

**Concordia University College of Alberta
High School Residence 2009-2010**



Residence Life Policies and Procedures

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I. Moving Into Residence

a. Checking-In

We expect you to arrive on campus within twenty-four hours of the first high school scheduled activity of a semester, or following a vacation in the middle of a semester. If you are unable to come at the expected time, please notify the Residence Directors to arrange an alternate time. All residents are expected to arrive in time to take part in Residence Orientation and New Student Orientation at the beginning of the year. Upon your arrival, your Residence Assistants will show you to your hall and room. Before you unpack and settle in, you will be required to fill out a Room Occupancy Assessment Form. If you need help, your RD or RA's will be happy to assist you. Once you have completed the forms you will be given your room and building keys. If you arrive before your roommate, you are welcome to choose either side of the room. Once you and your roommate have checked in, you can then decide on how to arrange the room.

b. Things to You May Bring:

All residents will need to bring clothing, personal belongings, bed linens, a pillow, blankets, towel(s), a desk lamp, clothes hangers, an iron and over-the-counter medications for colds, the flu and/or headaches. If you bring a personal computer, we strongly urge you to have a surge protector power bar for your equipment— Concordia assumes no liability for damage to residents' personal electronic devices. You may also bring your favourite posters, plants or stuffed animals to help make your room home. **Please note: Music and room decorations must be consistent with Concordia's Christian values.** You are welcome to bring your stereo with the understanding that you must consider the rights of others at all times. Your stereo must be turned down during quiet hours and exam times. Residents are also allowed to have a mini-fridge in their room to keep their personal snacks and drinks. **Note: The only cooking appliance approved for residence room use is an AUTO shut-off kettle. The RD must approve any other appliances.** You may bring a bike. However, due to limited storage space, you must keep your bike outside with a strong lock. Bikes are not able to be stored in residence over the summer.

c. Things you may Not Bring:

The only cooking appliance you may bring is an AUTO shut-off kettle. All other cooking appliances (ex: toasters, microwaves, crock-pots, etc.) are not permitted in your room. Candles are not permitted; however, you may have flameless candles in your room. If any illegal objects or appliances are found in your room, the Residence Staff will confiscate it and will return it to you when you check-out of residence at the end of the year. Please note that **no pets** are permitted in the residences. Firearms, fireworks, explosives, and other controlled substances are not allowed on campus.

I. Living In Residence

a. Full-time Status

All residence students must maintain full-time student status (minimum 10 credits/semester) in order to live in residence. Students who fail to maintain full-time status will be required to move out of residence. **NOTE: Students who move out of residence part way through a semester (due to falling below full-time status) are not eligible for a refund of that semester's residence fees.**

b. Quiet Hours

To allow quiet time for study and sleep, quiet hours are in effect every day from 11:00pm until 11:00am. The rest of the day, students need to be courteous and considerate of the other residents, with respect to noise. Quiet hours are in effect 24-hours a day during final exams.

c. Signing Out & Curfews

- **Daily Sign-out**

All high school residents are required to sign out whenever they leave campus. The Daily Sign-out book is located at the doors of both Founders and Eberhardt Halls. To sign out you must complete the form indicating your name, date, destination, telephone number (if applicable), time of sign-out and time due back. When you return to campus, you must check back in. You are to sign out every time you leave the campus. Forgetting to sign out will result in disciplinary action. If you have Study Hours, you are required to return to campus before Study Hours begin. If you do not have Study Hours, you do not have to return until Building Curfew.

- **Weekend Sign-out/ Overnight Sign-out/ Holiday Sign-out**

During the weekend, it is not uncommon for residents to go home or to stay with family or friends. If you intend to leave residence for a night or for the weekend, you must complete an Overnight/Weekend Sign-out form. You must indicate where you are going and whether you will be away overnight or for the weekend. You must also fill out the dates when you leave and when you return. Should you be staying at a place other than home, you must indicate where you are going, the name of the contact, the address and telephone number. **You may sign out overnight ONLY to those homes approved by your parents on the privilege form which they completed. The parent or guardian of the person you will be signing out to must call the RA on duty prior to your departure from campus, regardless of if they are on your sign-out list or not. Parents must call beforehand if they are not on your sign-out list.** At your parents' request, sign-out locations can be added or removed at any time. You may not sign out on school nights unless prior arrangements have been made by your parents with the RD's. Please remember that an adult or guardian must be present at the location to which you sign out. If you sign out overnight or for the weekend and your plans subsequently change and you return to the residence, please notify your on-duty Residence Assistant. Forgetting to sign out will result in disciplinary action. Disciplinary action may include being restricted to the campus, your hall or your residence room. If this problem persists you may be given a suspension or

asked to withdraw from residence. The residence staff on duty makes checks to verify that students are at the location they signed out to.

- **Curfews**

School Night Curfews (Sunday — Thursday)

Building Curfew at 10:00pm

Room Curfew at 11:00pm

Weekend Curfews (Friday — Saturday)

Building Curfew at midnight

Room Curfew at 1:00am

In case an emergency or unforeseen circumstance makes you late for curfew, please contact your on-duty RA as early as possible to inform him/her that you will be late.

d. Study Hours

Study hours are from 7:00pm to 9:00pm Monday through Thursday. You are required to be in your room studying during this period. You must consult and inform your RA prior to study hours if you would like to make alternate arrangements such as studying with a buddy or researching in the library. The Eberhardt study hall is available to residents for individual and group study; however, male students must make arrangements with their RD to use it. You are permitted to spend your study hours with a tutor; however, all tutors must be approved by your parents or guardian. The Residence Office requires a letter of consent from your parents or guardian and a copy of your tutoring schedule, your tutor's name and phone number, and the location of your sessions. Remember to notify the Residence Office of any changes. Some residents are involved in extra-curricular activities such as choir, sports, Student Council, and drama. On occasion, these activities overlap with study hours. It is your responsibility to inform your RA's or the RD in advance if you are going to be absent from study hours. If you are on academic probation, the Residence Office reserves the right to prohibit you from attending non-academic functions. The RD's will consult with your teachers, parents and/or guardian if this situation arises. You may be excused from study hours ONLY by your parents and/or guardian, the RD's and the RA's. If you accumulate three unexcused absences from study hours, you will be given a three-day suspension from residence. Further unexcused absences may result in another suspension or complete dismissal from the residence. If you achieve an average of 70%— 79% and are not failing any courses, you will have only one required study hour (from 7 — 8 pm). If you have an average of 80% or better, you will have no required study hours. All residents have study hours until the first term report cards are issued. The Residence Office reassesses the study hours of all high school residents each academic term. **Please note: If residents have an average below 60% they will lose their internet connection (if applicable) until the next report card period. If an average below 60% is acquired two semesters in a row, their involvement in extra-curricular activities will be limited for the remainder of the semester. Study hours are fully supervised by the RA's on duty.**

e. Visitors

Your friends may visit you in the Residence from 11am until 10pm. Your non-resident friends may visit the residence only in your company. Please consider the rights of your fellow residents when you entertain guests. Visitors are not permitted during study hours (7 — 9 pm, Monday—Thursday). Visitors are permitted to be in your room only during visiting hours. Also, the room door must remain wide open and the lights must remain ON. This may change, subject to the RD's discretion. If you plan to have a guest stay overnight, you must first ask permission from your roommate and the RD's. Your guest must also have his/her parents call the RD to consent to the overnight stay. We would appreciate being notified two days prior to your guest's arrival.

f. Vacations

Concordia closes the campus and residences during Christmas break. All residents are required to turn in their keys to the RD and to clean their room before leaving for Christmas break, for security purposes. If their keys are not returned and/or their rooms are not clean prior to leaving for the break, they will be assessed a fee that will be taken out of their \$500 deposit. The residences will close during school breaks that are longer than one week in duration. Please note that when a resident is away for any break in which campus is closed, he or she is placed under the supervision of the parent; Concordia Residence as well as the Dean of Student Affairs are not responsible for the care of the individual and are not held liable for anything that happens to them until they return back to residence when it has re-opened.

g. Residence Care

Your room must be kept reasonably clean. Failure to keep your room in good condition may result in dismissal from the residence. All residents are responsible for the cleanliness and condition of common areas of the residence (lounges). The residence staff schedules and supervises cleaning duties. If you unnecessarily damage the furnishings or fixtures in your room, charges will be assessed to your damage deposit. The cost of repairing damages to common areas is assessed to the individuals responsible or the residents as a group.

h. Meetings

A few times each semester, university residents have meetings or events to discuss life in the dorm including rules and procedures. These meetings are mandatory and all residents are expected to attend.

i. Illness or Injury

Should you become ill and be unable to attend school, you must notify the RA on duty by 8:00am so that you can be excused from classes. It is up to the RD's discretion to excuse you. If your illness is serious or infectious you are required to return home or to your guardians until you are well. If your illness is minor, you are to remain in the residence for a 24-hour period. You are not permitted to sign out of residence or to attend extracurricular activities, including field trips, part-time jobs, team games, etc. Report all injuries and accidents to the residence staff. All of the Campus Security staff are certified in Basic First Aid.

j. Inspection of Rooms

Concordia reserves the right to inspect and search rooms at any time if there is reason to believe that students are violating campus regulations.

k. Liability

Concordia University College is not responsible for the loss of money or personal property resulting from theft, fire, water, or any other cause. This policy also applies to items left in storage at the residence. **We advise you to carry personal property insurance and to lock your room door upon leaving at all times.**

l. Security

Concerns about the security of our residents and our property are ever-present in today's society. Each member of the residence community must protect the security of the whole community. To protect yourself and your fellow residents, take every precaution to prevent loss, theft or duplication of your residence keys, and immediately report lost keys to residence staff. Keep in mind that it is illegal to duplicate keys and that we charge you the cost of replacing lost keys or of having the locks to your room and the residence doors re-keyed. The replacement cost of lost keys and door locks is approximately \$100. Cost is subject to change. If you see unfamiliar persons in the residence, ask how you may help them and immediately report suspicious people or situations to the residence staff. **Never prop open the residence entrance doors.** Take precautions for your physical safety at all times. Walk with friends, especially after dark and in less frequented areas of the campus or neighbourhood. Campus Security is available 24 hours a day and, at your request, will accompany you when you walk to your car or to other campus buildings. Phone 479-8761.

I. Moving Out of Residence

a. Procedures for Checking Out of Residence

We expect you to vacate the residence within twenty-four hours of your last required high school activity at the end of a semester or the beginning of a vacation in the middle of a semester. When you leave at the end of the academic year, you must clean your room, return your keys and check out with a member of the residence staff. Failure to do so will result in charges against your accommodation deposit. Please be aware that your residence contract begins when you check-in and is in effect until the end of the school year. Only residents who have completed their contracts are eligible for accommodation deposit refunds. See the next section, *Early Withdrawal from Residence & Cancellations*, for more details. After you vacate the residence, we consider any leftover personal belongings or property abandoned and will dispose of it. If you are returning to residence and **if space is available**, you may be allowed to store items for a limited time at your own risk, **provided your parent/guardian has signed a storage waiver for you.** All personal items must be stored in sealed boxes that are labeled with your name, address and telephone number. It is not recommended to store items of high value such as computers, stereos, etc.

b. Early Withdrawal from Residence & Cancellations

The Residence Contract is for a full academic year (Semester 1 and Semester 2). Students who withdraw at the end of the semester will not be assessed room or food services fees for the following semester. Refunds are assessed from the date you hand in your keys and officially checkout. If a student plans to withdraw from residence between Fall and Winter Semesters, he/she must give 2 weeks notice before the Fall Semester ends. If two weeks notice is given at the end of the Fall Semester, they will only lose half of the deposit (\$250). If a student withdraws from residence at the end of the Fall Semester without giving two weeks advance notice, he/she will forfeit the \$500 deposit. **Note: If a student withdraws from residence prior to the end of the semester, they will be assessed room fees to the end of the semester and will forfeit the \$500 Deposit as a result of breaking their residence contract.** They will not be assessed room fees for the following semester.

Students who withdraw mid-semester will receive a refund of the unspent balance of the meal plan, less a minimum monthly consumption adjustment, a \$100 administration fee, and the bonus additions of \$68.75/semester. If you have any questions please contact the Student Accounts office at 479-9206 or email studentaccts@concordia.ab.ca. Students who continue to attend Concordia may, however, continue to use their declining balance deposit throughout the rest of the semester. Unspent funds are forfeited at the end of the semester in which the student withdraws from residence. Students who withdraw from residence prior to the beginning of the academic year will receive a full refund of their declining balance plan deposit. For students who remain in residence for the full academic year, unspent meal card funds are forfeited at the end of each semester.

Cancellations in advance of move-in are subject to the following policies:

1. If you are not admitted into Concordia High School, you will be refunded the full \$500 Security Deposit provided you submit a **Residence Cancellation Form** and a copy of your **letter of non-acceptance** to Concordia Residence via email, registered mail, fax, or in person.
2. If you must cancel your residence application due to medical reasons, you will be refunded the full \$500 Security Deposit provided you submit a **Residence Cancellation Form** with **proof of medical reason** to Concordia Residence via email, registered mail, fax, or in person.
3. Partial refunds of the Security Deposit will be issued in the following circumstances:
 - i. A **\$400 refund** will be issued if the Residence Cancellation Form is received before **5pm MST on June 30, 2009**.
 - ii. A **\$250 refund** will be issued if the Residence Cancellation Form is received **after June 30, 2009, but before 5pm MST on July 31, 2009**.
 - iii. Cancellations **on/after August 1, 2009** are not eligible for a refund except as noted above.

II. Financial Policies

a. Security Deposit

A Security Deposit in the amount of \$500 must be paid immediately upon acceptance to residence. This fee is only refundable if the student remains in residence for the entire academic year and is not responsible for any damages in the residence. This fee is also subject to the policies regarding Early Withdrawal and Cancellations.

b. Residence Fees

All residents are required to pay both a room fee and to purchase the meal plan (as noted below).

Annual Room Fee	\$4880
Annual Meal Plan Fee	\$2750
Total Cost (Double Occupancy)	\$7630

*Single Rooms may be available and are assigned at the discretion of the Residence Director after August 1st. The additional cost is \$1650/year.

* Note that fifty percent (50%) of the balance of all residence and meal plan charges must be paid by September 30, 2009, and the remaining fifty percent (50%) must be paid by January 30, 2010. If you are accepted mid-year, a pro-rated fee will be calculated.

c. Declining Balance Meal Plan

- The required meal plan deposits are \$1375/semester (\$2750/year).
- Concordia deposits an additional \$68.75/semester (\$137.50/year) to the above amounts.
- Students' meal plan is put onto their student ID card to keep track of funds.
- Meal funds can be used at any time during cafeteria hours.
- Unused portions of the required semester deposit (\$1375 plus bonus) are forfeited at the end of each semester.
- **NO CARRY-OVER OF FUNDS IS PERMITTED.**
- Funds cannot be transferred to another student's account.
- If students eat the majority of their meals in the cafeteria (weekdays & weekends), the required semester amount deposited on their meal card may not be sufficient to cover students' food costs for the semester/year. Students may make additional deposits into their declining balance meal plan at the Students Accounts office (479-9207). These additional deposits can be carried over from Semester 1 to Semester 2 and will be refunded at the end of the academic year.
- The balance remaining in your account is indicated on each sales receipt.
- The Semester 2 deposit (\$1375 plus bonus) will be loaded onto accounts in January. Any unspent balance from Semester 1 required deposit and bonus would be forfeited on that day.

III. Policies Governing Conduct

a. Behavioural Policies

- **Smoking:**

If you are under the age of 18, you are not permitted to smoke on Concordia's campus. Note: It is currently against Edmonton City by-laws for minors to smoke in public. Students who smoke off campus do so at their own risk.

- **Dress:**

Please refer to the 2008-2009 High School Uniform Policy for attire guidelines and restrictions. For additional information please contact high school administration at (780) 479-9390.

- **Discipline:**

The residence staff and/or the Dean of Student Affairs administer disciplinary measures when self-discipline proves inadequate. The objective of discipline is always to help students understand the seriousness and consequences of irresponsible action and to assume responsibility for such action. Such behaviour includes, but is not limited to, the following:

- Conduct or communications that discriminate against an individual or group and prevent their full participation in campus life.
- Conduct or communications that threaten, intimidate, and/or physically abuse another member of the campus community.
- Sexual harassment. Actions that constitute sexual harassment are defined in Concordia's *Sexual Harassment Policy*. Full text of this policy is available through the office of the Dean of Student Affairs.
- Disruptive behaviour that impedes educational, co-curricular or extra-curricular activities of Concordia.
- Conduct on or off campus that discredits Concordia. Students participating in or attending official functions of Concordia off-campus, such as choir concerts or athletic events, are considered representatives of Concordia and are expected to conduct themselves according to the regulations for life on campus.
- The use of abusive or offensive language.
- Offensive sexual conduct.
- The misuse, damage or theft of the property of others, or the property or facilities of Concordia.
- Dishonest or fraudulent acts.
- The illegal or excessive use of drugs; the possession of illegal drugs on campus; contributing to the illegal use of drugs. **Note: Zero Tolerance on Drugs—Residence Directors reserve the right to require a drug test of residents in the event that it is strongly suspected that they are engaging in the use of any illegal drugs.**
- The illegal or excessive use of alcohol; the possession and drinking of alcohol on campus; contributing to the illegal use of alcohol. **Note: Zero Tolerance on Alcohol-- Residence Directors reserve the right to test residents for proof of their alcohol consumption level by**

issuing a breathalyzer in the event that it is strongly suspected that they are engaging in underage substance usage.

- All forms of gambling.
- Repeated violation of campus regulations.
- The violation of law governing the City of Edmonton, the Province of Alberta, and Canada.

b. Consequences

The residence staff and/or Dean of Student Affairs may impose one or more of the following penalties when an offense has been committed:

- Verbal and/or written reprimand
- Restricted freedom of movement on/off Campus
- Reparation, or other activity suitable to the offence
- Disciplinary probation:
Students placed on disciplinary probation may continue in their academic programs, but will be suspended or required to withdraw if they commit another offence during the probation period.
- Suspension:
Suspension from the residence means that a student must move out of the residence for the period of suspension. When a resident is suspended, the parents must make arrangements for the resident to either stay with them, an adult family member, or an adult who is acceptable to the Concordia Residence Staff (or the Concordia High School administration if the suspension includes suspension from the academic program). Please note that once a student leaves residence under the cause of suspension, he or she is placed under the supervision of the parent; Concordia Residence as well as the Dean of Student Affairs are not responsible for the care of the individual and are not held liable for anything that happens to them until they return back to residence once their suspension has been lifted.
- Dismissal from Concordia Residence:
This means compulsory and complete withdrawal of the resident from Concordia's residence. It may or may not mean a dismissal from Concordia High School and is not automatically preceded by a suspension. The resident may apply for readmission to the residence after a period of time determined by the Residence Director and/or the Dean of Student Affairs.

Please note: Suspension or dismissal from the residence is effective immediately. A maximum of 24 hours may be allowed to pack, make travel arrangements and vacate the room.

c. Appeals

Residents may appeal disciplinary action for non-academic misconduct to a disciplinary committee of the High School faculty via the Principal. The High School Student Agenda details the grounds on which an action may be appealed.