



UNIVERSITY OF
TORONTO

Knox Residence
Spaces & Experiences

KNOX RESIDENCE

COMMUNITY STANDARDS

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I. INTRODUCTION

The Knox Residence Community Standards outline the positive standards of behaviour expected within Knox College's residence community. All students and student groups are expected to maintain a high standard of conduct based on the Statement of Student Rights and Responsibilities located in Appendix A.

The purpose of this document is to outline the standards of behaviour considered congruent with the goals and the well-being of the residence community, and to define the procedures to be followed when students and/or their guests fail to meet those standards of behaviour. The Knox Residence Community Standards is based on two principles:

- a) *Every individual is equal in dignity and worth and should therefore be provided with equal rights and opportunities without discrimination or harassment.*
- b) *Each student living in residence should be guaranteed the right to the peaceful use of their living space and common area.*

Knox Residence staff reserve the right to take necessary and appropriate action to protect the safety and welfare of the Residence community.

For the most up to date version of this document please visit knoxresidence.utoronto.ca

II. GENERAL CONDITIONS

Community Standards are the specific expectations set out in the Knox Residence Occupancy Agreement, the Knox Residence website, and this document (as posted on the Knox Residence website). They reflect the behaviour and conduct that is expected and required of all residents living in the Knox Residence.

Community Standards exist not because most people violate standards or contribute negatively to the community, but because most do not. It is those individuals who act in contravention of the Standards who require the opportunity to atone for conduct that violates the rights of others in the community. It is the responsibility of each resident to uphold community standards, to respond to others who fail to uphold the standards, and to report violations to a Residence Life Staff member.

The Community Standards apply to all Knox Residence students and holds residents responsible for the behaviour and conduct of their guests as well. The Standards are intended to make residents aware of their rights and responsibilities so that they may make informed decisions about their own behaviour and that of their peers. The Standards are further intended to provide guidance and support for Residence Life Staff in their administrative decision-making regarding events and the resolution of disciplinary problems.

Each member is required under the Knox Residence Community Standards to preserve good order and to protect the overall interests of the Residence, the safety, rights and property of individuals and the property of the University.

Quiet Hours & Noise Complaints

- Residence quiet hours are in effect during the following times: Sun-Thurs: 11pm-8am; Fri-Sat: 1am-8am; Exam Period 23 Hour Quiet Hours (relaxed between 5pm and 6pm).
- Outside of the formal quiet hours, noise in the residence should be kept to a minimum. That being said, residents may use their devices in their rooms, but in doing so they must respect the rights of other students for privacy, peace, and quiet for study and/or sleep. Musical instruments can be played in the

KNOXFRA Common Room (KCR), which is located next to the Dining Hall. Singers should likewise refrain from practicing in their rooms and may use the KCR when necessary. KCR is available on a first-come first-served basis. Please note that the Dining Hall cannot be used for playing instruments or singing.

- Even at times outside of quiet hours, the residence should be kept reasonably tranquil, since many residents work or sleep at hours outside traditional quiet hours. Knox College takes seriously its mandate to provide a quiet place in which its residents may live and work.

Guests

- Residents expecting visitors who are not a current resident or staff member of Knox Residence (includes but not limited to friends, family, or deliveries) are responsible for meeting them in the downstairs lobby. The Dons, Don on Duty, or Service Desk staff are not responsible for letting your guests into the building.
- Guests are subject to all residence rules and may be asked to leave by the Dons, Don on Duty, Service Desk, or other Residence Office staff members for failure to observe them. Although residents may invite guests to their rooms, please take note that residents are fully responsible for their guests' behaviour.
- Guests are not to be left alone in the residence. Any guest found alone in the residence will be asked to leave immediately.
- Abuse of guest privileges may warrant follow-up from the Residence Office. The scope and content of guest privileges may be altered at any time at the discretion of the Knox Residence Office.

Overnight Guests

- No guests are permitted at Knox Residence during the winter holidays when the University of Toronto is closed. The following two sections regarding overnight guests only apply when operating outside of the winter holidays.
- Residents may have occasional overnight guests in their rooms. This privilege extends to a maximum of **two nights per resident, per week**.
- Guests are forbidden from sleeping anywhere outside the host's room, including common areas such as reading rooms, lounges, or TV rooms.
- Occupants of double rooms who wish to have overnight guests should discuss any overnight guests with their roommate prior to the guest's arrival.
- Abuse of guest privileges or unreported guests may result in potential further actions as per Knox Residence's conduct process.
- The scope and content of overnight guest privileges may be altered at any time at the discretion of Knox Residence Office.

Move Ins & Move Outs

- To ensure a safe and efficient move, please pack your belongings in stackable boxes or containers, minimizing the number of loose items.
- During move-outs at the end of the academic year, a form will be made available to complete so that you may request to use the elevator and cart at a specific time. Those who sign-up for an allocated time slot will be given priority.
- Upon departure, additional charges may apply if the Knox Residence team observes any of the following:
 - The room is left in a disordered state
 - The room is not completely emptied of belongings, garbage, or recycling
 - There is damage to the room contents belonging to Knox Residence, including window blinds and curtains.

- Any of the keys issued at the start of occupancy are not returned.
- The elevator is only available for moving when the Don is on duty. Please note that you will have access to the elevator only for a limited amount of time. If you are not able to finish moving in/out in a reasonable amount of time, the Don on Duty may ask you to handle the remainder without the elevator.

Double Rooms

- There are two double occupancy rooms located on the 4th Floor East House. Occupants of the double rooms are encouraged to draft a shared statement detailing their mutual expectations while cohabitating, which should be submitted to the room's assigned Don soon after moving in.
- Although the contents of this agreement are at the discretion of both parties, you are encouraged to consider issues relating to the use of shared space and concerns regarding privacy. This statement/agreement will serve as a guideline for both parties throughout the duration of their cohabitation. A copy of this statement should be filed with the room's assigned Don.

Pets

- Residents may not keep pets or any animals in their rooms or anywhere at Knox Residence unless it is a pre-approved Service Animal.
- Residents who are seeking to bring a Service Animal to Knox Residence should register their animal with Accessibility Services and submit documentation in advance to the Assistant Dean, Residence Life and Communication, before the arrival of their animal to residence.

Mail

- Knox Residence's mailing address is 59 St. George Street, Toronto, ON M5S 2E6.
- Canada Post delivers mail to Knox College from Monday through Friday. Residents can collect their mail directly from the Service Desk during its operational hours. Please be aware that residents will not receive email notifications when mail arrives. Therefore, if you are expecting mail, we encourage you to visit the Service Desk to check their mailbox.
- All packages for Knox Residents are stored and processed at the Service Desk. Once a package has been processed and is ready for pick-up, students will receive an email from the Service Desk to their UofT email. To retrieve their item, residents can visit the Service Desk during its operational hours and show a piece of ID. **Please note that residents should not retrieve items from the Service Desk themselves or seek to retrieve their package from the Service Desk before they have received an email notice to do so.**
- **Departing residents are responsible for changing their address with Canada Post and arranging for their mail to be forwarded.** Any mail or packages received by Knox College after a resident's move-out date will be returned to sender.

Open Heat Sources and Appliances

- Open heat sources and appliances can pose a hazard to the safety of residents and Knox Residence facilities. The following open heat sources and appliances are not permitted in any part of the residence, including residents' rooms, the common rooms, the Dining Hall, and hallways:
 - Burning candles, incense, or substances
 - Hot plates and other exposed heat surfaces (e.g., toasters, toaster ovens, stoves, grills, induction cook tops, pressure cookers, and electric frying pans)
 - Personal air conditioners
 - Microwaves (Note: Microwave ovens and refrigerators are available in the TV Room/Common Lounge and the 3rd Floor Common Room)
- Residents may have the following small appliances in their rooms: small refrigerators, tea kettles, coffee

makers, hair dryers, and irons. While residents can have the aforementioned small appliances, please avoid using multiple small appliances simultaneously.

- Residents who are unsure whether their appliance is allowed at Knox Residence can ask their assigned Don for guidance.
- Please note that the Service Desk has a limited supply of small heaters and fans. Residents interested in borrowing a fan or heater can do so at the Service Desk during its operational hours.

Room Inventory

- Prior to the arrival of residents at Knox Residence, a room inventory was conducted of rooms to confirm their contents and condition. To obtain the refundable damage deposit on moving out of the residence, the room must be in the same condition as when you arrived.

Beds, Futons, and Personal Furniture

- All rooms at Knox Residence are furnished, and the residence cannot accommodate requests for the removal of the provided furniture in each room. Residents are not allowed to bring their own furniture, which includes, but is not limited to, tables, chairs, storage shelves, personal bed/futon/couch, etc.

Walls

- Residents may not place paint, nails, screws, hooks, tape, or “sticky tack” into/onto their concrete walls or furniture or affix any “glow in the dark” stickers on walls or ceilings. All items will need to be secured to the wood trim using finishing nails or “S” hooks. **Residents who fail to comply with these guidelines will forfeit their damage deposit and additional charges may apply.**

Blinds/Curtains

- In each resident’s room, there is either a set of blinds, curtains, or both covering the windows and residents are expected to practice caution when operating the blinds and curtains. In the event that the curtains/blinds break or get damaged as a result of not being handled appropriately, additional charges may apply. Please contact your assigned Don if you are unsure how to use your curtains and/or blinds.

Light Fixtures

- Each room at Knox Residence is furnished with one floor lamp and one table lamp, and we regret that requests for additional light fixtures are unable to be fulfilled. Please note that fan/light fixtures can support a maximum wattage of 120 watts (i.e., three 40-watt lights). Should your ceiling lights burn out, please file a maintenance request through [StarRez](#).

Radiators

- Please note that Knox Residence uses a steam heating system. The radiators in each resident room operate differently from conventional heating units and feature a knob on the side to control the flow of steam. It is not advisable to adjust the knob without proper knowledge, as this can cause steam pressure to build up and result in a knocking sound. If you need any assistance with the radiators in your room, please submit a maintenance request through StarRez.

Floors

- Please protect your floors from unnecessary damage. In particular, be careful not to let water (e.g., from wet clothes) drip onto your floor, and please place a carpet or plastic mat under your desk chair if it has wheels. Damage to floors, like damage to any other part of your room, may result in forfeiture of your damage deposit and additional charges.

Bicycles

- Knox Residence offers a limited number of indoor bicycle spaces within our dedicated bike room, located on the lower level of the residence. To secure a space for your bike, you may submit a request to rent a bike space at the Service Desk. Until your allocation in the bike room is confirmed, making alternative arrangements for storing your bicycle is recommended. While awaiting confirmation, residents are free to use the outdoor bike racks located outside the building. However, it is important to note that downtown Toronto experiences a higher incidence of bike theft.
- Bicycles are not permitted to be stored in rooms or common areas, irrespective of their value.

Storage

- During their occupancy, current residents of Knox Residence may store up to, but not more than, five (5) stackable boxes (each box no greater than 12" x 12" x 10" – L x W x H) per person (non-transferable) in the storage rooms. Please see below on guidelines and expectations regarding use of the storage rooms:
 - Each box stored must be small and light enough for the resident to carry and must be labelled with the resident's name and room number.
 - In lieu of boxes, suitcases or closed duffel bags may be stored, however, in some cases, a large suitcase may count as two items.
 - Personal items stored in plastic bags will not be accepted.
 - Furniture and appliances cannot be stored in the storage room.
- **Knox Residence assumes no responsibility for loss, theft, or damage of items left in storage or in rooms. All personal items must be removed upon move-out from the building. After your move-out, any belongings left behind will be disposed of at the Residence's discretion.**
- **Residents who move out from Knox Residence and intend to return for the Fall, Winter, or Summer Terms (e.g., over the summer or for a semester abroad, etc.) are not eligible to use the storage space and must make other arrangements to store their belongings.** For example, if a resident decides during the summer that they will not be returning to Knox Residence in the Fall, all their items must be removed by the last day of their occupancy. If belongings are left behind after this date, the remaining belongings will be disposed of by Knox Residence.

Building Access

- When entering the residence, ensure that the doors close and lock behind you. Never leave a door propped open and unattended. The St. George Street lobby doors are locked at 10:00 p.m. and all-day on holidays. When coming in at night through these doors, please take extra care to ensure they lock behind you. Residents may not enter or exit the building via windows.
- Only residents approved to stay over the winter break are allowed to stay within the residence and can enter/exit the building with their keys. Residents are not permitted to bring any guests into the building during the winter break.

Security & Safety

- Issues of security and safety are taken very seriously. Security is the responsibility of each resident and involves an obligation not only to oneself but also to one's fellow residents.
- Residents are encouraged to be vigilant about the presence of strangers and do not admit strangers into the residence under any circumstances.

- Please ensure that all real or potential security breaches are immediately reported to the Residence Office through the Service Desk during its operating hours or the Don on Duty.
- Treat your room as you would a private apartment and lock your door when you sleep at night and when you leave your room.
- Residents should not touch or tamper with the security cameras in the residence. Any such actions will result in sanctions.
- Residents may not enter or exit their rooms via windows.

Fire Safety & Alarms

- The removal or disablement of smoke or heat detectors is strictly forbidden and will trigger the alarm.
- The North side parking block is Knox Residence’s dedicated muster point as per the fire prevention team. If the fire alarm is activated, all residents must evacuate the building and gather at the muster point.

III. COMPLAINTS

Part of belonging to such a broad and diverse community means that from time to time you may face issues that need to be addressed (e.g. noise). As we encourage “good neighbour” behaviour and civic responsibility, we would also encourage students to address issues with their fellow community members directly. It is hoped that the residents themselves through informal means will solve most minor problems. When necessary, the Residence Life Staff is available to assist in mediating resolutions to complaints between residents and to respond to complaints about violations of the Community Standards.

IV. HARMFUL BEHAVIOUR

The staff at the Knox Residence care about your personal safety and well-being. If you exhibit behaviour that is harmful to yourself or disruptive to others, regardless of reason or cause, you may be asked to find more suitable accommodation. If you compromise your personal safety (e.g., self-abuse, eating disorders, suicide attempts) you may be asked to connect with mental health resources. Where behaviour or health issues are of serious concern, the Knox Residence at the University of Toronto reserves the right to notify a parent, guardian, or health care professional. You should also know that when this type of conduct disrupts residence life for other reasons, compassionate withdrawal from the Residence may be imposed.

V. VIOLATIONS

| MAJOR OFFENSES | TYPES OF MAJOR OFFENSES |
|---|--|
| Include, but are not limited to: | |
| <ul style="list-style-type: none"> • <i>Actions of a student(s) that endanger the safety and security of any individual;</i> • <i>Actions that contravene any University policy, Municipal, Provincial or Federal law; e.g. Criminal Code of Canada, Narcotics Control Act, Ontario Human Rights Code, Ontario Liquor License Act (LLA), City of Toronto noise by-laws, etc.;</i> • <i>After a student has been found in violation of two (2) Minor Offences, the third, and any subsequent, minor offence in one academic year shall be treated as a Major Offence.</i> | |
| Respect For People | a) engaging in physical and/or verbal altercations towards any student or staff, which may endanger the safety of, be considered intimidating or hostile, and/or |

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| | <p>be considered physically abusive by another;</p> <ul style="list-style-type: none"> b) engaging in behaviours which are considered to be harming to oneself or that endanger one’s own personal safety; c) engaging in sexist, racist, homophobic or any other discriminatory behaviour; d) engaging in inappropriate and/or unwanted sexual conduct, or behaving in a manner that could constitute sexual harassment; e) recording individuals in any format without their knowledge, even within one’s private personal space. Residents may not make recordings of or conduct surveillance on University employees, including residence staff, without their permission. |
| <p>Respect For Property</p> | <ul style="list-style-type: none"> a) throwing articles from residence windows; tampering with building fixtures/systems, including the wiring and fire prevention systems, cameras, elevators or emergency telephones, etc.; b) fabricating or building structures or running wires or cables between rooms either inside or outside buildings or leaving articles or debris in corridors, stairwells or entrances; c) applying or affixing anything to the exterior of the Residence; d) painting, decorating, redecorating or defacing a resident room or room door or any wall, ceiling or surface of the residence without the consent of the Dean; e) causing damage to, or stealing residence property or property of other individuals; f) attempting to enter or being in a restricted area within the residence building including, but not limited to the roof, office space, kitchens, etc. g) failing to vacate one’s residence room with all possessions before noon on the vacating date; h) fraudulently gaining or attempting to gain entry into the residence building; i) using uncrewed aerial vehicles or drones on or near residence property, as their video and photography features intrude on the privacy of others. |
| <p>Fire Safety</p> | <ul style="list-style-type: none"> a) smoking in residence; this includes but is not limited to smoking cigarettes, hookahs, vaporizers and e-cigarettes; b) tampering with, operating or discharging any fire safety equipment for any purpose other than to signal or control a fire including but not limited to covering or disabling a smoke detector, maliciously pulling a fire alarm, etc.; c) overloading any electrical circuits; d) setting fires inside the residence building, including setting off firecrackers; e) failing to follow fire emergency procedures during a fire alarm, including, but not limited to, the failure to evacuate the residence building during a fire alarm; f) possessing, storing, or using any firearm, weapon or explosive and/or pyrotechnic substances in the residence building; g) accidentally setting off the residence fire alarm, hitting a smoke detector, etc. |
| <p>Illegal Substances</p> | <ul style="list-style-type: none"> a) Possession of illegal substances unexplainable by medical documentation* is strictly prohibited. Evidence in these cases may include substance traces, drug paraphernalia, and/or the smell of illegal substances in Residence; b) being in the presence of others who are using illegal substance (i.e., in the same room) and not taking the initiative to leave the situation. <p>*Students who require the use of substances such as medical cannabis are required to meet with the Dean or the Dean`s Designate and provide medical documentation (see</p> |

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| Alcohol | Appendix H for Knox Residence’s policy on Cannabis Use. |
| | <ul style="list-style-type: none"> a) consumption by and/or service of alcohol to individuals under 19 years of age; b) participating in drinking games of any kind; c) the use of kegs within residence; d) consumption of alcohol and conveyance of open alcoholic beverages in the common and public areas of Knox Residence. |
| Gambling | <ul style="list-style-type: none"> a) participating in and/or running an illegal gaming or gambling operation. |
| Guests* | <ul style="list-style-type: none"> a) loaning, duplicating, or giving anyone one’s key; b) fraudulently gaining or attempting to gain entry into the residence building without the expressed permission of the resident(s); c) fraudulently gaining or attempting to gain entry into a room without the expressed permission of the occupant(s); d) fraudulently gaining or attempting to gain entry into a controlled access space¹ within the residence building including but not limited to the roof, top of the breezeway (cloister), tunnel areas, elevator (without a booking), maintenance rooms, offices, and Service Desk. e) hosting a guest in residence who commits a major offence. f) As of this current publication, four guests per resident are permitted to ensure the safety of Knox College residents and staff. <p>¹Controlled Access Space is a space within the residence building to which access to is regulated by the Residence Office and Service Desk, Knox Residence. These spaces may require a booking, proof of residence/valid ID and/or are regulated by clearly defined and posted hours of operation.</p> |
| | Other |

| MINOR OFFENSES | TYPES OF MINOR OFFENSES |
|---|--------------------------------|
| <p>Include, but are not limited to:</p> <ul style="list-style-type: none"> • <i>Actions by an individual or individuals that interfere with the right of any other student to the peaceful use of their room or space in residence;</i> • <i>Actions that create a significant nuisance for another individual.</i> • <i>In certain circumstances a minor offence may be treated as a major offence.</i> | |

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| Respect For People* | <ul style="list-style-type: none"> a) engaging in physical and/or verbal actions which negatively affect the well-being of any individual; b) an c) using sub-woofers, powerful speakers or amplifiers; d) playing a musical instrument on a residence floor during quiet hours e) hosting a party in residence; a party includes any combination of 2 of the following 3 criteria: <ul style="list-style-type: none"> i) 8 or more individuals in one room* ii) the presence of alcohol iii) noise f) failing to meet with residence staff (office staff and/ or dons) and/or failing to respond to phone messages or emails sent requesting a meeting; g) wearing attire that may be deemed as offensive to others; h) engaging in acts of indecent exposure (including exhibitionism, appearing naked in public areas, etc.). l) exceeding the lesser of public health or Knox Residence guidelines in regard to number of individuals in a controlled access space. |
| Respect For Property* | <ul style="list-style-type: none"> a) removing and/or misusing any Knox College common space, appliances, furniture, fixtures, cafeteria dishes, and/or property from its assigned area; b) engaging in any kind of sports activity on a residential floor; c) keeping a bicycle in a residence room (bicycles are to be registered through the Service Desk and kept in the Bike Storage room on the basement level); d) keeping pets of any description or type in residence; e) placing posters or banners within the common space of residence without prior approval of the residence staff or Residence Council; f) failing to maintain one’s own room in a hygienic and safe state during the academic year, including the failure to dispose of all garbage or recycling in an appropriate manner; g) refusing cleaning service from housekeeping staff for 2 or more weeks in a row; h) using a residence room, mailbox or Common Area for any commercial or business purpose. i) failing to abide by posted restrictions around maximum capacity in common spaces |
| Fire Safety | <ul style="list-style-type: none"> a) cooking with electric frying pans, toasters, ovens, microwaves, coffee makers, etc. within individual residence rooms; using halogen lamps or humidifiers; using heating elements (electrical or otherwise); b) using multiple plug-in devices simultaneously (e.g., using a microwave and coffee maker simultaneously) or using an extension cord to operate these devices; c) lighting candles, incense, or lamps requiring combustible fuel. |
| Alcohol Use | <ul style="list-style-type: none"> a) carrying an open container of alcohol outside of a residence room including in hallways, courtyard, and common spaces. |
| Other | <ul style="list-style-type: none"> a) making an unauthorized room move or roommate switch; b) hosting a guest in residence who commits a minor offence; c) violating any terms, conditions, administrative policies and procedures as outlined in the Occupancy Agreement unless otherwise specified as major violations; d) failing 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) impeding any Knox Residence staff member in the performance of their duties in relation |

to any possible offence. These include but are not limited to:

- i) not providing proper identification of oneself or one’s guest to the residence staff upon request. This includes showing one`s room key when requested by residence staff.
- ii) failure to identify oneself to residence staff or report a room lockout (ie. Sneaking into the residence building);
- iii) knowingly withholding information, or providing false or incomplete information to the residence staff;
- iiii) being uncooperative with a residence staff member, including fleeing from a situation and/or refusing to speak to them when requested;
- v) impeding the investigation of a possible offence;
- vi) failing to report any damage witnessed by a resident to residence staff;
- f) failing to comply with or complete a sanction as outlined in the Knox Residence Community Standards pertaining to a minor violation;
- g) failing to comply with or complete a mutually agreed upon expectation within the Knox Residence Roommate Communication Plan..

VI. SANCTIONS

The residence staff, such as the Residence Dons and the Residence Life Coordinator (RLC), are responsible for monitoring the Residence Standards, and when necessary, for enforcing them. When necessary, the Assistant Dean, Residence Life and Communication; Associate Dean, Residence Life; and the Dean of Residence will become involved. The normal range of penalties for violations of the Residence Standards include one or more of the following:

- Verbal Warning
- Written Warning
- Removal of Offending Property
- Suspension of Network Access
- Suspension of Residence Privileges
- Community Service
- Assessment of Cost(s) / Monetary Fine
- Educational Sanction
- Behavioural Contract / Probation
- Denial of Re-Admission
- Room Transfer
- Eviction from Residence / Housing Exclusion List

| VIOLATION | SUGGESTED SANCTION (MAY INCLUDE ONE OR ALL) | STAFF |
|-----------|--|-------|
|-----------|--|-------|

| | | |
|---|---|---|
| Minor Offence: (1st Offence - 3rd Offence) | Verbal Warning Written Warning Removal of Offending Property Assessment of Costs Community Service Monetary Fine Suspension of Privileges Educational Sanction | Residence Don Residence Life Coordinator (RLC) Assistant Dean, Residence Life and Communication (ADRLC) |
| Minor Offence: 4th Offence (and subsequent offences) | Treated as a Major Offence | Residence Life Coordinator (RLC) Assistant Dean, Residence Life and Communication (ADRLC) Associate Dean, Residence Life |
| Major Offence: | Removal of Offending Property Assessment of Cost Monetary Fine Community Service Suspension of Privileges Behavioural Contract Denial of Readmission Suspension and/or Expulsion | Residence Life Coordinator (RLC) Assistant Dean, Residence Life and Communication (ADRLC) Associate Dean, Residence Life Dean of Residence & Students |

Types of Sanctions

Sanctions may be used independently or in combination of any single violation. Repeated and/or multiple violations shall increase the severity of sanctions applied. A resident could receive any single or combination of the following:

Verbal Warning is notification given to an offending student at the time of the infraction.

Written Warning is a written notice given to an offending student indicating the date, time and nature of the offence.

Removal of Offending Property is when the offending property is removed by a Residence Office staff member from a resident's room. The staff member may return the property to the student following an investigation, provided that the student removes the property from the building permanently.

Guest Ban is where a student will be prohibited from having guests to the residence and/or their residence room. The Dean or their designate will write a letter citing the reasons for the sanction(s), the terms, and the length of time it will be in place.

Community Service is the provision of a service and/or hours of work, at no cost, which will benefit the Residence or University community. The type of community service will normally relate to the infraction.

Fines are monetary charges that may be issued to any student who is found to have violated the Knox Residence Community Standards. Repeat offences may result in increased fines. Any costs of clean-up will be additional to the fines of the offences itself.

| VIOLATION | FINE / CHARGE |
|---|---------------|
| Possession and/or use of illegal substances | \$500 Fine |
| Setting off a fire alarm | \$400 Fine |
| Smoking in residence | \$300 Fine |
| Being out on the roof | \$250 Fine |
| Attempting to and/or lending out a key | \$50 Fine |
| Failure to evacuate during a building-wide fire alarm | \$50 Fine |

Educational Sanctions are designed to help facilitate an understanding of both the community standards, policies and procedures upon which the Residence Community Standards is based. They could include, but are not limited, to creating an educational program for the community, writing a reflection paper describing what the student has learned, successfully completing the Residence Community Standards Quiz, attending a topic-related workshop to the offence, and/or meeting with campus partners.

Assessment of Cost(s) is a payable charge to be made to other student(s) or to Knox Residence for any loss or damage to personal or Residence property.

Behavioural Contract is a set of behavioural expectations, terms and conditions that is developed with the student and signed by the residence staff member. With their signature, the student is agreeing to the expectations being placed upon him/herself and is aware that any breach of this contract constitutes an offence and may result in more serious sanctions, including the possibility of eviction from residence.

Probation is a formal notice informing the student of further restrictions on their behaviour in residence and that any kind of further offence may result in eviction within the proceeding 24 hours. The Dean or their designate will write the letter citing the reasons for the sanction(s), the terms, and the length of time it will be in place. The length and terms of the probation will be determined based on the circumstances. The student is ineligible to return to Knox Residence for two academic years.

Room Transfer for Disciplinary Reasons is when a student is required to transfer to another room when their behaviour is disruptive but does not warrant eviction from the residence as a whole.

Housing Exclusion List is given to an individual who is denied the privilege to enter Knox Residence either on their own, or in the company of another student. The Housing Exclusion List individual is also prohibited from attending any events which occur outside of the building e.g. formals, bus trips, etc. The Housing Exclusion List individual found or seen in Knox Residence at any time will be subject to a charge by Campus Police under the Trespass to Property Act.

Denial of Readmission is levied in serious cases at the discretion of the Dean of Residence, or his or her designate. This sanction will be communicated in writing to the student, indicating the reason for the sanction and the period of time for which it will be in effect.

Eviction is when a student is required to leave residence within a time period determined by the Dean or the Dean's designate of Knox Residence. The time period will be commensurate with the seriousness of the offence, usually 24 hours, and reflect assessment of the risk to persons and property within the hall if the student were

to remain. Students evicted from residence will not be eligible for readmission to residence. Eviction from residence is always accompanied by a declaration that the student is placed on the Housing Exclusion List. The student will receive a letter outlining the reason(s) for the eviction as well as any terms and conditions related to their removal from residence. The evicted student will not be eligible to receive any adjustments/refunds of their residence fees. The evicted student is also added to a Banned Student List which indicates that they are prohibited from visiting Knox Residence or being on residence property.

All sanctions that are defined above are residence sanctions only. Residence sanctions do not affect nor appear on a student's academic record.

VII. PROCEDURES

Documentation & Investigation

The incident(s) will be documented by or reported to (formally in writing or informally in person) a Knox residence staff member. The student will have an opportunity to discuss with a residence staff member. If a meeting is required, the resident will be notified, and will meet with either a Residence Office staff member, or a Lead Don.

Investigation meetings will occur in person when possible or over a digital format, such as Zoom or Microsoft Teams. Once an investigation has been completed, the Residence Life Coordinator or designate will make a decision regarding the incident, and whether any sanctions will be applied to a student and will communicate the decision and sanctions, in writing, to the student.

Appeals

Appeals against a decision or sanction made by the Residence Life Coordinator or designate must be lodged in writing within 5 calendar days of notice of the decision/sanction letter. A letter of appeal may be forwarded to the Assistant Dean, Residence Life and Communication. The Dean or Dean's designate may grant an appeal based on:

- a) Perceived flaw in the investigation process;
- b) New information coming to light;
- c) Perception that the sanction is not appropriate and/ or relevant to the offence committed.

Should a student wish to appeal the decision of the Assistant Dean, Residence Life and Communication, appeals may be heard by the Associate Dean of Residence. Only appeals of Major Offences will be heard at this level. The Associate Dean's decision is considered final.

If a submitted appeal is determined to have no grounds, the appeal may be denied on that basis and the sanction(s) will stand.

In those cases where the allegations of behaviour are serious and could constitute a safety concern to other members of the residence community, the resident may be required to comply with the sanction during the course of the appeal process.

Residence Appeals Policy

In order to appeal disciplinary action and/or eviction from residence, the student must submit a Notice of Appeal to the supervisor of the adjudicator assigned to the specific case (see table below). The Notice of Appeal

must be submitted within ten (10) working days of the action and/or evictions being appealed. Please email your Notice of Appeal to the appropriate party. The email of the individual can be found on the Knox Residence website, by speaking with the adjudicator of your case, or going to the Graduate House Service Desk.

The Notice of Appeal must include:

1. The date of submission, full name, student ID#, and contact information.
2. What is being appealed:
 - 2.1. A finding that conduct amounted to misconduct;
 - 2.2. The penalty imposed
3. The reasons for appealing the decision, including an explanation of the circumstance(s) claimed (see below) as a ground for the appeal:
 - 3.1. There was a fundamental procedural error seriously prejudicial.
 - 3.2. There was clear evidence of bias in the process or decision.
 - 3.3. The severity of the penalty imposed exceeds the nature of the offence for reasons identified.
4. The result being sought:
 - 4.1. The Notice of Appeal will be reviewed, and a meeting may be arranged to review the appeal.
 - 4.2. There may also be meetings with residence staff, residents, and whatever steps are seen to be appropriate in the circumstances to review the appeal. Normally within fifteen (15) working days of receiving the Notice of Appeal, a letter shall be delivered to the student a written decision including reasons.
 - 4.3. A decision of the Dean of Residence and Director of Student Life are final.

| Adjudicator for the Case: | Appeal to be sent to: |
|--|---|
| Residence Don | Residence Life Coordinator |
| Service Desk Assistant | Service Coordinator |
| Service Coordinator | Assistant Dean, Residence Life & Communication |
| Facilities Coordinator | Manager of Finance, Administration & Operations |
| Residence Life Coordinator | Assistant Dean, Residence Life & Communication |
| Assistant Dean, Residence Life & Communication | Associate Dean, Residence Life |
| Associate Dean, Residence Life | Dean of Students & Director of Student Life |

Miscellaneous

Complaints about infractions of the Knox Residence Community Standards by a fellow resident should be made to their Don, or to the Residence Office. Residents are encouraged to attempt to settle disputes amongst themselves in a mature manner before lodging complaints.

At each stage of decision-making, under the Community Standards, the onus of establishing that there has been a violation of the policy or misconduct by the student shall be on the University authority. Decisions will be based on a preponderance of evidence, meaning the evidence shows it is more likely than not the alleged violation occurred. The degree of probability should be proportionate to the seriousness of the allegations and

the gravity of the potential sanctions.

*In the event of any discrepancies between versions of this document,
the online version is to take precedence and be considered as the correct version.*

VIII. APPENDIX

APPENDIX A: STATEMENT ON STUDENT RIGHTS & RESPONSIBILITIES

Knox Residence regards and treats students as responsible individuals who are free to organize their own lives, behaviour and associations, subject to the laws of the land and to University regulations. These laws and regulations exist in order to ensure the rights of all members of the community. With respect to students, these rights, and the responsibilities that accompany them, include, but are not limited to, the following:

1. Knox Residence celebrates the diversity of all and the individuality of each of its members. It is consistent with the principles of equity and the celebration of diversity that all persons associated with the Residence and the University be treated with respect and dignity by all residents. To uphold such principles, an acceptance of individual differences, regardless of any person's abilities, gender, race, religion, ethnic background, sexual orientation or personal beliefs, must be practiced by all community members.
2. Students retain all their ordinary RIGHTS as a citizen when they become a member of the residence community. They also continue to have the RESPONSIBILITY to abide by all Federal, Provincial and Municipal laws and regulations, as well as the policies of their own institution. Their institution may decide to impose and enforce its own discipline procedures, pursuant to its policies, in addition to any enforcement procedures of civil authorities.
3. Pursuant to the laws of Canada and Ontario, residents have the RIGHT to the safety and security of their own person in an environment free from harassment, intimidation, discrimination or assault. They have the RESPONSIBILITY to treat others with respect and to refrain from acts of harassment, intimidation, discrimination, or assault.
4. Pursuant to the laws of Canada and Ontario, residents have the RIGHT to the safety and security of their own personal property. They have the RESPONSIBILITY to refrain from acts of theft, willful destruction or vandalism of the property of others.
5. Knox Residence recognizes and affirms the right of all individual residents to their privacy. The strength of the residence community, however, comes from the interaction of its members. The Residence believes that all residents can contribute to the personal, social and educational life of the residence by drawing on their individual talents and experiences. In fact, the Residence considers such contributions from every resident essential to the privilege of their continuing in residence in subsequent years.

APPENDIX B: KNOX RESIDENCE GUEST POLICY

1. A student may host a maximum of 4 guests at a time.
2. A resident must accompany their guest(s) at all times and take full responsibility for the conduct of their guest(s) on the premises.
3. Guests are forbidden from sleeping anywhere outside the host's room, including common areas such as reading rooms, lounges, or TV rooms.
4. A violation of the **Knox Residence Community Standards** by a resident's guest constitutes an offence within the Residence by the resident.
5. No guest may stay in the residence for more than three consecutive nights and for no more than a total of ten (10) nights per month.

APPENDIX C: KNOX RESIDENCE KEY POLICY

1. All keys provided by Knox Residence shall be returned by the resident to the University on or before the vacating date. The resident will not lend or duplicate, nor permit duplications of or be in possession of a duplicate of any of the keys. If a room key, exterior access key, or mailbox key is lost, \$50.00 charge per key lost will be applied to the student’s ACORN account; non-UofT residents will pay by money order, bank draft, or certified cheque made payable to “University of Toronto” or by Interac debit card at the Knox Residence Service Desk. If a laundry card is lost and not handed in at the end of the academic year, a charge of \$5.00 will be applied to the resident’s account.

| Fee | Amount |
|------------------------------|---|
| Lost room key/fob | \$50.00 Billed and due at the time of loss. |
| Lost exterior access key/fob | \$50.00 Billed and due at the time of loss. |
| Lost mailbox key | \$50.00 Billed and due at the time of loss. |
| Lost laundry card | \$5.00 Billed and due at the time of loss. |
| Lost bike tag | \$5.00 Billed and due at the time of loss. |

2. For 6 to 9 lockouts, the resident’s ACORN or Residence Account will be charged \$20.00 per lockout and on the 10th and any subsequent lockout, the resident’s ACORN or Residence Account will be charged \$30.00 per lockout.
3. The University shall have the right to retain and use a master key giving its representatives access to the room for the purposes permitted hereunder or by law. The resident shall not be in possession of a master key or any other key pertaining to the residence without the permission of the Dean.
4. The resident will not under any circumstance change the lock or add a lock or locks to the door of the room.
5. After the vacating date, the University shall have the right to enter the room and change the lock without notice or liability to the resident and without providing the resident with a key for the new lock. The University has no responsibility for any possessions of the resident or of any other person left in the room or the residence after the vacating date. The University has the absolute right to dispose of such possessions ten (10) days after the vacating date without any liability to account to the resident, therefore.

APPENDIX D: INTERNET POLICY

Illegal download and/or distribution of copyrighted materials is subject to the following sanctions, to be imposed by the residence office:

- A. **First offence:** denial of total network access until agreement is signed;
- B. **Second offence:** denial of total network access for one week following agreement being signed;
- C. **Third offence:** denial of total network access for one month following agreement being signed;
- D. **Fourth offence:** denial of total network access for the remainder of the academic year;

APPENDIX E: FOOD & BEVERAGE POLICY

1. Food Services personnel require appropriate identification from a resident for entry to the New College Dining Hall. Your T-Card is your meal card. Your T-Card must be in full working order at all times to gain access to the dining hall. For Non-U of T students, your meal card is also your student card. All cards are not transferable under any circumstance.
2. Students must dispose of waste and compost and return their dishes in the appropriate manner.

APPENDIX F: KNOX RESIDENCE DAMAGE/LOSS POLICY

1. A resident bears financial responsibility for loss and/or damage caused to their room and its furnishing.
2. Residence floor(s) bear collective responsibility for loss and/or damage occurring within the limits of the floor(s) and for loss and/or damage occurring elsewhere in the Knox College building during, or as a result of, an event sponsored by the floor(s).
3. The Residence Office may require the floor(s) concerned and/or the Residence Council to pay for the reparation of such loss and/or damage.
4. Any loss and/or damage must be reported to the facilities team within 24 hours.
5. The University bears no responsibility for damage to or loss of a resident's private property. The University's insurance policies do not cover a resident's private possessions. Students are strongly encouraged to acquire Personal Insurance.
6. The resident will be responsible for cleaning and restoring the room by the vacating date to the condition in which it was at the commencement of the Occupancy Period, normal wear and tear expected, and will reimburse the University for the cost of cleaning and restoration upon failure of the resident to maintain an ordinary state of cleanliness at any time during the Occupancy Period or to leave the room in a clean and restored condition on the vacating date.

APPENDIX G: KNOX RESIDENCE STATEMENT ON LCBO DELIVERIES

The Service Desk will **not** sign for LCBO packages, and it is the resident's best interest*** to avoid choosing home shipping if they decide to order online.

***LCBO packages are clearly labelled as being from LCBO and ID and signature is required for delivery. If a delivery arrives at Knox Residence, the Front Desk staff will not sign for it. If the delivery person wishes to call the recipient at the phone number provided at the time the order was placed, they may do so and have the resident come down to receive the package themselves. Note, Knox Residence staff will not provide any resident's phone numbers to delivery personnel. If the delivery person does not want to call the resident, or if the resident is not available at the time of delivery, the parcel will be returned to sender, and the resident will need to arrange for pick-up themselves.

APPENDIX H: CANNABIS USE

1. Smoking or vaping cannabis is not permitted in residence as Knox Residence and the University of Toronto remains a smoke-free campus. Smoking and smoking-related activities are not permitted anywhere inside the residence, including student rooms; common areas, and dining areas.
2. Smoking of any kind is not permitted within 9 metres of any residence entrance including the front entrance and emergency exits
3. As per the Province of Ontario's Cannabis Act (2017), students who are over the age of 19 at Knox Residence may possess up to 30 grams (1 ounce) of legal cannabis within their private residence room. Cannabis is not permitted in any common areas within the residences (e.g. common rooms, laundry rooms, study rooms, dining areas).
4. Cannabis plants are not permitted to be grown in residence.
5. Cooking with cannabis is not permitted in residence. Additionally, cooking or baking of any kind is not permitted in student residence rooms.
6. In line with the policy outlined in Appendix G regarding LCBO deliveries, the Front Desk will also not accept deliveries of cannabis on behalf of residents.
7. Medical cannabis is subject to different regulations than recreational cannabis.
 - a. Students who require the use of medical cannabis should register with [Accessibility Services](#) in order to develop an accommodation plan with an Accessibility Advisor.
 - b. If you require assistance connecting with Accessibility Services, please contact the Residence Office at info.knoxresidence@utoronto.ca.

APPENDIX I: KNOX RESIDENCE PHOTO & VIDEO RECORDING POLICY

1. A resident may not take photos or record any videos within the common areas of Knox Residence without the prior consent of the residents in the respective space (those who may be included in the photo / video inadvertently).
2. A resident may take photos or videos in common areas of the residence for personal use only when the primary subject in the photos and / or videos is themselves (an individual) or with other individuals immediately connected to the resident taking the photo or video.
3. At times Knox Residence staff may refuse a resident the act of taking photo(s) or filming for safety and security purposes in common areas.
4. At times Knox Residence staff may take photos or videos of a specific event or program sectioned by the Residence Office for promotional purposes. In such cases a notice will be provided and residents will be given the option to opt out of having their photo or video taken.