

WHAT IS STUDENT LIFE?



RESIDENCE HANDBOOK 2019-2020

Policies, Procedures, and Guidelines for Student Life
A Community Committed to Serving God

HERITAGE COLLEGE & SEMINARY

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1. WHAT IS “Student” LIFE?

Introduction

“Student” life is a great way to live. It will be a place to make life-long friends and create some fantastic memories, but it’s also set up to challenge you to grow. Don’t be surprised at the growth you’ll find in your spiritual, social, and intellectual life.

“Student” life also means life in COMMUNITY – and a pretty intense community at that. Within the residence buildings you will find a wide variety of people with all sorts of different interests, tastes, and living patterns. To bring all these people together in a way that leads to harmony and to that growth we’ve just mentioned, some patterns or rules for living must be established.

The residence buildings are not your typical off-campus apartment buildings. Our residence buildings are an on-campus housing community with specific guidelines and ways of living and relating. If you can’t agree to live by these rules or to open yourself up to the challenge of living and learning from a variety of people, then this type of “Student” life isn’t for you. And that’s okay. There are other living situations available within the area. But if you are looking for a special experience and can commit yourself to the program, this is the place for you!

Contained within the following pages you will see that we seek to uphold several principles.

- We want to honour Christ in our lifestyles.
- We want to strike a balance between individual independence and community interdependence.
- We want to strike a balance between individual freedom, personal conscience, and community good.
- We want Residence students to learn how to handle conflict in a mature and scriptural manner.
- All of us are responsible for making things work!

It’s important to keep in mind that none of us are perfect (Residence staff included) but we can strive to be conformed to the image of Christ (Romans 8:29). We’re a “community in process;” people on a journey of growth in faith and life together. We believe that Christ has called us to interact in certain ways and to live together in a radical way that the world can’t really understand. It might be different – but it’s truly rewarding!

Please read this handbook completely, as these are the guidelines that we follow. We really do mean what we say here. The rules and guidelines may

not be perfect, but they're our best effort at this time to provide a framework for living within the Heritage community. We ask that you do your best to work within these guidelines in a spirit of Christ-like cooperation, humility, and love. We welcome your questions about anything you read here and look forward to learning with you as we live together within our Student Life community.

Your Housing Leadership Team

Student Leaders: In order to best meet the needs of our students and to run effective programs, there are student leaders who will be serving our community this year as Residence Assistants (RAs). These student leaders are in place to provide a ministry of care for you. The R.A.'s will encourage and challenge you toward Christ-likeness. This team of leaders will be praying for you throughout the year and welcome the opportunity to serve you.

The R.A.'s also serve as "Impact Group" leaders. Your Impact Group is a weekly small group time within the Residence buildings. (For further explanation on "Impact Groups" see the next section in this handbook).

The R.A.'s also have the responsibility of upholding and enforcing community guidelines and standards. That does not mean that they will be lurking in the hallways waiting for you to break a rule or do something wrong, but it does mean that if you choose to violate a community or school standard, they will hold you accountable. The R.A.'s will challenge you to assume responsibility for your actions and to live a life of integrity. The R.A.'s are hired by Student Services and therefore are obliged to report any violations to the Residence Directors, the Director of Students, General Counsellor or to the Dean of Students.

Staff: Residence Directors (RDs) live in one of the residence apartments and are responsible for the day-to-day happenings of Student life in Residence. They hold the R.A.'s accountable and are present to answer questions, provide guidance, address problems, and join in the life of the residence.

Heritage also provides Support Staff who live in a residence apartment and are available to talk if needed. This couple is present to provide mentorship, support, and accountability to students living in residence.

The Dean of Student Services heads the team of which "Student Life" is a part. He is open to discuss your concerns and suggestions. Assisting in this function are the General Counsellor, and the Student Services Department Administrative Assistant. All of these individuals have offices in the Heritage Community Centre (H.C.C.) building.

2. ACTIVITIES

Heritage Life

Each year, Heritage Recruitment and Student Counsel host events (such as tours, Open House, or the Missions Conference).

Missions Conference

Missions Conference is mandatory for all Residence Students. It is expected that each apartment will host guests for one night during this time. Details are provided as the event approaches.

If you are hosting, no other overnight visitors or friends will be permitted to spend the night in your apartment. Fire regulations require us to place a cap on the total number of people in the residence buildings.

Holidays

Residence programming continues at all times during each semester. This means that programming is not in place between fall and winter semesters (Christmas Holidays). Housing is made available during the break on a case-by-case basis.

Impact Groups

All Residence students are assigned to an "Impact Group." Participating in an "Impact Group" is **mandatory** for all Residence students.

The purpose of "Impact Groups" is:

- To glorify God.
- To promote residence unity
- To be an avenue for encouragement, growth, personal challenge and prayer support.
- To provide an opportunity for students to learn and grow in their faith together.
- A time to have fun.

"Impact Groups" meet Monday nights from 9:45 – 11:00 p.m. Your group may also be given opportunities to go on an outing together or to participate in an external ministry.

Outings/Other Activities

Although most activities on campus are scheduled through the Student Counsel Committee, on occasion the Residence staff may plan special outings or events for the community. Watch for these!

3. BUILDING ISSUES

a. Apartment Care

Basics

Students are to take care of their apartments. This means:

- Your apartment should be kept clean throughout the week.
 - A clean check will take place weekly by the RAs
 - Surprise clean checks may occur at any time by the RDs.
 - If a surprise clean check is failed, a warning slip will be issued to the individual(s).
 - Reoccurring failure to keep your entire apartment (bedrooms included) clean will result in a fine.
- If you and your roommate choose to move your bedroom furniture around throughout the year, you are to move it back to the way you found it when you move out in April.
 - Bunkbeds are not to be disassembled.
 - Beds are not to be pushed together.
- Proper use and care are to be taken with all supplied furniture and appliances within the Residence buildings.
- The Common Area is not to be treated as belonging to one individual. It is a shared space that should be used in way that is respectful to all those living in the apartment.

Maintenance

If there is an item in your apartment that needs to be repaired or replaced because of natural wear-and-tear or because you have broken something, please see your R.A., who will provide you with a “Maintenance - Request Form.” When something needs repair or is broken, fill out a “Maintenance – Request Form,” and hand it in to the Student Services mailbox to ensure the repairs are made in a timely fashion. This allows for repairs to be attended to quickly. Students are not permitted to attempt any repairs.

- Natural wear and tear repairs/replacements will be of no cost to the student.
- Repairs/replacements needed because a student breaks something by being irresponsible or careless will be charged to the student(s) who caused the damage-

Note: The charges will not be taken out of your residence deposit but will be applied to the individual(s) involved.

Cleaning your Apartment

As a Residence student you are required to keep your apartment clean throughout the week. An R.A. will inspect your apartment for cleanliness near the end of each week. The R.A.’s have a simple checklist of items that need to be kept clean on a regular basis.

We suggest that roommates in each apartment sit down at the beginning of the year and draw up a cleaning schedule, so each person takes turns at cleaning all aspects of the apartment (Further details are given during Orientation Week).

Apartments that fail the cleaning check for the first time will be given a warning and be subjected to a re-check the following day by the Residence Directors. Apartments that fail the re-check will be required to pay a \$30 fee. For every failed cleaning check for that apartment for the remainder of the semester, the fee will go up by \$10.

Please note that a consistent lack of personal cleanliness may still result in a failing grade for the individual or the room, even if the room passes each check overall.

Fire Drill

A fire drill will take place at least once a semester. It is important for you to communicate to your R.A. if you are away and/or there are visitors. Remember to shut the door if you are the last one out of the apartment. Once outside, meet your R.A. in the lower parking lot. The R.D.’s will communicate when it is safe to return to your apartment. At the beginning of the semester there will be an appointed fire Marshall who will make sure each student is out of their assigned apartment and ensure the door is shut.

Keys

Upon arrival to Residence each student will receive an apartment key, and a swipe card. Each key has a \$10 deposit (see “Financial Issues”).

There is a \$10.00 replacement fee each time a key or swipe card is damaged or misplaced. It is the student’s responsibility to carry these keys with them at all times. We suggest that you carry your swipe card in your wallet. The card reader can read your card without you taking it out of your wallet.

Not Permitted in Residence

The following items are not to be kept in apartments on campus:

- Deep fryers
- Gasoline, propane, or fuel of any kind
- Weapons (including firearms, paintball guns, and hunting knives)
- Pets (types of fish are permitted that do not require a tank filter)
- Drugs, Tobacco, Alcohol, and Smoking of any kind (including vaping) are not permitted on campus.

Screens

The screens in your apartment windows **are not to be removed!** If a screen becomes damaged because of being taken out and put back in by students, you will be charged for its repair.

Staff Entry

Heritage reserves the right to enter apartments for the following reasons: room checks, maintenance and repairs, to ensure Residence policies are being followed, or in response to emergencies. Student Services will attempt, whenever possible, to give advance notice to apartment occupants.

In rare disciplinary cases, the Dean of Students may authorize the R.D.’s to search a room with or without consent of the student(s) in question. In such cases, the R.D.’s will attempt to do this with the student(s) present.

Walls & Windows

Students may hang items on their bedroom and apartment walls provided they **only use “WHITE STICKY TACK.”** You will be charged at the end of the year for paint touch-ups if necessary.

- Nails or screws are not permitted to be used.

- Self-adhering hooks with peel off sticky tape may not be used (3M is okay).
- Do not use blue sticky tack – it leaves marks on the walls when removed.
- Anything deemed inappropriate by the R.D.’s will be removed immediately. If you would like to hang something in your apartment window, please check with the Residence Directors to obtain approval.

b. Common Areas

Bulletin Boards

Both residence buildings are equipped with bulletin boards on each floor. These boards serve a dual purpose. They keep you up to date on upcoming events, “Student Life News”, etc. The boards are also used to inform you of which R.A. or staff member is On-Call.

If you would like to have something posted on one of these boards, please see one of the Senior R.A.’s or R.D.’s, who will check the item to be posted for appropriateness and initial it. Any items deemed inappropriate and not approved by the Residence housing team will be removed.

Halls

Please do not leave any items in the hallways. Not only is it a mess to look at, but also it can become a fire hazard.

Please do your best to help keep the common halls and the laundry room areas clean. Do not leave your garbage behind and if you see something on the floor – please pick it up!

Intercom/Building Entrance

Our Residence buildings have an intercom system as an added safety measure. The intercoms are automatically shut off between 1:00 a.m. – 7:00 a.m. so that residence units are not disturbed during the night.

Please keep all outside entry doors closed at all times. Doors should not be propped open, except during move-in or move-out.

Laundry

We are pleased to provide you with laundry facilities within the residence buildings. There are three washers and two dryers in each laundry room. There is no charge for use. The laundry machines are provided *solely* for residence students and their personal laundry. Please do your best to keep the laundry rooms clean.

- Items of clothes left in the laundry room, will be removed at the end of each month. Please make sure you obtain your clothes. If the clothes are not claimed by the end of the month, **they will be donated to charity.**
- White boards are attached to each machine. Please write your name and cell number. You may be contacted when your laundry is done. This keeps clothes from being left for long periods of time.
- Lockers are provided for storing laundry detergent, etc. Students must provide their own locks for the lockers.
- Please empty the lint traps after each use of the dryers.

Storage

Storage space is limited in each apartment. Heritage does not provide additional storage space beyond that contained in each apartment unit. Subject to availability and the discretion of the R.D, some items may be stored. Bikes may be stored outdoors underneath the bridge to the academic building. Students are responsible for the care and security of all items.

4. FINANCIAL ISSUES

Deposit/Additional Charges

You are asked to submit a dorm deposit with your application upon reading and accepting the guidelines of the Student life Residence Handbook. The total deposit required by Heritage is \$100.00. Payment can be made online during the application process by credit card.

Please note that you will be held responsible for damage caused to your unit. Damages and cleaning fees (if you do not leave the apartment in a suitable condition) may all result in the loss of your deposit. Each apartment is generally charged a minimal fee at the end of the year for standard cleaning and maintenance.

Once you apply, pay your deposit fee, and have been accepted into residence, a spot is reserved for you for both fall and winter semesters. If you decide between semesters that residence is not the place for you, there will still be an administrative charge of \$500 applied to your account. The Dean of Students and the Administrator of Corporate Services may make exceptions on a case-by-case basis for exceptional circumstances. These will normally be limited to cases relating to severe illness and will NOT include choosing a reduction in course load or adjusting your course schedule so that you only need to spend a limited number of days on campus.

Your apartment key, and swipe card require a \$10 deposit. This will be applied to your student account.

Meal Plan

A mandatory meal plan is in place for Residence students. It is quite limited in scope and the cost is published in the annual Heritage Fee Schedule.

Utilities

Each apartment is equipped with a furnace and air conditioning unit so the temperature of each apartment can be individually controlled.

Charges:

1. Students are charged for gas and water heater usage based on individual apartment use.
2. Students are charged for hydro (lights) and water usage, as well as common area charges based on an even division of the total use of the building. *These charges are combined and given to the individual student as one utility bill.*

Please check with the Business Office for details on these or any financial policies.

5. MOVE IN AND OUT

Moving In

Apartments will not be open for move in before the scheduled day. If there is an emergency situation, limited storage may be available in another building for 48 hours prior to move in. These arrangements must be confirmed a minimum of 7 days in advance of move in. Students will receive notice of the date and time for move in during a summer mailing. We apologize in advance but no exceptions will be made to this policy. The days immediately before moving in are used to prepare the buildings for students following use for conferencing purposes in the summer.

Move Out

Residence students **must move out on or before graduation day each year** unless participating in a Heritage sponsored trip or tour. Approval must be granted in advance by the R.D.'s. Students must remove all of their belongings **by 6:00 p.m.**

Upon move out:

- Bedroom furniture must be moved back to the way you found it in September.
- The Residence Directors will collect your swipe card and apartment key on move out day.
- Your apartment will need to be cleaned thoroughly. Your R.A. will have a detailed list to follow and will explain the cleaning that's required. You must have your RA sign off and approve all the required cleaning before leaving.
- Additional charges will apply if an abnormal amount of cleaning is required or furniture and items are left in the apartment.
- Each student is 100% responsible for their apartment. If a student does not participate in cleaning, other students are still responsible to resolve the matter and accomplish cleaning.
- Charges will be taken out of the student's residence deposit.

6. COMMUNITY ISSUES

Chapel Attendance

Because we believe that living in residence is a choice to live within community, we believe that a community remains healthy by keeping on track spiritually. Students who choose to live in residence are to attend at least 85% of all scheduled chapels per semester. (This is a different standard than that applied to off-campus students, as off-campus students are required to attend 85% of chapels on days which they have a class immediately before or after a scheduled chapel time.)

Common Courtesy & Respect

Everyone needs to live with respect for others in the Residence community. This means that we ask all students to inform their roommates and the R.A. on call as to their whereabouts if they stay overnight off campus from Sunday to

Thursday. Students are further asked to leave a contact phone number with a roommate so that they can be reached in case of an emergency.

Curfew

Heritage employs what is known as a '**privilege curfew**.' It is not our goal to monitor your behaviour, but it is our goal to help you succeed both as a student and as a maturing follower of Christ. As you prove your ability to make wise decisions, you will be given the freedom to make those decisions in a wider context.

- **Fall Semester:** Until the beginning of Thanksgiving weekend, the curfew hours will be 1 a.m. on Sunday through Thursday for new students. (See your R.D. if you have any questions. Those over 21 may be exempted from this policy).
- **Notice:** There will be times when coming in late may be unavoidable (not just desirable). You must notify your R.A. as soon as possible. Exemptions based on these circumstances will be at the discretion of the R.D.'s.
- **Obtaining/Losing the Privilege:** Students who are able to maintain adequate academic standards, right relationships within the Residence community, and who follow the appropriate guidelines with respect to chapel and special event attendance will obtain the privilege of coming in after 1:00 a.m. on Sunday through Thursday. Low academic performance or difficulties in following community policies and guidelines may result in this privilege being revoked by the Dean of Students upon the advice of staff or faculty. Patterns of problem behaviour within the Residence may either delay all persons in a building from receiving privilege or may cause loss of privilege for all. We bear responsibility for each other.
- **Penalties for Breaking Curfew:** These may result in consequences ranging from a fine, to cancellation of the privilege of living in residence.
- **Swipe Cards:** The swipe card system records when someone enters the building. We strongly advise students not to loan their swipe card to others, as they will be held responsible if the card is used inappropriately.

Dress

Students are expected to dress appropriately in the Residence hallways, as these areas are often visible from outside of the building. For further explanation of dress code, please refer to the Student Handbook.

Entertainment

On one hand, we recognize that students are far more used to having access to a wide range of personal electronic entertainment options than ever before. At the same time, the residence is designed to be a place where the building of relationships and the ability to study are held to be primary.

As a Christian institution, Heritage provides guidance and restrictions on options that may affect the larger community within the residences. This may mean that students choosing to live here will have to give up some privileges which they had previously and which they will have again once they leave this environment. These general principles also apply to non-electronic entertainment. As a result, the overall policy limits entertainment options within the Residence buildings while providing some facilities in the Student Lounge in the H.C.C. and the Common Rooms in each Residence building.

Movies and Television shows with a rating above PG13 are not to be shown unless part of an educational program developed by Heritage and with consent from Student Services. We will use U.S. ratings. In addition, these specific networks (both their American and Canadian branches) are not appropriate for viewing on campus: HBO (Game of Thrones, True Blood), Showtime (Dexter), AMC (Walking Dead, Breaking Bad), Show Case and FX (Sons of Anarchy).

Viewing of any entertainment mediums are completely prohibited in residence bedrooms. Please do not bring movies with a rating above PG13 on campus unless approved in advance by faculty or staff as part of Heritage programming.

Smart TV\Netflix:

- We recognize that most students have a subscription to Netflix. While we don't disapprove of the use of Netflix, it is our hope that you would be involved in student life throughout your time at Heritage. There are practical ways of doing this. We encourage a group of people to watch together in the common area of your dorm or in the lounges that are provided for students in the basement of the apartment buildings. The overall intention of this guideline is to create an atmosphere within the residences where electronic media does not demand our attention or take away from the importance of community. As new options in the usage of electronic media arise, Heritage will attempt to provide guidance to you concerning the use of media in the residences.

The following items are to be reported to your R.A.:

- Gaming systems
 - The use of games in a manner which - in the opinion of the R.D.'s or R.A.'s - disrupts the Residence or which is proving harmful to one's grades or social relationships will be explored and restrictions may be enacted.

The following items are to be reported to your R.A. and kept in non-visible storage if you have need to store them with you:

- Video tapes, DVD's, and CD's containing visual commercial entertainment
 - In no case should material rated 'R' or higher be brought on campus without prior approval. If required for coursework, or if the material is deemed to have redeeming social or artistic value, it should be given to the R.D.'s for review before it is brought into one's apartment.

Video Games

In general, all video games rated 'EC' or 'E' are acceptable.

- Games rated 'M' or above are not considered suitable in the Residence environment.
- Games rated 'T' require the review of the R.D.'s before being played and added to one's collection in the Residence. Restrictions may be placed upon storage or use of such games in relation to issues of violence and sexuality.

Reading Material

- Books, magazines, games, and other material with suggestive or gratuitously violent content are not considered appropriate on this campus.

Net Surfing/Social Media/Etc.

- The use of electronic communication in a manner which - in the opinion of the R.D.'s or R.A.'s - is proving harmful to one's grades or social relationships will be explored, and restrictions may be enacted.

Music

- Many musical tastes are represented among the student body. No individual styles are barred but music may be deemed objectionable and thus not suitable for the residences on the basis of themes or words related to profanity, violence, sexuality, or glorification of attitudes and lifestyles opposed to Biblical values.
- Please check with the R.D.'s before bringing such material onto campus or playing such material if there is the possibility that the content will be offensive or objectionable.

Students can bring their own TV as long as it stays in the common area in their apartment and does not become an issue for themselves or their fellow dormmates. Students are welcome to use this equipment, while remembering our basic standards. Movies watched should have no more than a PG 13 rating (U.S.) unless authorized by the R.D.'s or the Dean of Students. Authorized exceptions to the rating policy will be accompanied by strict conditions for the viewing.

Home Based Businesses

Students sometimes supplement their income using their apartment as a base for business. Some ventures may be small, others large. In all cases, any home business venture must be discussed in advance with your R.D. Businesses that cause disruption to the lives of others in the Residence building will not be approved.

Open Dorm Times

We operate two separate residence buildings, designated as North Hall and South Hall.

Apart from the times listed below, men are not permitted in the women's areas and women are not permitted in the men's areas (with the exception of students coming in specifically to see the Residence Directors in their apartment).

WEEKLY OPEN DORM TIMES
Tuesday & Thursday: 4pm – 8pm
Saturday: 1pm-6pm
Sunday: Noon – 6pm

Open dorm times are supervised and monitored by an R.A. and the Student Life Housing Team. At the end of each open dorm time all guests of the opposite gender are expected to leave.

- During the open dorm hours, the apartment's entrance door must remain propped completely open.
- Open dorm visits are limited to the living room/kitchen area only.
- Members of the opposite gender are not permitted in bedrooms at all.
- Violations of this policy will result in the cancellation of open dorm for specific individuals and/or disciplinary action. Patterns of problem behaviour within the Residence may cause loss of privilege for all. We bear responsibility for each other.

Parking

- The upper parking lot is reserved for Staff, Faculty, and Visitors.
- **Residence students are not permitted to park in the upper parking lot.**
- Any cars parked in the upper parking lot belonging to Residence students will be ticketed \$20.
- Residence Students must record their licence plate through MyHeritage.
- Residence Students must have a Heritage parking sticker on their vehicle.

Pranks

Please refer to the Student Handbook.

Quiet Hours

Because of the community setting that we live in and based on our desire to assist all students in their pursuit of academic and spiritual growth, we feel it is necessary to establish quiet times within and directly around the Residence buildings.

- We all need to work together in developing a quiet atmosphere after 10:00 p.m. (There are students who like to go to bed before midnight – in the same way these students will have to exercise respect for students who sleep in later in the mornings).
- During the daytime it is still important to keep noise at a reasonable level. If you or your apartment is creating a disturbance to the apartments or people around you, regardless of the time of day, you will be asked to turn the volume down.
- Special consideration should also be given to quiet hours during exam time. As students study during all hours of the day, quiet is very important during the week prior to and the week during exam times.

**DAILY QUIET HOURS ARE
IN EFFECT FROM
10pm – 10am**

Safety

We encourage all students to live with safety in view. While we don't live in an inner city environment, we still strongly urge everyone to exercise caution, particularly in after dark situations. We recommend that you not walk alone on the streets after dark. If you need to be out, it is always prudent to walk or drive with a friend wherever possible.

Overnight Guests

We do permit same sex guests to stay in our Residence buildings **on a limited basis**. It is necessary in all cases that they fill out an "Overnight Guest Form."

Off-campus student requests:

May stay a maximum of 5 nights per semester.

Guests that are not Heritage students:

Guests who are family (same sex) are permitted to stay overnight without cost. All Non-Heritage guests are limited to staying a maximum of 5 nights per semester.

There is a small fee when guests stay on campus. The first night is free – any other night after that will be **\$15.00 per night**. A guest may not stay more than three times during a week. A week in this case is Monday through Sunday.

Overnight Request Forms **MUST** be handed in to the Sr. RA **before 11pm the night** that the guest is intending to stay over. If a guest stays overnight without filling out a form, they may not stay again for that entire term. Or they may pay a fine of \$20 to have that privilege restored. **This fine must be paid directly to the RD's** (not the Senior RA) **BEFORE** they ever stay over again.

7. RESIDENCE DISCIPLINE

Introduction

In a community it is necessary to have guidelines and processes (including a penalty system) to help make those guidelines work. The following system is designed to allow for sufficient flexibility to account for varying circumstances, perceived attitudes, degrees of seriousness of offence, resources available, and avenue of appeal.

RESTORATION IS ALWAYS OUR MAIN GOAL!

We believe that all members of the community should get involved in helping to make the community's guidelines work. This is especially true of situations that fall into the category of violations of Biblical principles/commands.

While not every person feels comfortable in going to another member of the community to discuss a violation, we believe everyone must learn how to appropriately deal with problems. Thus, the following statements and procedures should be noted:

The Process:

- Students should get involved in the process because often a violation of a community guideline will directly affect people within the community.
- We believe that the best way for Biblical principles to be followed is for the person involved to initiate a discussion with the person who has committed the infraction.
- We believe that **it is usually inappropriate for a student to turn someone else in without first talking to the individual** and asking them to follow the appropriate steps. However, sometimes due to reasons of power or personality a student may feel the need to bring a specific concern first to a Residence Director, or to the Dean of Students. These individuals will guide the student in the appropriate way to confront those violating community guidelines. In the majority of cases, no action will be taken by those in authority before such appropriate confrontation has been done.
- If a student believes that the system is not working (e.g. Infractions are not dealt with and penalties are not carried out), it is inappropriate for this student to view the institution and the system in a negative light if the student has not involved himself/herself in the process of confronting violations.
- A student should not ignore a community guideline simply because of a personal disagreement with the validity of one, some, or all of these. Each student agrees in contract to abide by all community standards as set out by Heritage.
- Any suggestions regarding change in our guidelines should be submitted in writing to the Residence Directors. These will be considered by a

committee, which includes Residence students. However, it is important to understand that some items will remain non-negotiable.

THE DISCIPLINE PROCESS WILL FUNCTION IN THE FOLLOWING MANNER...

- If a student tells an R.A. or Residence Director about a situation, they will generally counsel that student on how to confront the offending individual before they get involved, unless there is a significant danger to the community or to the individual who is the object of concern.
- The person who sees the infraction will talk to the person or people involved and ask them to talk to an R.A. The R.A. will then report the situation to the Residence Directors. The R.A.'s and the Residence Directors are committed to holding members of the community accountable to fulfilling this responsibility.
- A discussion with the R.A. or Residence Directors may include some or all of the following:
 - Clarifying that the student understands the violation and the reasons for this policy.
 - A discussion and the reasons for the violation, as well as the attitude of the student involved.
 - A discussion with respect to the penalty involved.
- In some situations a warning will be given with a re-occurrence of the situation resulting in a penalty.
- In other scenarios a penalty will be assigned.
- The nature of the penalty will be determined by the infraction and its severity. Follow up will be done as is appropriate to the situation.
- In extreme cases (such as, but not limited to: unwillingness to work with those in authority in the discipline process, consistent violations with no willingness to cease, grave moral failure), and after repeated attempts to work with the individual involved, it may be necessary to ask a student to leave the residence building completely.
- A student may appeal any penalty imposed by following appeal procedures as outlined in the Student Handbook.

Penalties

The following should be noted concerning the penalty system:

- When a penalty is determined to be appropriate, it will normally be one of the following, (although not limited to these items listed), a financial fine, community restitution hours, a written essay or personal reflection paper, a discussion with the Dean of Students, or a restriction of extra-curricular activities.
- The nature of the penalty will be determined by the Residence Directors and the R.A. directly involved with the particular student (This process may very well involve the Dean of Students and the General Counsellor).
- The amount of the financial fine will be set at \$30.00 per student. The money collected for infractions (e.g. screen removal, unwillingness to clean your apartment, etc.) will be used for some project within the Residence buildings or donated to a student in financial need. A decision on the use of this money will be made by the appropriate Deans.
- The number of community restitution hours will be determined by the Residence staff in consultation with the Dean of Students and will be based on the severity of the disciplinary problem. Minor infractions will generally begin at two hours. Community restitution hours may also be combined with another penalty. The nature of the task involved in work hours will vary greatly depending on the needs of the institution at the time. Completed community restitution hours must be appropriately reported to the Residence Directors
- **Sexual misconduct or the possession of alcohol on campus will result in immediate eviction from the residence buildings.**