

Policies

DISCIPLINE PROCEDURES

I. Preamble

The King's University College seeks to be a community that models Christian character and embodies biblical values such as respect, trust, cooperation, and honesty. All members of the King's community—students, faculty and administrators alike, are called upon to share the ideal and take up the challenge of becoming a Christian community. Lofty ideals notwithstanding, in a diverse community such as ours, conflicts will arise which need resolution, and actions will occur which require discipline of those who violate community standards and regulations. Disciplinary procedures are necessary to maintain community, to hold people accountable, to restore trust, to uphold appropriate boundaries. Discipline at King's is not primarily punitive but is designed for the restoration of each person into a fuller understanding of and participation in the community. By Charter, student discipline is fundamentally a responsibility of the Senate, and it is by delegation that King's personnel and committees deal with it. Regulations regarding student discipline should accomplish two things. They should preserve a student's dignity as much as possible while calling that student to account, and they should be redemptive in nature, calculated to restore an offending student to a proper relationship with the rest of the community. The regulations that follow should be seen as exceptional measures to deal with exceptional cases. Most problems of student adherence to King's standards should be resolved between two people or at most with the Registrar, VP of Student Life, or VP Academic. Only in extreme or unresolved cases should the Discipline Committee convene. Because we value the principles of trust and mutual accountability, all efforts are made to resolve differences at the simplest level. Only when these efforts fail or when the offence is severe and clearly opposed to the values of the whole institution should the following policy be implemented.

II. Offences

Any of the following activities by students are an offence and thus subject to discipline.

Academic dishonesty, including cheating, plagiarism, fraud, or deceit.

Any form of abuse: sexual, physical, mental or any action that undermines another's dignity.

Intentionally damaging, destroying, or moving without authority the property of The King's, or of any student, faculty, or staff member, without proper consent.

Unauthorized use of or entry to King's property.

Participation in unauthorized hazardous activities within The King's University College.

Failure to cooperate with any King's official or employee performing his or her duty.

Failure to follow procedures outlined in The King's Calendar, Student Handbook, or Housing Policies.

III. Standing Committee

King's standing discipline committee, with male and female representatives is established to adjudicate matters of student behaviour which result in both academic and non-academic offences. This committee should be comprised of the following, to be appointed by the President:

1. Three representatives of the student body, elected by the Students' Association.
2. The VP Academic, the Registrar, or the VP of Student Life.
3. A Senate member not employed by King's or registered as a student to be the Chair.

IV. Procedures

Any person believing that a student has committed a non-academic offence against King's rules may notify the VP of Student Life in writing, whereupon the VP will determine if there are sufficient grounds for the charge.

Any person believing that a student has committed a serious academic offence may notify the VP Academic in writing, whereupon the VP Academic will determine if there are sufficient grounds for the charge.

The Chair, upon deciding that there are sufficient grounds for a charge, convenes a hearing for the concerned student during which the charges are heard. Both the student charged and the party or parties bringing the charge shall be present at the hearing.

The Discipline committee, by delegation of authority from the Senate, is empowered to take appropriate disciplinary action, including the levying of fines, suspension, or expulsion. Recommendation for expulsion must be approved by Senate.

If a party feels that the issue has not been fairly resolved s/he may appeal the decision to the Senate through the office of the President. The Senate shall then appoint an Appeal Board to hear the appeal. The Appeal Board shall include one member of the faculty or staff of King's, one community member, and three students, one of whom may be selected by the student charged.

V. Penalties

Penalties for offences shall be chosen to fit the offence and may include fines, suspension, or expulsion. Only in the case of an academic offence shall the penalty directly affect a student's marks. Every attempt shall be made in dealing with an offence to preserve the integrity of King's regulations and the student's dignity.

ALCOHOL POLICY

I. Preamble

The King's University College believes that all of life is to be informed by the Bible and that our Christian community is to reflect the principles found in the Bible. Therefore, students of The King's University College are asked to accept certain standards for their behaviour while part of this community. The following alcohol policy has been composed by the Student Life Office and King's Students' Association as an indication of the expectation on each student so that our whole community might reflect a Christian lifestyle.

II. The Policy

King's expects its students to abide by the laws of the Province of Alberta (see below) and expects students of legal drinking age to make responsible decisions with regard to alcoholic beverages. Abstinence from the use of alcohol is not a requirement of this community but is a legitimate approach. Those who choose to drink should do so in moderation. King's will take disciplinary action with such students who violate the following standards:

- King's prohibits the possession, consumption and distribution of alcoholic beverages by students and their guests on King's property, in Residence, or at King's-sponsored events.
- King's prohibits the possession of full or empty alcoholic beverage containers by students anywhere on campus. Such containers will be confiscated.
- King's reserves the right to request intoxicated individuals to leave the premises or event. Students will be subject to discipline.

Hosting Responsibilities and Accountability

King's expects students of legal drinking age who choose to serve alcoholic beverages to student guests in off-campus settings to be responsible in their hospitality. It is a serious violation of both Alberta law and community standards to provide alcoholic beverages to underage guests. Off-campus residents are also expected to ensure that underage visitors do not bring their own alcoholic beverages to consume on their premises. It is also a violation of community standards to allow guests to drink alcoholic beverages excessively (as currently defined in the Student Handbook/Calendar). Off-campus students who host an event and are present at such time where these activities occur, or a student who lives where these activities occur and is present at such time, will be considered in violation of the alcohol policy and subject to disciplinary action. For useful tips on how to host a successful party and avoid trouble, please see: <http://www.safety-council.org/info/traffic/impaired/hosting.html>

III. Conclusion

The King's University College will deal with alleged violations of this alcohol policy in the following way: first offence is referred to the VP of Student Life; second offence is referred to King's Disciplinary Committee with fines, disciplinary probation, suspension or recommendation for expulsion resulting; and a third offence is referred to the President and Senate for recommended expulsion.

NOTE: Residence offences may also be dealt with under Residence policies.

* For our purposes intoxication or drunkenness is understood as a level of intoxication which results in the loss of control of normal functioning behaviours, for example, nausea, unsteadiness, slurred speech, aggressive behaviour, loud and abusive language.

**All fines collected as a result of these violations will be used by King's in support of its Student Relief Fund or for alcohol/drug awareness programs.

Alberta Law

Alberta law states that alcoholic beverages can be used legally in Alberta by persons 18 years of age and older. People buying and drinking alcohol must obey the laws of the province and of common sense. They can drink such beverages only in private residence or on licensed premises - not in cars, on the street, or in other public places. They may not drive a vehicle with a blood alcohol level of .08% or higher or drive in an impaired manner regardless of blood alcohol level, behave in a drunken or disorderly manner or cause a public disturbance, or supply alcoholic beverages to those under 18 years of age.

Alcohol Abuse

AADAC (Alberta Alcohol and Drug Abuse Commission) states that abuse of alcohol is use that causes problems with your physical or mental health, family, friendships, work, driving, or the law. You can abuse alcohol by drinking too much on one occasion or over a long period of time, or by combining it with other drugs. The Student Life Office can provide information, counselling, and referrals if you suspect yourself or a friend to be experiencing symptoms of alcohol abuse.

SMOKING POLICY

King's recognizes the hazards posed by tobacco and accordingly does not permit smoking in any university-owned building, property or vehicles. Members of King's and visitors who wish to smoke are asked to leave university property to do so. Complaints arising from people smoking in non-smoking areas are directed to the appropriate supervisor (employees), Dean of Students (students) or Coordinator of Conference Services (visitors and tenants) for resolution.

HARASSMENT POLICY

Sexual harassment is unwanted attention of a sexual nature, often with an underlying threat or coercion. It is a contravention of the Individual Rights Protection Act. Sexual harassment may occur between employer-employee, between instructor-student, between student-student, between employee-employee. It is usually men who sexually harass women, but women have harassed men, and sometimes same-sex harassment occurs.

It is NOT a relationship of mutual consent, a hug between friends, OR mutual flirtation.

Sexual Harassment occurs when:

- submission to or rejection of sexual advances is a condition of your education or employment;
- acceptance or rejection of sexual advances affects your grades, your performance evaluation, or any academic or personnel decision that concerns you;
- unwelcome sexual advances and/or unwanted sexual remarks interfere with your work or create an intimidating, hostile or offensive environment.

Examples of Sexual Harassment

A student, an instructor, supervisor or co-worker hugs, pats, pinches or otherwise touches you in a sexual way that interferes with your work or study.

An instructor promises you a better grade or academic opportunity in return for your sexual attention or implies your academic record will suffer if you refuse.

A student offers sexual attention in exchange for a high grade.

A colleague makes repeated sexual comments or asks you unwarranted questions of a sexual nature which interfere with your work or concentration.

A student or employee persistently asks you out (despite your answer of “no,”) follows you, corners you in a classroom or in an office, and won't leave you alone.

A student persistently uses crude, sexually-oriented language which you find offensive, demeaning and inappropriate in a job or study-related context.

Sexual harassment can take many other forms: verbal abuse or threats; unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, or marital status; display of pornographic, sexually offensive or derogatory pictures.

What You Should Do If It Happens To You

Say no or ask that the offensive remarks, behaviours, or actions stop. Tell the harasser that the remark or behaviour is unwanted. Some people do not know that their actions are unwanted and that the actions are taken as harassment. Describe the behaviour clearly, and state firmly that it is offensive and unacceptable. Frequently, this assertive stance curtails further incidence. If that does not work, or if you feel it is inappropriate or too uncomfortable, seek the confidential assistance of a Sexual Harassment Advisor and discuss your situation. Names of Sexual Harassment Advisors are posted in the mail room on the Master Committee list and are also available from the Student Life Office.

You can:

- proceed to informal mediation via the Sexual Harassment Advisor;
- proceed to formal administrative action;
- not take further actions.

If you decide to take no further action, the Advisor will not proceed and the matter will be closed. If the matter becomes the subject of any other problem-resolution procedure, including the subject of a charge laid pursuant to the Criminal Code of Canada, the Advisor will not take further action until the law enforcement process has been concluded and further action is requested by the complainant.

There are a number of informal ways that can be explored which might help solve the problem. Complaints do not have to enter the formal disciplinary system. You may seek informal mediation by the Sexual Harassment Advisor. Informal ways can be explored which might help solve the problem. If the behaviour persists, keep a record of dates, places, times, nature of behaviour, any witnesses, and what action you took to stop the harassment. Write a letter to the offender identifying the unwanted behaviour and requesting that it stop. Keep a copy of the letter. Consider lodging a formal complaint. A Sexual Harassment Advisor can tell you how.

If the harassment persists, or corrective action is not taken, you have the right to contact either the Alberta Human Rights and Citizenship Commission to file a complaint of sexual harassment or, if circumstances warrant it, the Edmonton Police Service to file a charge of assault. If you are unsure if your behaviour is offensive to a peer, colleague, employee, student, instructor, ask the person, or contact a Counsellor for confidential advice.

Talk to Us

The King's University College has appointed counsellors to advise and assist you regarding Sexual Harassment. You can contact any one of the counsellors who will serve as the official King's contact in allegations of sexual harassment and provide prompt follow-up at complainant's request and provide confidential assistance, advice, information to you.

Counsellors will deal with a complaint only at the request of the complainant, or if the complainant wants to lodge a formal complaint. Contact a King's Sexual Harassment Advisor in confidence: The King's Counsellor (Margaret VanGinhoven) or Rev. Julianne Gilchrist. For more information or assistance, contact the Alberta Human Rights Commission at 427-7661.

King's repudiates all forms of sexism—discriminatory statements or actions aimed at gender - because they are inconsistent with attitudes of mutual respect and Christian love. Every employee and student at King's has a right to be treated with dignity, respect, equality, and fairness.

Informal Mediation Procedure

You must provide the Advisor with a written complaint giving details of the alleged harassment including dates, times, places, names of individuals involved in the incident(s) names of any witnesses, and any other relevant information. Within five days of receipt of the written complaint, the Advisor informs the respondent of the allegation(s) and provides him/her with a copy of the complaint giving details of the alleged harassment including dates, times, places, names of individuals involved in the incident(s) names of any witnesses, and any other relevant information. Within 20 days the Advisor selects a mediator from King's with the agreement of both respondent and the complainant who initiates a mediation process. Within 30 working days from the date of appointment of the mediator, the mediation process is concluded. The options for resolution are voluntary. If resolution is achieved as a result of mediation, a written copy of the resolution is signed by both parties. A copy of the complaint, the mediator's report, and the resolution are maintained by the President for three years and are then destroyed.

Formal Administrative Action

You may proceed to formal administrative action in the following circumstances, and within the time limits indicated by notifying the Advisor in writing: in lieu of informal mediation, within 15 working days of the date of the alleged sexual harassment; If the respondent or the complainant does not agree to participate in informal mediation, within 10 working days of the rejection of mediation; if informal mediation does not resolve the dispute, within 10 days of completion of the mediation process. formal administrative action is invoked, the complainant must provide the Advisor with a written complaint giving details of the alleged sexual harassment including dates, times, places, names of individuals involved in the incident(s), names of any witnesses, and any other relevant information. The Advisor forwards a copy of the written complaint to the appropriate Vice-President. Within five working days of this action, the VP informs both parties in writing of the receipt of the written complaint and invites a written response from the respondent within 10 working days. The complainant has the opportunity to deliver a written reply to the response within five working days after receiving a copy of the response. Within 10 working days of receipt of those documents, the VP reviews the complaint and arranges for a fact-finding investigation which involves interviews with both parties (and witnesses, if any). The investigator(s) report and make recommendations to the VP concerned. The complainant and the respondent may each be accompanied by a person of their choice when interviewed by a fact-finder. Within 10 working days of the conclusion of that review, the VP submits a written recommendation to the President with copies to the complainant and the respondent.

The recommendation may range from exoneration of the respondent to formal disciplinary action (including suspension or dismissal) in accordance with The King's policies and procedures. The recommendation may include proposals for remedial or preventative action.

After receipt of the VP's recommendation, the President advises the parties in writing with copies to the Advisor and the VP. If the investigation results in disciplinary action, a record of the incident is placed in an offending employee's personal file. No documentation will be placed in the complainant's file where the complaint is filed in good faith.