

# HOUSING COMMUNITY LIVING STANDARDS 2024/2025

Kelowna 860 K.L.O. Road, Kelowna, BC, Vernon 7006 College Way, Coldstream, BC, Salmon Arm  
2552B 10th Avenue NE, Salmon Arm, BC



## **PROTECTION OF PRIVACY**

Student Housing respects the privacy and personal information of student housing students and will comply with the Freedom of Information and Protection of Privacy Act regarding the gathering, retention, safeguarding and disposal of personal information.

All concerning behaviours and allegations of offenses documented in Housing Reports will be made available to the Student, Campus Security and the Office of the Register, upon request.

All Housing reports, files and records, both paper-based and electronic, will be kept for a minimum of seven (7) years after the termination of the Student Housing Agreement.

## **4. STUDENT HOUSING CITIZENSHIP**

You are a citizen of the Student Housing community and a student of Okanagan College. You therefore have certain rights and responsibilities. Your privileges are yours to maintain by respecting the rules of Student Housing and Okanagan College. Rights should NOT be confused with Privileges.

As a good citizen of our Student Housing Community, you acknowledge in a responsible way your rights, responsibilities and privileges as well as the rights, responsibilities and privileges of others. We hope that you participate in the community in a positive way, and you do your part to create and maintain an environment that encourages academic success and social growth.

### **STUDENTS' RIGHTS**

Within the Student Housing Community, you, as a Student, have the right to:

- (a) enjoy the rights and freedoms recognized by law, subject only to restrictions that ensure the welfare and advancement of the Student Housing Community, as detailed in the HCLS,
- (b) be free from discrimination, on the basis of race, ancestry, religious beliefs, physical ability, marital status, colour, place of origin, gender, mental disability, family status, source of income, age or sexual orientation,
- (c) enjoy an atmosphere intended to remain free from behaviour which is reasonably interpreted as unwelcome; including (but not limited to) remarks, jokes, or actions which demean another person and/or deny individuals their dignity and respect,
- (d) study, work, read and sleep in your unit/room without undue interference from roommates and/or floormates,
- (e) occupy your assigned unit/suite/room and use its furniture, effects and services,
- (f) access to your assigned room/unit,
- (g) expect that roommates and/or floormates will respect your personal property,
- (h) expect reasonable cooperation from others when you are sharing common rooms/facilities,
- (i) live in a clean environment, requiring a joint and equitable effort from you and your roommates and/or floormates,
- (j) reasonable privacy from roommates and/or floormates,
- (k) have your concerns considered by Student Housing Staff,
- (l) have all reported offenses investigated in a reasonable amount of time and efficient manner,
- (m) expect confidentiality from Student Housing Staff with regards to all personal and student conduct related information.

### **STUDENTS' RESPONSIBILITIES**

With your rights come corresponding expectations of behaviour within the Student

Housing Community. As a Student you have the responsibility to:

- (a) read, understand and abide by Okanagan College Calendar, codes, policies and regulations, guidelines and processes, including the Student Housing Agreement, the Student Housing website, and the HCLS,
- (b) recognize the authority of all Student Housing and Okanagan College Staff acting in the scope of their position and to be responsive and cooperative in all dealings with them,
- (c) treat with respect, civility, courtesy and consideration all Students, Student Housing Staff and Okanagan College Officials and conduct yourself in a way that permits them to be successful academically and/or perform their duties,
- (d) take all actions associated with good citizenship, including reporting violations of Student Housing and Okanagan College policies, and taking all reasonable measures to ensure the safety and security of the Student Housing Community,
- (e) seek help or resources to protect and ensure your personal health, safety and wellbeing, including addressing issues of self-harm which have the potential to occur by action or neglect, including self-abuse, eating disorders, suicide attempts, underage drinking, alcohol abuse or negligence related to health, hygiene or medications,
- (f) attempt to resolve roommate conflicts and/or community issues on your own before you ask your HA to assist you in this process,

- (g) conduct yourself and contribute in a positive and productive way to the Student Housing Community through active participation,
- (h) respect the rights, privileges and property of all other Students and their Visitors, and of the neighbouring community,
- (i) take full responsibility for the conduct of Visitors, accompany them at all times within the Student Housing Complex and ensure that Visitors are aware of, and abide by, Student Housing and Okanagan College policies,
- (j) conduct yourself in a way that ensures the Student Housing complex and grounds are kept in good condition, including keeping your assigned room and suite common areas in a clean and sanitary condition,
- (k) secure your personal property and obtain personal contents insurance,
- (l) permit Student Housing or Okanagan College Staff or its officers entry when there is a reasonable apprehension of danger or harm, or for the purpose of inspecting the condition of the unit/suite/room and its contents,
- (m) be solely liable to Okanagan College for any loss or damage to your room and its furniture, telephone and effects of Okanagan College; liable for loss or damage to the public facilities, furniture and equipment of the Student Housing, including Common Areas; and liable for any damages caused by Visitors,
- (n) actively check your mail, voicemail and email accounts registered with Student Housing on a regular basis for messages from Student Housing Staff,
- (o) carry your Okanagan College ID and show it when requested by Student Housing or Okanagan College Staff.

## STUDENTS' PRIVILEGES

Privileges enhance the lifestyle in Student Housing because they add to the pleasure of the academic and social experience. Privileges are granted to Students upon arrival, based on the principle that Students are expected to conduct themselves in accordance with the HCLS. There is an important difference between Rights and Privileges. You can expect your Rights to be respected all the time, and you can maintain Privileges with behaviour in accordance with our HCLS. Privileges can be taken away through the judicial process if conduct does not comply with our HCLS.

### It is a privilege for you to:

- (a) live in Student Housing both now, and in future years,
- (b) use the Common Areas and Facilities and the furniture, equipment, effects and services present,
- (c) have unit/suite/room assignments to live with your friends,
- (d) use sound broadcast equipment, approved musical instruments, speakers and/or subwoofers,
- (e) Okanagan College and host Visitors in Student Housing,
- (f) be a Visitor in areas outside your assigned room/unit/building and/or enjoy access to the Student Housing Complex, outside your assigned room/unit/building,
- (g) participate in events and activities facilitated or sanctioned by Student Housing.

## 5. VIOLATIONS AND SANCTIONS (THE RULES AND CONSEQUENCES)

A violation is any unacceptable conduct, action or neglect that violates the HCLS, Student Housing Agreement or Okanagan College policies. Violations are described and classified based on three levels of increasing severity. Sanctions are the consequences for violations, which are described in detail in subsequent sections of the HCLS. At each level of offense and/or after repeated violations the severity of the sanctions will increase.

**Level 1 Violations:** Actions that interfere with the rights of another individual or community to the peaceful use and enjoyment of their space in Housing. Normal Point Range: 1-3

**Level 2 Violations:** Actions that create a significant nuisance and/or disturbance to an individual or community and/or repeated level one violations. Normal Point Range: 2-5

**Level 3 Violations:** Actions that endanger the safety and security of an individual; significantly compromise or damage personal or Housing/Okanagan College property; attack the dignity/integrity of an individual; contravene the laws of the land; and/or repeated level two violations. Any Level 3 Offense may warrant an eviction. Normal Point Range: 4-9

### The Point System

The point system is designed to help define the seriousness of specific behaviours and to track the frequency and severity of a  
a minimum



smoke or combustion in any form are prohibited (including smoking and vaping). Housing students who are in possession of cannabis must store their cannabis in a sealed container.

**Note:** Students who require accommodations for possession and/or use of medical cannabis that may contradict Student Housing policies must submit a formal request to Housing Management prior to acquiring/using medical cannabis in housing.

**LEVEL 1**

- a) Careless or unsafe storage of cannabis or cannabis products that causes or has the potential to cause harm or disturbance to the community, (e.g., excessive odour, mold, etc.).
- b) Consumption of cannabis or cannabis products in unauthorized areas (e.g., lounges, hallways, common spaces, etc.).
- c) Attending Housing Orientation under the influence of cannabis.

**LEVEL 2**

- d) Smoking, vaping, or producing the odour of cannabis in Housing or on Housing grounds.
- e) Growing cannabis and/or producing cannabis substances in Housing (e.g., edibles, hash oil, etc.).
- f) Possession of more than 30 grams of dried cannabis (one ounce) or equivalent, in Housing.
- g) Imposing the physical effects of intoxication on 0 0 .vsor equivalent, in BT/F1 8 Tf1 0 09ittion on 0 0 .vsor equivalent

## 6. DISRUPTIVE BEHAVIOUR

LEVEL 1

a)





**LEVEL 3**

- c) Possession of paraphernalia associated with the use of illegal substances.
- d)





## **Tier II Housing students with 4-8 Total Points**

- h) All Tier I Sanctions.
- i) **Communication Ban** - a sanction that limits the privilege of a Housing student to communicate freely with another Housing student.
- j) **Transfer/Relocation** - a sanction that will reassign accommodation either within the Housing Complex or to a location off campus
- k) **Persona non grata (PNG) or Trespass Notice** - a sanction given to an individual who is denied the privilege to enter

more likely than not to have occurred. The standard of proof for criminal cases is beyond a reasonable doubt, which does not apply in Student Housing Judicial Procedures.

### **INCIDENT REPORTS AND JUDICIAL MEETINGS**

A summary of the Judicial Process is presented in the chart following this section.

Student Housing Staff will record behaviours, actions or negligence that may be Offenses against HCLS in Incident Reports. When necessary, the Incident Report may also include appendices, such as e-mails, photographs, or Security, Police, or Fire reports. Student Housing Staff will notify the Student(s) of the alleged Offense(s) and will notify them of a meeting to discuss the matter.

The purpose of a Judicial Meeting between a Student and a Student Housing Staff member is to investigate allegations of offenses detailed in an Incident Report. This is the opportunity for Students to be heard and explain their behaviour to the Student Housing Staff member. While these meetings must comply with the Principles of Natural Justice and Procedural Fairness and may result in formal sanctions, they are not designed to be highly formal in nature. At the conclusion of the meeting the Student Housing Staff member will follow-up with the Student in writing with a Decision Letter, which will outline all necessary decisions about offenses, sanctions and any related deadlines. If the Student fails to attend the Judicial Meeting with the Student Housing Staff member, the Student Housing Staff member may choose to proceed and make a decision based upon all evidence available.

### **COMMUNICATION BETWEEN STUDENT(S) AND STUDENT HOUSING STAFF**

Student Housing Staff will endeavor to communicate with Students via the following methods to discuss Incident Reports, deliver their room or the phone number on their student housing application, (b) an e-mail to their Okanagan College-mail account or the account provided in their application, (c) a letter placed in a Students mailbox or under a Students room door, or (d) in person. Attempts to contact and communicate with a Student are deemed to be satisfactory when any two of the above methods have been used by Student Housing Staff.

<b>STUDENT HOUSING JUDICIAL PROCESS</b>
<p style="text-align: center;"><b>Incident Report</b></p> <p style="text-align: center;">Alleged violations of the HCLS are documented by Student Housing Staff in an Incident Report</p>

**Alleged Level 1 & 2 Offenses Judicial Meeting**  
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In response to a Student Emergency Situation, the General Manager is authorized to:

(a)



In this section, the student appealing the eviction is referred to as the appellant.

1. The hearing will proceed as scheduled, even if the appellant does not attend.
2. The appellant may bring witnesses to the appeal hearing. Participation of witnesses shall be limited to providing evidence and responding to questions from the appeal committee. Witnesses may be present at the hearing only when providing evidence