



Senate Orientation Activities Review Board

Orientation Week Policy Manual

Approving Body: Queen's University Senate

Sponsor(s) Responsible for the Policy Manual: Voting members of the Senate Orientation Activities Review Board (SOARB)

Contact Officer(s): Ex-officio SOARB members representing the AMS and the University; the AMS Campus Activities Commissioner and the Vice-Provost and Dean of Student Affairs or Designate.

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Introduction to the Orientation Week Manual

The SOARB Orientation Week Policy Manual outlines the minimum expectations for Orientation Week planning and execution as recognized by the Queen's University Senate. The manual compiles policies, standards, guidelines and procedures that have evolved since the first Jackson Report of November 15, 1990. The policies apply to every undergraduate Orientation Week activity under the purview of SOARB. Sessional dates for the Fall semester, upon which the Orientation schedule is based, are set by Senate; Orientation Week currently starts on the first day of Residence move-in and concludes the following Saturday. This manual should be viewed as

Orientation Week Purpose, Goals, Objectives, and Guiding Principles

Preamble

Student transition and adjustment to university life is a process which begins the moment a new student accepts their offer of admission to Queen's, continues through their first year of studies, and does not end until the new student has integrated into their new living and learning community.

Queen's aims to facilitate and foster a positive and successful transition for all new students to their discipline(s) of study, campus, living and learning environments through transition and orientation programs and activities. These activities are meant to provide personal, social, academic, community, and environmental familiarization with Queen's and its host city, Kingston.

The Senate recognizes the unique role played by students in planning, organizing, and implementing Orientation Week activities in collaboration with campus and community partners. SOARB acknowledges that these student leadership roles in Orientation Week are an important part of the Queen's broader learning experience.

This policy manual represents the policies, procedures, and standards of and supercedes any other document containing regulations surrounding Orientation Week, with the exception of the Grease Pole Operations Manual (GPOM) and the terms of reference of the Senate Orientation Activities Review Board. However, this document recognizes the value of previous SOARB

Orientation Week Goals

SOARB has the responsibility and the authority to ensure that the planning, organization and conduct of Queen's Orientation adheres to Senate Orientation policies and goals.

The goals and objectives of Orientation Week, as approved by Senate on January 31, 2002 are:

- to make all new students feel welcome
- to facilitate a smooth transition to university
- to build a strong and inclusive community of students
- to make new students comfortable in their academic, social and environmental contexts
- to provide a solid foundation for a successful university experience.

Orientation Week Objectives

On March 2, 2012, SOARB adopted the following specific objectives to support broad Senate goals.

Orientation Week specifically seeks to achieve the following objectives:

- To foster a climate that
 - x is positive, respectful, inclusive and discrimination-free;
 - x prepares students for academic and intellectual pursuits; and
 - x promotes individual and community health, wellness and safety.
- To familiarize students with
 - x personal support services and social opportunities;
 - x expectations for non-academic conduct; and
 - x the academic culture, expectations and resources.
- To facilitate
 - x the development of social networks and interpersonal relationships;
 - x student engagement with faculty members; and
 - x student utilization of personal and academic resources.

Orientation Week Guiding Principles

On March 2, 2012, SOARB adopted the following principles to guide Orientation Week planning and implementation.

Orientation Leaders play a pivotal role in Orientation Week. They act as mentors and, help new students feel welcome. They familiarize new students with the resources and tools they will need to prepare for their academic transition to Queen's and they ease new students' personal and social transition. Given the diversity of new students that come to Queen's University, Orientation Week activities must provide an accessible and equitable experience within a climate that is non-discriminatory.

Thus, Orientation Week policies, and their supporting procedures, must be guided by the following values and principles:

- respect and safety to maintain the dignity, health and well-being of students
- inclusivity and equity to ensure an environment free from discrimination and harassment
- accessibility to remove financial and physical barriers to student participation in activities
- good citizenship to encourage positive engagement with the local community
- leadership to model and foster a positive sense of pride and belonging at Queen's

Senate Orientation Activity Review Board Terms of Reference¹

The Senate Orientation Activities Review Board (SOARB) has the responsibility and the authority to ensure that the planning, organization and conduct of Queen's Orientation Week events as well as procedures adhere to Senate Orientation policies and objectives.

SOARB is a review and regulatory body that reports directly to the Queen's University Senate and has two distinct functions:

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SOARB Composition

2 Ex Officio Members:

VP and Dean of Student Affairs or delegate

AMS Campus Activities Commissioner

9 Elected Members:

5 Students

4 Non-Students, including 1 alumna/alumnus selected by Queen's University Alumni Association

Notice of Probation: The formal notification to a Faculty/School or Group that their Orientation program has failed to meet one or more of the goals of Orientation Week and therefore all activities related to Orientation Week are suspended until the Terms of Probation have been drafted and released.

Orientation Committee Heads: Students responsible for leading their Faculty/School or Group Orientation Week Committee in the development of Orientation Week events and activities consistent with SOARB-approved policies, procedures, and standards.

Orientation Roundtable (ORT): Orientation Roundtable is a student committee of the AMS Campus Activities Commission, with membership from all undergraduate Faculty/School/Group Orientation Weeks. The ORT Executive leads the ORT.

Orientation Roundtable (ORT) Executive: A student committee of the AMS Campus Activities Commission led by the ORT Coordinator and supported by four Directors (Logistics, Systems and Support, Concert, and Leadership Development) who are tasked with the external coordination for all the individual programs of member Faculties/Schools/Groups.

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I. Developing and Amending Orientation Week Policies and Procedures

Policy

The purpose of this policy is to define clear parameters for the development and revision of Orientation Week policies and procedures.

This Manual supersedes any policy recommendations of the Ad Hoc Senate

Approved Activities Starting Before 9:00 AM

The (i) ENGSOC Grease Pole, (ii) PHEKSA Orientation Camp fitness event, and (iii) Breakfast events will be permitted to start earlier to accommodate the conditions as outlined below:

- i. Buses transporting students to the ENGSOC Grease Pole event are allowed to start loading at 7:00 a.m. to ensure the event begins at what has been identified by the ENGSOC Water Team as an optimal time, which is 9:00 a.m.
- ii. During the PHEKSA Orientation at camp, voluntary early morning fitness activities are permitted and do not require an exemption of time. This recognizes that PHEKSA is responding to an existing demand from their students and therefore is taking appropriate safety precautions in an off-campus environment.
- iii. Orientation Committees may schedule breakfast events that commence before 9:00 a.m. if those in attendance are provided with a complete breakfast and the

Standards

IV. Approvals for Orientation Week Activities

Policy

The purpose of this policy is to communicate clear parameters for obtaining necessary approvals

V.

Orientation Roundtable in January of every year. The ORT Coordinator will ensure that the Orientation Committee leaders are clear about their responsibilities to initiate requests for and maintain ongoing communication with Deans/designates regarding enrolment updates.

Orientation Committee leaders will initiate communication with Deans/designates about enrolment numbers in January and agree on the best method for requesting and receiving regular updates throughout the Orientation planning cycle, from January through to the end of August. It is the responsibility of the Orientation Committee leader to designate an alternate leader to take on the responsibility to maintain regular communication with Deans/designates about enrolment updates in the event the Orientation Committee leader is expected to be unavailable for any extended period of time during the planning cycle.

VI.

VII. Orientation Week Fees

Policy

The purpose of this policy is to communicate clear parameters for the collections and use of fees for participation in Queen's Faculty/School or Group Days.

Orientation Week fees should be kept as low as possible in order to maintain financial accessibility to all students.

There will be no charge for students to attend academic events that are part of Faculty/School or Group Orientation activities.

Leader-specific events, including pre-week, should not be subsidized through fees paid by incoming students.

Procedure

The purpose of this procedure is to communicate clear processes for the collections and use of fees (e

VIII. Orientation Week Handbooks

Policy

The purpose of this policy is to set forth clear expectations for the development and publication of content for Orientation Handbooks and Websites.

Each Orientation Week Faculty/School and Group must develop and publish content for an Orientation Week Handbook and Website.

Common information, provided by the AMS ORT Coordinator, must be included.

Handbooks and Websites must be developed in consultation with the Social Issues Commissioner (SIC) of the AMS and approved by the Faculty/School/Group Dean or designate, the Faculty/School Society President or equivalent, and the ORT Coordinator prior to distribution.

Procedure

The purpose of this procedure is to set forth clear processes for developing and publishing content for Orientation Handbooks and Websites.

The ORT Coordinator will collect common information for inclusion in all Faculty/School or Group Handbooks and Websites. Common content must include the following:

- x a schedule of non-Faculty/School/Group orientation events, (c (/C2_01 (eso
- x information about the AMS and its resources,
- x a listing of student support services and their contacts,
- x alcohol education: safety information, accurate social norms, and resources to supp (ed)1 (u)1 (l (an)1m9

IX.

The standardized training for Orientation Committee Heads must include content on:

- x Risk management
- x Accessibility
- x Sustainability
- x Diversity, equity, and inclusivity in event planning
- x Academic event planning
- x Budgeting and sponsorship
- x Interfaculty relationships
- x Hazing prevention
- x Peer-to-peer leadership strategies
- x Introduction to Senate Policies and SOARB procedures

The standardized training for Orientation Week Leaders must include, but is not limited to, content on:

- x Student leaders roles and responsibilities
- x Orientation schedule and activities
- x SOARB expectations and recommendations
- x How to make events physically accessible, inclusive and discrimination free
- x How to identify, approach and refer a student in distress or need of mental health support
- x How to talk about, raise awareness of and discourage alcohol misuse
- x Student Code of Conduct and expectations for behaviour, including hazing
- x Goals and objectives of Orientation
- x Interfaculty relations
- x Accessibility
- x Diversity, equity, and inclusivity
- x Resources available on campus
- x Sexual health and consent
- x Emergency procedures
- x How to be a leader post-Orientation
- x Local community engagement and responsibilities during Orientation Week
- x Orientation Leader Contract

Standards

Queen's University Student Code of Conduct

http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslcwww/files/files/policies/senat_eandtrustees/Code_of_Conduct_final_2008.pdf

Ontario Human Rights Code

https://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90h19_e.htm

Accessibility for Ontarians with Disabilities Act

http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm

X. Orientation Committee and Leader Recruitment, Screening, and Selection

Policy

The purpose of this policy is to communicate clear expectations for Faculty/Group Orientation Leader recruitment, screening and selection.

The recruitment process for Orientation Committees and Leaders must be competitive, fair, and transparent.

The ORT Coordinator will send names of hired Faculty/School/Group student leaders to the respective Dean or designate to confirm that all named are students in good academic standing at the University by the first day of Orientation Week

The Dean or designate will check the academic records of student leaders by August 15th and inform the ORT Coordinator of any students not eligible due to their academic standing.

The ORT Coordinator will inform the respective Orientation Committee Head, who is responsible for informing the student leader within two business days.

The signing of the Contract for Orientation Week Leaders must be completed by all Leaders and Committee Members at the end of pre-week training run by ORT. The contracts will be retained by ORT.

XI. Group Orientation Week Uniforms

Policy

The purpose of this policy is to communicate clear expectations and parameters for all Faculty/Group Orientation uniforms worn during Orientation Week.

Faculty/School or Group uniforms are permitted however they must be designed to foster pride in the Faculty/School or Group.

Orientation t-shirts and coveralls are considered uniforms.

Uniforms must be vetted by the Orientation Committees and the ORT executive.

All uniform designs, including artwork, lettering and slogans must be approved by the three required signatories as well as the Queen's University Trademark Licensing Program Coordinator.

Procedure

The purpose of this procedure is to communicate clear processes for adhering to the expectations and parameters set out for Faculty/Group Orientation uniforms worn during Orientation Week.

ORT Executive will allocate specific t-shirts colours for each Faculty/School or Group.

The ORT Executive will determine any restrictions on size, colour, or placement of designs as well as determine the number, size, colour, and placement of sponsor logos.

Faculty/School or Group Orientation Committee Heads will vet all uniform designs, including artwork, lettering, and slogans through the sequential approval process. The three signatories in the approval process, in order, are Faculty Society Presidents, the Dean or designate, and finally the ORT Coordinator.

After vetting through the sequence approval process, the design, artwork, lettering, and slogans must be sent to Queen's University Trademark Licensing Program Coordinator for approval.

Only after all signatories and the Trademark Licensing Coordinator have approved the uniform details, will the ORT Coordinator then process the clothing order.

Standards

Trademark Licensing Program

XII. Exemptions

Policy

The purpose of this policy is to outline rules for request for exemption to Orientation Week policies as set out in this manual.

It is the preference of the Board that Orientation organizers adjust planning and create an event that does not require an exemption rather than seek exemptions.

Orientation Committee Heads will prepare a formal request to SOARB, outlining the evidence and rationale for the request, including commentary and recommendations from Environmental Health and Safety and any other supporting documentation.

The written request will be submitted to the Secretary of SOARB who will circulate the request to Board members.

The Board will discuss the request and shall invite the Orientation Committee to attend a SOARB meeting where the exemption is being discussed. Following the presentation and question period by the Orientation Committee, SOARB will discuss and vote on whether or not to approve the exemption, with or without conditions. Previous success obtaining an exemption should not be considered a guarantee of future success.

SOARB will deliver its decision with relevant details of discussion in writing to the Orientation Committee Head, copying Environmental Health and Safety and the relevant signatories.

SOARB will consider exemptions granted for two consecutive years more broadly upon request from the relevant Orientation Committee to determine whether they should amend policies and procedures, including revision of the prohibited list of activities.

Previous success obtaining an exemption should not be considered a guarantee of future success.

XIII. Hazing and Other Inappropriate Behaviours

Policy

The purpose of this policy is to outline rules for handling alleged hazing activities either directly observed by SOARB members or reported to SOARB in its capacity as a review Board.

This policy applies to alleged hazing activities by (B)3 (o)16 v3 (c)ito alon-1 (t) irriiae op (b)1 (2) d (1) -2I (E)4

Senate Policy on Student Appeals, Rights, and Discipline⁴. There is no time limit for SOARB to receive and act on information about behaviour that occurred during Orientation Week.

Procedure

The purpose of this procedure is to outline the process for handling alleged hazing activities directly observed by SOARB members or that come to SOARB's attention in its capacity as a review Board.

Before Orientation Week

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Internal Affairs under the AMS Non-Academic Discipline System, in accordance with the Senate Policy on Student Appeals, Rights, and Discipline⁵.

If SOARB votes in favour of filing a complaint, the Co-Chairs will initiate the complaint on behalf of the Board, in accordance with the Policy on Student Appeals, Rights and Discipline.

The Board will, at the same time, discuss whether it should exercise its authority to impose any additional restrictions, including Terms of Probation, consistent with its regulatory functions and responsibilities as outlined in its mandate. Whether or not a complaint is filed, the Board will discuss and agree upon appropriate follow-up actions to reduce the risk of repeated violations of Spirit with Responsibility, the Contract for Orientation Leaders and the Queen's Student Code of Conduct.

Standards

Queen's Student Code of Conduct
Contract for Orientation Leaders
SOARB Terms of Probation
Student Appeals, Rights and Discipline Policy
Canadian, provincial, and municipal laws

⁵

http://www.queensu.ca/secretariat/sites/webpublish.queensu.ca.uslclwww/files/files/policies/senateandtrustees/SAR_D_Policy.pdf

XIV. Terminating a Leader Contract

Policy

The purpose of this policy is to outline rules for “de-leadering” or terminating an Orientation Week leader contract.

This policy applies to the behaviours of Orientation Leaders during Orientation Week that would warrant terminating a leader contract (“de-leadering”).

Behaviours that may warrant de-leadering, include, but are not limited to

- x behaviours that contravene the Senate policies and SOARB procedures.
- x activities that deviate from planned and sanctioned events and which place any student at risk of physical or psychological harm (e.g., hazing and violations of Spirit With Responsibilitythe Contract for Orientation Leaders and the Queen’s Student Code of Conduct.
- x non-compliance with direction given by the ORT Coordinator, Campus Security, or Environmental Health and Safety or their designate.
- x non-compliance with the Orientation Leader Contract or the Student Code of Conduct.

Suspected violations of the aforementioned behaviours must be reported to the ORT Coordinator and the appropriate Orientation Committee Head, who both have the authority to de-leader. Although only the ORT Coordinator and Orientation Committee Heads have the authority to de-leader, SOARB and other Orientation Week partners may make recommendations to de-leader. 31 (ds)-1

To request that SOARB consider lifting the probation earlier than the specified two year requirement, the group on probation must present their case to SOARB. In their presentation, the group must explain how they met or exceeded the expectations outlined in the notice of probation and why that should compel the Board to lift the probation.

The Board will discuss the information presented by the group and determine whether the group has sufficiently, and to the Board's satisfaction, made changes that warrant early lifting of the terms of probation.

XVI. Spirit with Responsibility Guide for ORT

Spirit with Responsibility is an informational AMS document reviewed and updated annually by the ORT Coordinator. This update happens following the approval of the annual SOARB report to Senate on Orientation Week.

Spirit with Responsibility serves as a summary of and guide to current Orientation policies and procedures for Faculty/School or Group Orientation Committees.

Spirit with Responsibility is comprised of two parts: the first is the guide to current Senate approved policies and procedures; the second part consists of appendices of relevant supporting documents necessary for consistency in planning standards for Orientation Committees. The appendices may include, but are not limited to, the following ORT forms:

- x Fee and Slogan Approval Form
- x Centralized Resource Order Form
- x Equipment Request Form
- x Incident Report Form
- x De-Leadering Form
- x Alcohol Form

The **Spirit with Responsibility** Appendices may also include the following relevant Senate and AMS documents for informational purposes:

- x University Student Code of Conduct
- x Contract for Orientation Leaders and Executives
- x AMS Policy Manual 2, Section 1, Part D: Orientation Roundtable
- x SOARB Terms of Reference
- x Goals and Objectives Orientation Week Training

It is the responsibility of the ORT Coordinator to ensure **Spirit with Responsibility** aligns with current Senate-approved Orientation policies and SOARB-approved procedures. Once updated, it will be made readily available to Orientation Committee Heads who will be responsible for making their Orientation Committee members familiar with its contained policies and procedures before Orientation planning begins.

Appendix I

Student Experience Office (SEO) Procedures for University Orientation Days

In planning, coordinating and implementing events/activities for University Orientation Days, the SEO has the following supporting procedures in alignment with Senate-related policies:

- I. Developing and Amending Orientation Week Policies
 - x Any proposals to add or amend Senate-related policies relevant to SOARB will be brought to the attention of the Secretary of SOARB
- II. Orientation Week Schedule of Activities
 - x The SEO will schedule University Orientation Days
- III. Risk Mitigation and Management of Orientation Week Activities
 - x The SEO will mitigate and manage any risk associated with activities during University Orientation Days in a manner consistent with related Senate policies
 - x Relevant professional and student staff must:
 - o Receive risk assessment training from Environmental Health & Safety (EHS)
 - o Be aware of prohibited orientation activities and behaviours
 - o Assess risk and develop risk mitigation strategies for relevant events
 - o Submit all events that are assessed as medium or high risk for review by the VP/Dean of Student Affairs (DSA) designate and the Director of EHS
- IV. Approvals for Orientation Week Activities
 - x University Orientation Days activities planned by the staff in the SEO must be approved by the Manager of Student Experience and the designate to the VP/DSA
- V. Academic Events during University Orientation Days
 - x Any Faculty/School-specific activities during Orientation Week will be developed in consultation with the Faculties/Schools
- VI.

IX. Staff and Volunteer Training

- x Relevant student and professional staff in the SEO, as well as front-line student

Appendix II

Contract for Orientation Leaders and Executives

Orientation for Queen's students is a welcoming and inclusive activity. It is critical and mandatory that all incoming students should never be made to feel inferior or subordinate. First year students have the freedom to choose to participate in activities during Orientation Week. Differences in gender, race, ethnic origin, sexual orientation, religion, and abilities are to be treated with respect and sensitivity. Students must be free to act as individuals and should not be expected to behave in any particular way to be accepted. Students are entitled to their private space and time.

Orientation Week runs from

By signing this form I confirm that I am not on academic probation.

By becoming a Leader, and signing this Code of Conduct, I assume these responsibilities of leadership voluntarily. I am aware that failure to abide by this agreement will place the actions in question under

Appendix III

Senate Orientation Activities Review Board Notice of Probation

As stated in Queen's University Senate Policy:

SOARB has the responsibility and the authority to ensure that the planning, organizing and conduct of the Queen's Orientation

- x behaviors that seriously threaten the student-run history and nature of Orientation Week
- x willful negligence in implementing SOARB recommendations.

This probation will take immediate effect. Any Orientation Week planning, hiring, training, or related activities for Orientation Week (year) must be suspended until the detailed terms of probation can be communicated to (group).

Following the delivery of the Terms of Probation, SOARB will meet with you to clarify the strategies for remediation. Probation is for a two year term and the lifting of probation is contingent on the group's ability to demonstrate, to the satisfaction of the SOARB, that all Orientation Week activities are aligned with the Student Code of Conduct and all Orientation Week policies.

Below is the probation procedure from the manual

SOARB will meet at their earliest opportunity following Orientation week. Based on SOARB event review, and feedback from University and community partners, SOARB will decide, if necessary, to place a Faculty/School/Group on probation. Decisions to impose probation will be made within the first two post-Orientation Week meetings.

The terms of probation will be established by SOARB and communicated to the Faculty/School/Group Dean and to Senate.

Assuming that no violations necessitate earlier review, the terms of probationary status will be reviewed by SOARB during the regular debriefing cycle. Modifications, including removal of probationary status, will be made at that time. At the end of the two-year probationary term the Faculty/School/Group Orientation will be reviewed and a report will be issued publicly.

To request that SOARB consider lifting the probation earlier than the specified two year requirement, the group on probation must present their case to SOARB. In their presentation, the group must explain how they met or exceeded the expectations outlined in the notice of probation and why that should compel the Board to lift the probation.

The Board will discuss the information presented by the group and determine whether the group has sufficiently, and to the Board's satisfaction, made changes that warrant early lifting of the terms of probation.