



# WENATCHEE VALLEY COLLEGE

## RESIDENCE HALL HANDBOOK AND CONTRACT

Return the contract with your signature and your  
\$250.00 deposit check to:

WVC Residence Life Coordinator  
Wenatchee Valley College  
1300 Fifth Street  
Wenatchee, WA 98801

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## WELCOME

Welcome to the Wenatchee Valley College residence hall. Residence hall living provides students with the opportunity to interact with many different people. This in turn requires a certain sensitivity to and acceptance of the rights of others. Most college students find that the positive experience of learning to live with other people, their habits and preferences, enriches their lives. This is accomplished by cooperation, compromise and courtesy within the group living situation. Your residence hall experience can prove to be as valuable as any academic experience. Staff support and resources can assist you in solving problems as you go through the academic year.

## GENERAL HOUSING INFORMATION/ELIGIBILITY

Residence hall life will provide you with the opportunity to develop new friendships and strengthen personal qualities. It is a time for you to become acquainted with the community and adjust to the college environment. We have included all residence hall information in this handbook. Residents are required to purchase a meal plan available from our food service supplier. Coin-operated washers and dryers are also available in the residence hall.

Please review this handbook thoroughly as you will be held accountable for its contents. You will be required to sign the **WVC RESIDENCE HALL CONTRACT TERMS & CONDITIONS** form found at the end of this document. This will become the contract between you and Wenatchee Valley College with regard to the terms and conditions of occupancy in the WVC residence hall.

### Terminology

WVC Residence Hall: ...the residence hall facility.

RA: (Resident Advisor)... para-professional staff living in the residence hall with the residents. Supervised by the RLC

RLC: (Residence Life Coordinator)...the full time professional staff responsible for the day-to-day operation of the facility and direct supervisor of the Resident Advisors. Supervised by the Director of Student Programs.

Director of Student Programs: full time professional staff person with general oversight of the residence life program. Supervised by the Vice President of Student Development.

Resident: student living in the WVC residence hall

Residence Life Staff: the RLC, RAs, Director of Student Programs.

### Eligibility

To be eligible to live in the WVC residence hall, you must maintain at least five college credits. Failure to maintain five college credits may result in dismissal from the residence hall. There are no on-campus housing facilities for married couples. Execution of the **WVC RESIDENCE HALL CONTRACT TERMS & CONDITIONS** document does not guarantee that you will be assigned a room in the WVC residence hall. Students whose conduct is not conducive to group living and a learning environment may be denied admission to the WVC residence hall. Qualified students for whom space is not available will be placed on a waiting list and notified of their status. Registered Sex Offenders (Levels I, II, III) are not eligible to live in the WVC residence hall.

### Address and Phone Numbers

Since room assignments are made only a week or two before check-in, your room number and keycard will be given to you on the check-in date and not before. Mail should be addressed directly to the WVC residence hall address, not to the college. In some cases, mail addressed to the college will cause a delay and, possibly, the return of the mail to the sender. Your mailing address and phone numbers are as follows:

Name of Student  
C/O WVC Residence Hall  
Room #  
1409 Fifth Street  
Wenatchee, WA 98801

When students move out of the WVC residence hall, they need to notify all businesses and persons of their change of address. The post office will not forward mail with a change of address form because it is a college facility.

### Immunization

Documentation of student immunization status is essential to ensure the health and safety of WVC students who reside in the WVC residence hall. Documentation of immunization history is required prior to moving in.

### Insurance

Property: Information about WVC's Student Personal Property Insurance Program is available from the RLC (see Loss of Damage to Student's Personal Property below).

Health: Wenatchee Valley College strongly recommends that all students have some form of health insurance to defray the substantial costs associated with serious accidents and illness. For more information, including information regarding health insurance policies contact the WVC business office at 509-682-6516

### Checking Out

When you vacate your room, it is required that you turn in your check-out form and your keycard(s) to the residence hall staff prior to your departure. You are responsible for any damages, missing items, and/or cleaning charges pertinent to your room (see Damages). See your RA for the appropriate check out forms. If you are leaving at the end of the quarter, make an appointment with the RLC by Friday of the week before finals. Students who do not plan to continue through the following academic quarter must check out no later than 4 p.m. on the Friday of finals week. Students who check out after 4 p.m. are subject to a daily fee charged for each day of the break period beginning Saturday following finals week and ending the day before move-in day of the following academic quarter. This fee is in addition to the contract breakage fee.

### Checking Out, Improper

Any time you fail to check out properly, you will be subject to an improper check out fee of \$35.00. These improper procedures include, but are not limited to:

1. Switching rooms and/or keycards without permission of the RLC. In this case, you may also be required to move back to your assigned space and pay room charges for both rooms.
2. Failing to check out of your room by the prescribed date and time.
3. Vacating your room without going through the check out procedure. Room and board charges will accrue until you officially check out.
4. Leaving trash and other non college issued items.

### Absence from the Residence Hall

If you become ill, are involved in an accident or for some other reason are going away from the residence hall for more than one day, please inform your RA so that staff will know how to contact you.

Residence Life staff occasionally receive calls from residents' parents/guardians regarding their whereabouts. By informing your RA of your travel plans, etc., you enable us to keep your family informed in the event of an emergency.

### Quarter Breaks

For students who continue their residence in the residence hall over break periods there will be no additional charge for students who are enrolled and continue their residence for a minimum of two weeks during the following academic quarter. Students who are not eligible must check out no later than 4 p.m. on the Friday of Finals Week, or be subject to a daily fee for each day they have not checked out. Dining services are NOT available during these breaks. If you remain in or return to residence hall when they are officially closed for Winter Break, you will be considered trespassing and will be instructed to leave the building and not to return until it is officially opened. You will be charged a premium daily rate and the \$35.00 student access fee for any time spent in the hall without authorization, and you may be subject to disciplinary action.

### Accessing Your Room during Breaks

Residents of the WVC residence hall have access to their room during break periods. Residents who need to access their rooms but cannot due to lost/misplaced keycards, should contact the RLC or designee for access. No access is allowed to non-residents.

### Meal Plan

Food service is operated by the Alley Café of Leavenworth, WA and is located in Van Tassell Center. Residents can purchase a “flex-pass” meal card each quarter. This will serve as a kind of debit card that may be used to purchase food items in the campus café. The card can be reloaded as necessary.

### Meal Plan Bonus

Residents purchasing “flex-pass” meal cards will receive the following bonus;

1. \$250 purchase = 5% bonus (\$262.50 is loaded on the card)
2. \$500 purchase = 10% bonus (\$550.00 is loaded on the card)

Hours of Operation for the Alley Café at WVC;

- Monday-Friday: 7:30am-5:30pm
- Saturday: Closed
- Sunday: Closed

### Rooms and Furniture

You will be assigned an extra long twin bed, desk, chair, wardrobe and a chest with three drawers. A refrigerator and microwave are located in each common area, but you may choose to have your own mini-fridge and a microwave in your room. Hotplates are not allowed. For your room you will need the following items: sheets, blankets, mattress pad, pillow, pillow cases, towels, washcloths, hangers, study lamp, wastebasket and personal belongings. No furniture is to be taken from the lounge area.

## GENERAL POLICIES AND PROCEDURES

All students must comply with the college policies and procedures that are contained in the current college catalog and the current ASWVC student handbook. Students living in the WVC residence hall are also subject to additional regulations, policies and standards as outlined in the residence hall policies and procedures set forth in this handbook and those adopted by residence hall student organizations. Failure to comply with college and residence hall regulations may be grounds for disciplinary action as deemed appropriate by the RLC and the director of student programs.

### RESIDENCE HALL POLICIES AND PROCEDURES

As much as possible, we want the WVC residence hall to be a home away from home for each resident. The regulations listed include only those that are necessary for a cooperative operation such as this. By working together, an atmosphere which is conducive to wholesome living and successful academic work can be created. If you have any problems, discuss them with your RA or the RLC.

#### Guest Policy

Residents of the WVC residence hall are responsible for the conduct of their guests. It is incumbent upon each resident to see that their guests observe all residence hall and college regulations. Guests are welcome in the lounge area and residents' rooms between the hours of 9:00 a.m. and 11:00 p.m. Sunday through Thursday and until 12:00 midnight on Fridays and Saturdays.

Residents wishing to accommodate overnight guests may do so, provided they have the permission of their roommate and have checked guests in with the RLC *IN ADVANCE*. There is a one guest per resident limitation and guests are not permitted to stay more than two consecutive nights or more than 5 nights per quarter. Guests exceeding this limit will be charged a \$40 per night room fee and will no longer be allowed to visit the residence hall.

Guests of residents are to abide by the ASWVC code of conduct while in the WVC residence hall. Failure or violation of the college student code of conduct by the guest will be cause for immediate removal, the guest will no longer be allowed to visit the WVC residence hall and the resident may lose privileges as well.

#### Solicitation and Commercial Activity

The WVC residence hall may not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives. These activities must be sanctioned by the president or designee.

#### Sports and Recreational Activities

Sports and other recreational activities (i.e., riding skateboards or scooters, throwing balls, etc.) are not appropriate inside the residence hall. Due to the noise and potential for damage created, please do not bounce, hit, or throw balls indoors.

#### Storage

THERE IS NO STORAGE AVAILABLE IN THE RESIDENCE HALL.

#### Theft

The college cannot accept responsibility for damages, theft, or loss of monies, valuables, or other personal effects of the occupant. Students should consider purchasing insurance to cover these risks or the extension of a parent's insurance for this purpose. All suspected incidents of theft will be reported to law enforcement officials for investigation and prosecution. In addition, any person who commits theft of the property of another will be subject to immediate dismissal from the residence hall and/or subject to other disciplinary action by the college.

### Personal Safety

Safety in the WVC residence hall means protecting people and property. Wenatchee Valley College is a great place for students to learn and grow. But like any other community, WVC can have its share of accidents, crimes and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings and fellow students. Campus safety depends on everyone, including you.

**KEEP YOUR DOOR LOCKED!!** Leaving it open for even one minute is an invitation to robbery or attack. Always lock your room when you go to bed at night. Even if you take a short nap during the day, make sure the door is locked. Always find out WHO is knocking before you open the door. Never leave doors propped open (your room door or the outside doors in your building).

**KEEP YOUR KEYCARDS SAFE!!** Don't lend your keycard to anyone. Don't leave keycards lying around in your room or lounge areas. If your keycard is lost or stolen, report it to your hall staff immediately. Your keycard will be deactivated and you will need to pay a \$10 replacement fee to the cashier and request a replacement.

Fire codes and safety standards prohibit hanging anything from your windows, balconies or building exteriors (e.g., birdfeeders, banners, etc.).

### Loss or Damage to Student's Personal Property

Wenatchee Valley College strongly recommends that you take all necessary precautions to protect your own personal property. Personal property is vulnerable to all kinds of loss and damage. Examples include theft, water damage, fire, and sudden weather change. You are urged to take valuable personal property home with you at quarter breaks. Don't leave valuables unsecured in rooms, and keep room doors locked at all times.

The college assumes no responsibility for loss or damage to any resident's personal property from any cause. The college strongly recommends that you obtain insurance coverage by purchasing a renter's insurance policy or verifying that coverage is available under your parent's homeowner's insurance policy.

### Decorating/Personalizing Your Room/Space (holidays included)

Creating a "home" while living in the WVC residence hall makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads and/or posters help personalize the room. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done in decorating your room (or by removing decor at the end of the year) will result in a charge. The furniture provided by WVC to student rooms must remain in the room. Storage space is unavailable.

You may not paint your room. The painting is done by WVC maintenance staff. If the painted walls in your room are in need of repair, please fill out a Maintenance Request form or contact your RA. If you believe personal items in your room have been damaged by painters, contact your RA to fill out a claim.

Because the exterior of your room door faces a public living space, exterior door decorations need to be in good taste and must not create a harassing/hostile living or working environment. If you post decorations that prompt significant community disruption, you will be requested to move the item(s) to the interior of your room.

### Demonstration Policy

You may not participate in a demonstration that materially and substantially disrupts the work or normal operations of the WVC residence hall.

### **Disruptive Behavior**

Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, obstruction and/or other conduct which threatens or endangers the health or safety of any person is prohibited. You are expected to cooperate with one another, with residence life staff and other WVC officials. Students who do not cooperate with WVC officials (including law enforcement officers), acting in the performance of their duties, will face disciplinary action. Providing false identification or information, as well as failing to complete sanctions, is also prohibited. For more information see the Code of Conduct in the ASWVC student handbook.

### **Quiet Hours**

In order to foster an atmosphere of study and to provide a measure of privacy, the following policies have been established:

“Quiet hours” are as follows (radios, stereos, conversation, etc. not to disturb others): 9:00 p.m. to 9:00 a.m., Sunday through Thursday, 12 a.m. to 9 a.m. on Friday and Saturday.

“Very Quiet” hours are as follows (respect the rights of others by being VERY quiet): 11:00 p.m. to 9:00 a.m., Sunday through Thursday.

24 hour quiet hours begin at noon the day prior to finals and continue through 5:00 p.m. on the last day of finals.

During these hours, students are free to use the lounge areas or converse in their rooms, provided they do not disturb those wishing to study or sleep. On the first violation, the resident will receive a warning from the residence life staff. Second offenders will be referred to the RLC and subject to sanctions. On the third offense, the RLC will impound equipment for one week. The fourth offense will lead to immediate dismissal from the residence hall.

### **Roofs, Windows, and Ledges**

Because of the potential danger to yourself and others, you are expected to stay off residence hall ledges and roofs. If you are found on a roof, you will face a \$100 charge in addition to disciplinary action. Climbing through windows, on the sides of buildings or other interior ledges is also prohibited. If items need to be retrieved from a roof area, you should contact your RA.

### **College Property**

Be alert when using college furniture and equipment. Help protect it from theft, unauthorized use, or vandalism. Report any suspicious activity to your hall staff. In the long run, you and other students help pay for college property, so it makes sense for you to help protect it!

Use of the common area should be inclusive of other residents using the space. When conflicts arise, staff can assist in facilitating a resolution.

The cleaning and re-setting of a common area is the responsibility of those using the area. Overnight sleeping is not permitted.

### **Common Space Use for College Functions:**

On rare occasions, common spaces within the residence hall are used for college functions (e.g. to promote WVC to prospective students, for academic advising, etc.). College staff organizing these functions will communicate with residence hall staff regarding these activities to avoid scheduling conflicts and to minimize inconvenience for residents.

### Common Area, Lounge Use, Outside Landscape

The lounges (hereby referred to as "common areas") within residence hall provide living spaces for students to study, to relax and to gather with other residents of their community. Peer interaction, especially regarding academics, is a valuable component of students' educational experiences. Residents wishing to organize activities for their hall can contact their RA or the RLC.

Common areas are to be used according to the priority order below:

- staff-initiated/sponsored programs;
- hall/resident activities;
- residents' academic use;
- residents' other social or recreational use.

Furniture in the lounges and other public areas of your residence is for use by all residents and their guests. Removal of furniture from public areas makes it unavailable to other residents. As a result, students moving furniture from any area of the building will be subject to conduct proceedings, may be prosecuted for theft, and may be responsible for financial restitution.

### Computers

The WVC acceptable computer use policy is available in the ASWVC student handbook and at [www.wvc.edu](http://www.wvc.edu). This policy governs the use of WVC computers on the college campus. Violations can be subject to prosecution and/or loss of student access to any computer network affiliated with Wenatchee Valley College. Students may not modify, reconfigure or tamper with any computer hardware or software, nor may they attempt to gain unauthorized access to any computer network. Attempting unauthorized access to computer networks is a violation of both state and federal laws. Intentionally introducing a computer virus into any Wenatchee Valley College computer system is a violation of both state and federal laws. Any use of WVC computers must comply with the State of Washington's Community and Technical College Network Acceptable Use Policy. Accessing obscene, abusive or highly offensive material is not allowed.

### Elevators

Those found responsible for tampering with an elevator or engaging in reckless or dangerous behavior that places themselves or others at risk, will face severe disciplinary action.

### Damages

Residents of the WVC residence hall are responsible for any damages in the facility. Each resident is responsible for the well-being of his or her own room and, should any damages occur, will be financially responsible. The RLC can require immediate cash payment for any damages. In the event that a resident is unable or unwilling to pay, parents will be contacted for payment. In the event that cash payment is not required, the amount will be deducted from the resident's damage deposit. **RESIDENTS ARE RESPONSIBLE FOR DAMAGES DONE TO THEIR ROOMS REGARDLESS OF WHO ACTUALLY DAMAGES THE PREMISES.** If the guilty party is identified, however, he or she will be held responsible. Residents who are found guilty of malicious destruction will face college disciplinary action in addition to being responsible for payment of repairs. **Damages to general use areas and damaged or stolen furnishings and equipment will be assessed in equal portions to all residents.** Financial obligations may preclude further residence in the WVC residence hall, and grades, transcripts, or class registration may be withheld.

## DISCIPLINE

Violation of the WVC residence hall policies may result in eviction from the residence hall, loss of room deposit, and/or college disciplinary action. In addition, all suspected criminal incidents will be reported to the appropriate law enforcement agency for investigation and prosecution.

For violations of any WVC residence hall policies, the college may take the following disciplinary actions:

### First Offense

The first offense may be handled by a written incident report to the RLC. The student may be placed on warning by residence hall staff. The student may be required to either work 15 hours in residence hall repairing minor damages and/or cleaning areas used by all students (including bathrooms), or pay a \$35 fine. The fine shall be used to replace items used by residence hall occupants.

### Second Offense

The second offense may be referred to the RLC. The student may be placed on probation by the residence hall staff. The student may be required to either work 30 hours in the residence hall as described above, or pay a \$50 fine to be used as described above.

### Third Offense

The third offense may be referred to the RLC. The student may be required to either work 45 hours in residence hall as described above, or pay a \$75 fine to be used as described above.

**Notwithstanding the foregoing, the college retains discretion to impose more serious discipline for any violations, depending on the nature of the offense. More information on ASWVC Student Disciplinary Procedures are available in the ASWVC Student Handbook.**

## Sexual Misconduct; Residence Life Staff Role

Residence life staff follow up on a disclosure of sexual misconduct is based on a number of variables including the nature of the incident, potential for harm to the individual/campus community, and the desire expressed by the individual making the disclosure. RA's are required to consult with the RLC or the director of student programs or the vice president of student development in all cases.

### Responses may include, but are not limited to the following:

Providing caring, non judgmental support and helping the student clarify what s/he would like to have happen. Additionally, the staff member will inform the student of counseling, medical, informal, and formal reporting options.

- Referring to medical or counseling services
- Consulting with appropriate college officials
- Providing educational programs within the impacted community
- Conducting initial, informal fact finding
- Conducting a formal investigation of situation
- Taking formal disciplinary/personnel action against the alleged perpetrator
- Making a report to police (including anonymous, third party and official reports)
- Informing the community about the potential harm to campus members
- If a student requests:
  - Assistance and/or provides information, but does not want an official response, the staff member will encourage them to access college support systems and discuss reporting options. Information about formal college action, the staff will provide assistance in connecting the student with appropriate college officials. A 24-hour line is available at 888-HELP. This phone line is for students seeking immediate assistance and support for violent crime and sexual assault.

If there is any reason to believe the safety of the student and/or other members of the college community may be at risk, the Residence life coordinator must consult with his/her supervisor and/or other appropriate college officials regarding the college's need to respond appropriately to ensure the safety of the campus community. Staff will make every effort to maintain confidentiality and will communicate with the student regarding any action initiated by the college.

### College Code of Conduct

Wenatchee Valley College expects that its students while living in the WVC residence hall will adhere to high standards of honor and good citizenship at all times. Students/WVC residents will conduct themselves in a responsible manner that reflects credit on themselves and the college. See page 20 of the ASWVC student handbook for more information the college code of conduct.

The WVC residence hall may not be used for commercial solicitation, advertising or promotional activities except when such activities clearly serve educational objectives. These activities must be sanctioned by the president or designee.

Mandatory Referrals - In cases where individuals have demonstrated inappropriate behavior due to drugs or alcohol, mandatory evaluation and treatment may be required as a condition of continuing to live in the WVC residence hall or remaining in Wenatchee Valley College

### Attire

Attire should be appropriate. Attire for meals in the cafeteria may be informal, but all diners are required to wear adequate and appropriate clothing and shoes.

### Automobiles

Auto batteries for powering stereo units are not permitted and auto repairs are not permitted in and/or on the WVC residence hall/parking lot.

### Bicycles/Motorcycles/Mopeds

Not permitted in the rooms. They are to be parked outside with locking devices. Bicycles, motorcycles, mopeds found inside the residence hall or in hallways, stairwells, and other public areas of the residence hall INCLUDING BICYCLES CHAINED TO WALKWAY RAILINGS OUTSIDE, will be subject to impound due to the hazard they pose to people exiting a building in an emergency and to those using wheelchairs. Bicycles must be removed from exterior racks prior to the end of the academic year or they will be impounded and disposed. Motorcycles and mopeds improperly parked or discovered inside college residence hall will be removed at the college's request. Students will pay the cost of impounding and storage. The college will attempt to notify students when the vehicle is impounded and students will be responsible for obtaining its release.

### Bulletin Boards and Posting

Any signs, posters or notices to be placed on official residence hall bulletin boards must be stamped "Approved for Posting" by the student programs office and be posted in such a way as to protect the facilities. Materials may be attached with low adhesive blue "painter's" tape or with thumb tacks on approved bulletin boards. Fun-Tak reusable adhesive and clear or "invisible" tape is not permissible. Signs are not allowed on any glass doors or windows, on any exterior marble-crete walls (for example, Van Tassell Center), or on unpainted brick such as the library. Chalk is not allowed on sidewalks. Unapproved items will be removed without notice. A free posting area, where approval is not necessary, is maintained on the outdoor kiosks located on the main campus.

### Candles and Open Flames

As a means of fire prevention, you are prohibited from using candles, incense or other open flame in residence hall rooms and adjacent areas. Exceptions for birthdays or religious purposes can be arranged in advance with the RLC.

### Changing Rooms or Floors

During the first two weeks of each academic quarter, room changes within the buildings or between buildings will not be permitted. After that period, changes must be approved by the RLC.

It is the hope of the residence life staff that you and your assigned roommate will be compatible. Getting acquainted takes time, so give yourself a chance to adjust to your new roommate and surroundings. If you find that your room assignment is not working out, contact your RA or the RLC. They will have up-to-date information regarding the proper procedures for changing rooms.

### Cooking

Cooking appliances such as “hot plates” or other open burner devices may not be used in the residence hall rooms. ***However, microwaves will be permitted, provided they are in safe working order. Electric popcorn poppers and “hot pots” with enclosed heating elements may also be used in your rooms.***

### Electrical Appliances

The use of electrical appliances with exposed heating elements and open coils are prohibited in student rooms and lounge areas. Electric blankets are strongly discouraged as they pose a severe fire hazard.

The use of space heaters is prohibited to protect the integrity of building electrical systems for life safety and to reduce the risk of fire. Residents may be charged for costs associated with resetting circuit breakers due to unauthorized electrical appliances. In the event of an extended breakdown of a building heating system, college owned space heaters may be distributed for a limited duration until building heat is restored. Residents in the building will be asked to reduce their use of other electrical appliances to keep from overloading the electrical service.

### Smoking/Tobacco

The inhaling, exhaling, burning or carrying of any lighted smoking equipment, including cigarettes, cigars, or pipes, is prohibited inside the WVC residence hall. The WVC residence hall is designated as a **no smoking** building. Smoking is not permitted within 25 feet of building doorways, outside air supply grills, windows, or where prohibited by signage. Violators may face a minimum of a \$100 fine. The use of other tobacco products, such as smokeless or chewing tobacco, in the WVC residence hall is also prohibited.

### Gambling

Any form of gambling is prohibited on WVC college property.

### Alcohol and Drugs

The WVC Board of Trustees has determined that Wenatchee Valley College will be an alcohol and drug free campus. The college has adopted and implemented a program to prevent the unlawful possession, use, or distribution of alcohol and/or illicit drugs by students and employees. This policy and prevention program is in concert with the Drug-Free Schools and Communities Act Amendments of 1989. Students are expected to comply with the policies, procedures and regulations established by the Board of Trustees. The use, distribution and possession of alcohol by students or employees in the WVC residence hall and the unlawful possession, use or distribution of illicit drugs by students or employees in or on residence hall property is prohibited. **All suspected incidents of use, sale, or distribution of drugs will be reported to law enforcement officials for investigation and prosecution.** Any violation of local, state or federal law regarding illicit drugs or alcohol may result in referral for prosecution and the imposition of penalties under the law.

The college will impose sanctions consistent with local, state and federal law and regulations adopted hereunder on students and employees found to have violated this policy. Such sanctions may include immediate removal from the residence hall, recommendation for completion of an appropriate rehabilitation program, expulsion from the college or termination of employment and referral for prosecution. Student disciplinary action will be initiated in accordance with the Washington Administrative Codes 132W-115-030 and 132W-115-080.

### Alcohol Abuse/Substance Abuse

Students abusing alcohol generally come to the attention of the residence life staff by exhibiting behavior that is not acceptable. They may be referred for counseling and/or the student conduct process. The residence life staff is trained to identify behaviors that are likely to be associated with alcohol or drug abuse. When drugs or alcohol are involved in policy violations, evaluation and treatment may be required, in addition to other appropriate disciplinary action. If evaluation indicates a drug or alcohol problem, treatment may be required in order for the individual to remain in the WVC residence hall or as a condition of continued attendance at Wenatchee Valley College.

Students may be referred for evaluation or treatment in any of the following ways:

- Self Referrals: This is the preferred method. Students may call and make an appointment to meet with a counselor.
- Voluntary Referrals: This type of referral involves a person identifying a problem in another and assisting that individual in making an appointment with a counselor or referral agency.

### Assault

Verbal, written threats or acts of physical violence will not be tolerated on college property or at college sponsored events. If you are involved in such behavior, you will face severe disciplinary action which may result in your removal from the WVC residence hall.

### Harassment

It is the policy of Wenatchee Valley College that harassment directed toward any individual or group on the basis of race, religion, color, national origin, sex, marital or parental status, sexual orientation, age, the presence of any physical, sensory, or mental disability, or Vietnam-era and disabled veteran status is a violation of the mission and propose of the district and shall not be tolerated.

Prohibited harassment shall include: verbal and written comments, slurs, jokes, innuendoes, cartoons, pranks, and all other physical and non-physical conduct or activity that can be construed as derogatory, intimidating, hostile or offensive, or any behavior or action, either physical or verbal which is sexual in nature and unwelcome, unwanted, or uninvited.

### Hazing and or Initiation:

Hazing is the conspiracy to engage in hazing or participation in hazing another. Hazing shall include any method of initiation into a student organization or living group, or any past time or amusement engaged in with respect to such an organization or living group, that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student or other person attending Wenatchee Valley College. Consent is not defense to hazing. Hazing is also a misdemeanor, punishable under state law.

There will be no conduct associated with initiation into a student organization, association or living group, or any past time or amusement engaged with respect to an organization or living group. Conduct may include embarrassment, ridicule, sleep deprivation, verbal abuse or personal humiliation. Consent is no defense.

## Sexual Misconduct

It is the responsibility and commitment of Wenatchee Valley College to provide a living environment in which you can live, work, and study free from sexual harassment, sexual intimidation, sexual exploitation and sexual assault. Residence life staff will take action to prevent and to eliminate inappropriate behaviors of this nature. Individuals who engage in this behavior will be subject to disciplinary action in accordance with WVC Residences' and College policies and may be subject to criminal and/or civil prosecution, including removal from WVC the WVC residence hall.

### Definition of Sexual Misconduct

Unacceptable sexual conduct is not limited to the extreme of sexual violence. Rather, there is a range of sexual misconduct that is unacceptable in WVC Residences. This includes but is not limited to sexual harassment, sexual intimidation, sexual coercion, sexual assault, and acquaintance or stranger rape.

### Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which has the effect of interfering with an individual's living/working environment and creating an intimidating, hostile, or offensive living or academic environment.

### Types of sexual harassment:

- Gender harassment: Persistent, unwelcome remarks based on gender;
- Sexual stereotyping. Serious or persistent unwanted sexual attention;
- Physical contact; sexually suggestive comments.
- Physical posturing: Threatening a person's free movement in any way.
- Display of sexually explicit visual material: Posters or pictures displayed in public use areas in the residence hall (e.g., outer door, windows facing out, hallways, etc.).

### Intimidation or Coercion

Sexual activity obtained by anyone who psychologically pressures or threatens, takes advantage of their authority role (a staff member) or abuses their role of trust.

### Sexual Assault and Battery

Attempted or actual nonconsensual sexual activity: unwanted sexual touching, attempting to disrobe a person without her/his willing consent.

### Rape

Unlawful sexual intercourse, including intercourse between people who are acquainted with each other, against the will of one participant.

### The Washington Criminal Code includes prohibitions against:

- Force or threats of force, including stranger rape and gang rape;
- Preventing a person from resisting by administering any intoxicant;
- Sexual intercourse with a person who is known to be unconscious of the nature of the act (e.g., sexual intercourse with a person who is sleeping, passed out, or blacked out from alcohol or other drugs);
- Sexual intercourse with a person who is incapable of giving legal consent.

### Trespass

You may be charged with criminal trespass if you knowingly enter or remain unlawfully in or upon the premises of another, if instructed to leave by a student, any residential staff member, or police.

### Vandalism

Students who vandalize property on college premises will face disciplinary action which may lead to removal from the WVC residence hall, as well as possible expulsion, and will be charged the full cost of a repair and/or replacement.

### Weapons

Wenatchee Valley College prohibits the unauthorized possession or use of weapons, explosives, firearms, dangerous chemicals, or other dangerous weapons or instruments on WVC property including but not limited to the WVC residence hall. Only duly commissioned law enforcement officers may be allowed to have firearms on campus.

## SPECIAL CIRCUMSTANCES

### Entry

The college reserves the right to have authorized personnel enter any unit for the purpose of inspection, repairs, or other official business, and when authorized personnel have reasonable grounds for believing established rules and policies are being violated, even in the absence of the occupant, and for reasons of health and safety. The rights of residents to privacy and to protection from unreasonable search and seizure shall be insured at all times within the above stated limits.

### Fire Safety

In the event of a fire, it is important to follow these procedures:

#### What to do

If you discover or suspect a fire, pull a fire alarm and leave the building by the closest safest exit. While exiting, make an attempt to warn your neighbors by banging on doors that you pass.

- When an alarm, a shouted warning, or the smell of smoke or fire has alerted you: keep low to the floor if there is smoke in the room. If smoke is not present, close your window.
- Feel the door with the back of your hand to insure that it is not hot before opening it. If it's hot, don't open it. If it isn't hot, open the door carefully. If smoke or heat is present, close the door and stay in the room. Seal the cracks around the door with whatever is handy (a wet towel, etc.). Call "911" and report that you are trapped. Be sure to give them your room number, address and location. If your phone doesn't work, hang a sheet, jacket, etc. out of the window to attract attention.
- If the hall is free of smoke or heat, close your door and exit immediately by the closest stairwell. DO NOT USE AN ELEVATOR! If the nearest exit is blocked, go to another exit.
- If all exits are blocked, go back to your room. Close the door, hang something out of your window and signal for help.
- Move quickly in a crouched position when escaping through a smoke filled corridor. Place a wet cloth over your face and head.
- Once outside the building, move away from the building about 1.5 times the building height, avoid standing beneath overhead electrical lines, and watch for vehicle traffic. When you reach the evacuation location, contact a staff member and give him/her as much information as possible.
- Do not reenter the building until you have been given the OK by police, fire officials or residence hall staff. THE SILENCING OF THE ALARM DOES NOT INDICATE THE BUILDING IS SAFE TO RE-ENTER! Never re-enter a burning building to save your personal possessions.

#### Evacuation Locations

Whenever the building must be evacuated (bomb threat, fire alarm), residents should be directed to the following location: ASSEMBLE IN THE SOUTHWEST CORNER OF THE RESIDENCE HALL PARKING LOT, DO NOT LEAVE THE AREA UNTIL DIRECTED TO DO SO.

### Mobility and hearing impaired students

Please notify fire/police/WVC maintenance or security of the location of permanent or temporary mobility or hearing impaired students. In case of fire the Wenatchee Fire and Rescue will prioritize your location for rescue considerations. The Special Populations Coordinator can assist persons with a disability in developing an evacuation plan.

### Fire Aisles and Exits

The Wenatchee Fire Department requires that all exit aisles, hallways, and stairs be kept clear of any obstruction. Items left in these areas will be subject to impound by the Residence life staff. Fire Doors in hallways and stairwells are to be kept closed at all times, unless they are held open by a magnetic device that releases the door when a fire alarm is activated.

### Phone Numbers

Emergency 911

Wenatchee Police 509-888-4200

Wenatchee Fire Department 509-664-3950

Wenatchee Valley College Campus Security (CWI) 1-800-377-3347

### Fire Doors

Many of the doors in our buildings are required to be "fire doors." This means that the doors are designed to block a fire from passing through that doorway for a period of time that is established by fire codes and regulations. Doorways into public corridors and stairwells are generally required to be fire doors. These doors must remain closed in order to fulfill their intended purpose (blocking fire). Student room doors that exit into these corridors must never be propped open when unattended. Doors which separate corridors into smaller areas and which connect to exit stairwells must never be propped open.

Students should not tamper with these safety devices. Evidence of tampering or disabling these devices will result in damage charges of at least \$250.

### Fire Safety Equipment

Any person who willfully tampers with or breaks any fire alarm apparatus or any firefighting equipment or gives, transmits or sounds any false alarm of fire is guilty of a misdemeanor. Any such violation will result in conduct proceedings and could carry a maximum fine of \$500 and six months in jail.

Extinguishers and alarms are for your use, should the need arise. The cost of refilling a misused extinguisher, as well as any damages resulting from an extinguisher being discharged unnecessarily, will be charged to whoever was responsible.

### Testing and Maintenance

ALL devices in the WVC residence hall are tested per the Wenatchee Fire Department. Different types of structures are tested under varying methods dependent upon height and occupancy. Smoke detectors are cleaned and tested annually. This coincides with the other mandatory confidence testing for the elevators and emergency generator systems. We are required to certify that these types of systems work in conjunction with the elevator recall system and on backup power. The system is also tested on battery backup power annually. Most of this testing for the more stringent requirements is completed in August and September of each year prior to the students moving in for Fall quarter.

A malfunctioning smoke detector may beep intermittently. A malfunctioning detector should be reported to your RA or by calling the RLC during normal business hours (8:00 a.m. – 5:00 p.m.). If the detector is causing a disturbance after-hours, contact the on-duty RA.

### Fireworks and Explosives

Fireworks, firecrackers and other explosives are prohibited in, on or around Wenatchee Valley College the WVC residence hall property. Possession of, igniting and/or throwing a fireworks or explosive in, or around the WVC residence hall or is strictly prohibited. If you are involved in this behavior, you can expect disciplinary action, probably resulting in eviction, and/or civil proceedings.

### Pets

Residents may not have pets in the WVC residence hall.

### Phone Numbers:

In the event that your parents cannot reach you for an **emergency**, a message can be left with the RLC at (509) 682\_6706, or, if the RLC is not available, a message can be left during office hours (8:00 - 5:00) with the director of student programs at 682-6865.

### Address Change

When students leave the residence hall, they need to notify all businesses and persons of their change of address. The post office will not forward mail with a change of address form because it is a college facility.

### Psychological/Personal Crisis

Wenatchee Valley has trained professionals on staff who can provide counseling and support for students experiencing difficulties in their day-to-day lives on campus. If you are experiencing difficulties, you may contact the Counseling Center or the Office of Student Programs during normal working hours. A member of the Residence life staff can help you to determine which service might best meet your needs. After working hours, you may contact a member of the Residence life staff.

As a resident, you may know of friends or neighbors who appear to be in need of assistance. Please contact your RA or the RLC if you want to help another student make contact with one of the services listed above.

If you exhibit behavior that indicates you may be a danger to yourself (including suicidal attempts or gestures, eating disorders, and substance abuse) or a danger to others (violent actions or statements), you may be referred for a psychological, psychiatric, medical, or alcohol/drug use evaluation. This evaluation may be required as a condition of remaining in the WVC residence hall. The results of this evaluation will be used to determine the best course of action for the individual and his or her residential community. You may also be required to enter into a behavioral contract in order to continue to reside in the residence hall.

### Public Safety

It is expected that WVC students are to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus.

Students who jeopardize the safety or security of other residents by propping or otherwise disabling exterior doors, or by letting unauthorized individuals into the building (intentionally or carelessly) will face disciplinary action.

**The college has a contract with a security company who patrol the campus facilities.** City, county, state and federal law enforcement officials have jurisdiction on campus.

The college recommends that residential staff should be contacted first in the case of minor infractions of college policies. To report any fire, personal injury, crime in progress, traffic accident or other emergency, see the emergency numbers chart on pg 16.

### Room Consolidation

If a roommate leaves during the course of the academic year, the remaining resident(s) will have the following options. Students will be notified of their available options during the consolidation period.

Move together with another student of the same gender who is also without a roommate (consolidate rooms). The RLC will outline this option and will note the locations of open spaces. Residents are then responsible for contacting others in their building to coordinate the move. Consolidation moves must be completed within one calendar week.

Be willing to accept a roommate at any time. Students must be ready to accept a new roommate when the RLC assigns someone to that space. This may occur at any time during the academic year. If a student refuses to accept the assigned roommate, the student may be charged double or triple the daily rate from the date when the student's roommate moved out, and may be subject to disciplinary action.

The room consolidation process begins the third week of the quarter, and is initiated by the RLC depending on need. Consolidation will be the same for all quarters. Students will not be forced to move from their present room to a new location more than once during the academic year unless such a move is made for student conduct reasons.

(PRINT AND MAIL THE FOLLOWING PAGES)

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**ROOMING STATEMENT**

The information provided below will assist the housing staff in making your room assignment.

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Name of Student \_\_\_\_\_ <sup>905-</sup> Student ID # \_\_\_\_\_ Date \_\_\_\_\_

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Student's Permanent Home Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

---

Cell Number \_\_\_\_\_ Email Address \_\_\_\_\_

---

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_ Class Level (FR/SOPH/Other \_\_\_\_\_

---

Parent/Legal Guardian's name \_\_\_\_\_ Home Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

Move in date (check only one):      Fall\_\_\_ Winter\_\_\_ Spring\_\_\_ Summer\_\_\_

Will you bring your car with you to WVC? \_\_\_\_\_ make: \_\_\_\_\_, color, \_\_\_\_\_,

License number \_\_\_\_\_, insurance number, \_\_\_\_\_ name and  
address of the registered owner \_\_\_\_\_

Special health problems or physical impairments that the college should be aware of:

\_\_\_\_\_

---

Name of Family Physician \_\_\_\_\_ Physician's Phone Number \_\_\_\_\_

Are you covered by group or individual health and/or accident insurance? \_\_Y \_\_N  
If yes, please provide the following information:

Insurance Co. \_\_\_\_\_ Policy Number \_\_\_\_\_

Subscriber's Name \_\_\_\_\_

Major field of study at WVC (MLT, Nursing, Radiologic Tech, AA Degree, etc.):

---

Varsity sports you will be involved in at WVC: \_\_\_\_\_

---

Student activities you would like to be involved in (i.e., intramurals, outdoor recreation, student government, choir, etc.) \_\_\_\_\_

---

Hobbies or things you enjoy doing: \_\_\_\_\_

---

Please indicate the name of any friend with whom you wish to room:

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If you are a returning sophomore with a room preference, indicate the room number: \_\_\_\_\_

Activities you would like the residence life staff to provide:

---

Rooms and roommate assignments are made by the office of residence life one week prior to the opening of the residence hall. Roommate names, room numbers and keycards will be given out the opening day of check-in, ***after the deposit and first payment have been made.***

Assignments are made in the following manner:

1. Applications received and approved before July 1 will have priority over those received after July 1.
2. Roommate preferences will be honored if at all possible.
3. Returning students will be given preference on room assignments and roommates.

It is the policy of Wenatchee Valley College to make room assignments without regard to race, color, creed, sexual orientation or national origin. Any request to the contrary will not be honored.

## WVC RESIDENCE HALL CONTRACT TERMS & CONDITIONS

This agreement shall be for one academic year (Fall, Winter, Spring). Students arriving in the Winter or Spring quarters will be assigned rooms based on availability and will sign a lease agreement for the remainder of the academic year. The undersigned certify that the WVC residence hall handbook and this contract has been read and understood and is a part of this agreement. The parent or legal guardian who executes this contract does hereby assume all financial obligations of said student and guarantees full payment thereof according to the terms and conditions of such contract. The undersigned agree to pay the following quarterly fees two weeks prior to the first official day of the quarter;

\* \_\_\_\_\_ Initials

- Housing fee of **\$1280.00**
- Technology fee of **\$55.00**
- Flex-pass meal card fee (minimum of \$250)

NOTE: If you are you receiving financial aid that will cover your tuition, fees and housing cost for the quarter, you do not need to pay your housing fee. Financial aid will automatically pay your housing charges 3 days before the start of the quarter for you. Any dollar amount left over after applying financial aid to housing charges for that quarter will have to be paid prior to the next quarter's registration.

In the case of "default in payment" as aforementioned, the undersigned agree to pay reasonable costs of collection for collection fees, state's attorney fees, as well as all court costs, if necessary. The undersigned understand that the collection fee is levied by the collection service used by the college.

If the undersigned fail to fulfill the conditions of the payment as stated above, the Undersigned understand that he/she faces eviction from the WVC residence hall until the account is made current. In addition, all debts or accounts with the college (financial aid, repayments, emergency loans, tickets, fines, and residence hall charges) must be paid before the end of each quarter. If not, your records are held. You will not be allowed to receive your grades or transcripts and you will not be able to register for the next quarter. The student's re-registration privileges are null and void, and all of his/her grades and transcripts will be held until college debts are cleared.

**Fee and Deposits** (Financial aid does not pay required deposits).

A \$250 check or money order made payable to Wenatchee Valley College must accompany the signed application to the WVC residence hall and will apply as follows:

1. \$50 will be a non-refundable application fee to the WVC residence hall.
2. \$200 will be held as a deposit to be used for assessed damages of the room and general residence area and will be refundable as set forth below. The deposit will not apply as partial room or board payment for any quarter.
3. Students must cancel their reservations in writing (email is acceptable) to the Office of Residence Life before August 15th or they forfeit the \$200 deposit.
4. Students wishing to move out of the residence hall before their annual contract has expired (regardless of graduation status) will forfeit their deposit and all housing fees paid for the current quarter.
5. The \$200 deposit will be refunded in full if:
  - a. The college does not have accommodations available, or
  - b. The college denies admission to the applicant.
  - c. If financial aid paid your housing fees, then all or part of the refund will go back to financial aid.

\* \_\_\_\_\_ Initials

**PAYMENT ARRANGEMENTS**

The WVC residence hall will be open for occupancy the week prior to the first day of classes. Residence hall fees must be received before entrance into the residence hall.

**TERMINATION OF CONTRACT**

The office of residence life reserves the right to terminate any contract of occupancy, WITH LIMITED NOTICE (24 hours) for the following reasons:

1. If the resident fails to conduct himself or herself according to residence hall rules and policies.
2. In the event of excessive destruction or damage to any residence hall property or property of other residents.
3. In the event of any action on the part of a resident which jeopardizes the health and safety of other persons.
4. Any action which unduly interferes with the use of said residence hall facility by other students or other authorized persons.
5. Termination from the college for academic or disciplinary reasons.

**NOTE: The entire deposit and residence hall fees are non-refundable if the contract is terminated for any of the reasons above.**

Receipt of this contract is hereby acknowledged. I certify that the above I have provided is accurate and that I have read and understand the rooming statement.

**Drug-Free/Alcohol-Free Agreement**

I (first & last name) \_\_\_\_\_ understand that all federal, state, local, and college community standards regarding the possession, use, consumption, or influence of alcoholic beverages and illegal drugs apply to me in this community and I agree to follow and obey such community standards.

I also agree to comply with the following specific statements:

1. I will not possess, use, be under the influence of, sell, share, or otherwise distribute alcohol or illegal drugs or controlled substances in or around the Residence hall.
2. I agree that hosting guests within my residence room or hall who possess, use, are under the influence of, sell, share, or otherwise distribute alcohol or illegal drugs or controlled substances in or around the Residence hall is prohibited and I, therefore, will not host such guests and will ask them to immediately leave the room and hall.
3. I understand that violation of this contract will result in college disciplinary action under the Wenatchee Valley College code of student rights and responsibilities, housing contract, and the Residence hall community standards.
4. I understand the violation of this agreement may result in my removal from the WVC residence hall.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Missing Student Policy and Procedure Confidential Contact Registration Form**

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Wenatchee Valley College to investigate any report of a missing student who resides on-campus.

Each student living in an on-campus student housing facility has the option to identify an individual to be contacted by the college and register confidential contact information in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

**If the resident student is under 18 years of age, and not an emancipated individual, you must complete this form and your emergency contact must be a custodial parent or guardian.**

New information

Updated/Corrected Information

*Please print legibly*

Student's Name: \_\_\_\_\_

Student's SID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Campus Housing Assignment: \_\_\_\_\_

**IN CASE OF EMERGENCY**

Contact: \_\_\_\_\_ 2nd Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

**Attention: If your emergency contact information changes, complete a new emergency contact form and submit it to the Residence Life Coordinator.** Download the form.

\_\_\_\_\_ I do not wish to identify an emergency contact person in accordance with the missing student notification policy and procedure.

I have read the Wenatchee Valley College missing student policy and procedure and understand that the individual(s) listed above will be contacted should I be deemed missing for more than 24 hours. I understand I am solely responsible for the accuracy of the information of my confidential contact and for updating this information as needed.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

