual Violence and Sexual Assault

The policy defines sexual violence as any violence, physical or psychological, carried out through sexual means or by targeting sexuality. This includes, but is not limited to sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video of a community member without their consent, and cyber harassment or cyber stalking of a sexual nature. Sexual Assault is defined in the policy as any kind of sexual contact without mutual consent. It can include unwanted kissing, fondling, oral or anal sex, intercourse or other forms of penetration, or any other unwanted act of a sexual nature.

There are other important terms that you should understand outlined in the policy:

1) Understand Consent

- Do not engage in sexual touching or other sexual activity unless you have your partner’s consent. Consent should always come first and it is important for you to understand the parameters of consent.
- Consent is active, not passive or silent
- It is the responsibility of the person who wants to engage in physical contact or sexual activity to make sure that they have consent from the other person(s) involved.
- Consent to one sexual act does not constitute or imply consent to a different sexual act.
- Consent is required regardless of the parties’ relationship status or sexual history together.
- Consent cannot be given by a person who is incapacitated by alcohol or drugs or who is unconscious or otherwise lacks the capacity to give consent.
- If a survivor’s judgement is impaired, consent is not valid.
- Impaired judgement that leads an assailant to think or believe there was consent is not an excuse.

2) If you have been sexual assaulted or experience some other form of sexual violence

- Understand that it is not your fault
- Tell someone you trust – a friend, your Residence Advisor, Academic Link, etc. You can also call the Office of Sexual Violence Education and Support and make an appointment to talk to someone there.
- Visit the website of the Office of Sexual Violence Education and Support for information about support available at the university, reporting options, community resources, etc. Website: www.ryerson.ca/sexualviolence
- If you are a survivor of sexual violence that took place before you came to Ryerson and you are struggling as a result you can still access support.
- If you need emergency or after hours assistance you should contact Ryerson Security Services for support. There is also information on the website provided above about community resources such as hospitals, crisis lines, etc.

3) How to get involved and help

Changing the culture in our larger society and in our campus community as it relates to sexual violence requires the involvement of all members of our community to challenge inappropriate behaviour, support survivors and speak out against acts of sexual violence. There are many ways you can get involved:

- Talk about this issue. We can’t ensure a safe and supportive community if we are not willing to acknowledge and talk about challenging issues.
- Offer kindness, support and referral for a friend who may choose to disclose their experience to you. Believe them, listen to them, hear them, support them, validate them and refer them to the services available.
- Speak out and speak up. Challenge others if they are acting or speaking in a way that condones sexual violence or perpetuates rape culture. If you see something of concern you do something. If you hear something of concern, say something.

- Learn about this issue. Read literature, attend training, workshops, and events related to this issue. Learn how to acquire the knowledge and skills to support survivors and speak up as mentioned above.
- Participate in awareness events, volunteer your time to a community agency doing this work, contribute what you can but above all LEARN and be part of the CHANGE.

There is much more information about this issue, resources and supports for survivors, information about filing formal complaints/reports and information about upcoming awareness and training events and activities on the web at www.ryerson.ca/sexualviolence

Appeal of Incident Outcomes

The Residence Life Team, in consultation with Graduate Advisors and Residence Life Facilitators, determine if there is an alleged violation of the Housing & Residence Life (HRL) Community Standards.

Appeals are to be filed in letter format and are to be submitted to the Department of Housing & Residence Life (Pitman Hall, room 100) within five business days of receiving the Incident Outcomes letter. The appeal must contain a full statement of the grounds for the appeal, the outcome sought, and any relevant supporting documentation.

Foundation for an appeal may include, but is not limited to:

- (i) The evidence did not warrant the finding of responsibility;
- (ii) The procedures in this HRL Community Standards were not properly followed;
- (iii) New information was learned which could not have been presented earlier;
- (iv) The Incident Outcomes were felt to be inappropriate for the behaviour which occurred.

A student who has been evicted must leave residence before they begin an *Appeal of Incident Outcomes*. If the appeal is successful, the student will be considered for re-admission to residence in the first available space deemed appropriate for that student by the Director of Housing and Residence Life.

People in attendance to the appeal may include:

- (a) the student requesting to appeal the decision.
- (b) the decision-maker, related to the incident outcomes that are being appealed.

Appeals shall be heard as follows by a decision maker (University official) at least one-tier above whoever decided the Incident Outcomes:



The appeal process shall be limited to a review of the file, the appeal letter and supporting documents from the original interviews, except as necessary to consider any relevant, new information or as otherwise deemed necessary by the individual or University official considering the appeal.

The individual or body considering the appeal may, after reviewing the documented incident:

- (a) uphold the findings and/or Incident Outcomes;
- (b) reverse the findings;
- (c) reverse or modify the Incident Outcomes;
- (d) determine that there was a procedural error and ask a new University official to review the case.

Any Appeal received by a Student Affairs Manager* or Administrator will follow this process:**

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- (a) The Student Affairs manager or administrator will make every reasonable effort to provide written notice to the appellant, of the receipt of the appeal within 2 business days
- (b) The Student Affairs manager or administrator will have 10 business days to conduct their investigation and shall then inform the student(s) in writing of their decision with reasons and any further right to appeal.
- (c) The above timeline may be extended and in such case the student shall be advised and a new deadline for the decision shall be set.

Decisions of the Vice-Provost, Students, may be appealed to the Senate Board for Student Appeals.

If, at any point, you are confused about the process or needing clarification, you can contact Housing & Residence Life and someone will connect you to the most appropriate resource.