

EVERGREEN

Residential and Dining Services

Olympia WA 98505

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www.evergreen.edu/rad - rad@evergreen.edu

Alphabetized Policy List: 2008-2009

Access - Apartment

Residential and Dining Services reserves the right to enter your apartment/unit for any of the following reasons: Concerns you may harm yourself or others; cleaning, maintenance and pet inspections; emergency repairs; party visits and noise complaints. Evergreen Police Services have the right to enter your apartment/unit to issue a search or arrest warrant, or collect evidence of a criminal act.

Access - Family

Residential and Dining Services reserves the right to enter your apartment/unit for any of the following reasons: Concerns you may harm yourself or others; cleaning, maintenance and pet inspections; emergency repairs; party visits; and noise complaints. Evergreen Police Services have the right to enter your apartment/unit to issue a search or arrest warrant, or collect evidence of a criminal act.

Advertising/Posting

All advertising/posting must be confined to bulletin boards. Any advertising posted anywhere else will be removed.

Alcohol

Consumption or possession of alcohol by students in public areas of the College property is prohibited. Selling alcohol or soliciting donations for alcohol is also prohibited. Alcohol is totally prohibited in Substance Free and Freshman Housing for residents or guests. Residents and guests of legal age may consume alcohol in other private apartment/units.

Kegs are prohibited for any use.

Alterations

Altering an apartment/unit, including painting, removal of furniture or removal of any fixtures, is prohibited. Cost of restoration or damages will be billed to the occupant student account.

Alterations to Physical Space

Any alterations, modification or additions to the property or grounds are prohibited. Do not place additional locks on any door. No outdoor additions or construction of any kind is allowed. Removal of fixtures from the apartment/unit is prohibited. Painting apartments/units is prohibited. All wall repairs/painting must be completed by Residential and Dining Services staff.

Apartment/Unit Size

Apartment/unit size is based on family size. Assignment standards for Family Housing apartments are as follows: One bedroom: single parent with at least 50 percent custody of one child under the age of 10. Two bedrooms: single parent with more than one child, married couples or registered same-sex domestic partners with one to three children.

Application Fee

Each application must be accompanied by a one-time, \$45 non-refundable application fee. This fee will not be waived under any circumstances. It does not guarantee housing.

Assignment

Residential and Dining Services reserves the right to make all family apartment/unit assignments. You may be transferred to another apartment/unit if it means more efficient use of the facilities.

To receive a Family Housing assignment you must be admitted to the college and have paid your non-refundable application fee. At this time you will be placed on the wait list in one of these categories: Single student parent with one small child; single parent with children; married students with child(ren); or a student with a non-student spouse/partner, with child(ren). Wait-listed applicants are prioritized within each category based on the date you applied to the college and are assigned family units as space becomes available.

Students receiving a housing assignment must make a confirmation payment of \$250 by August 1. The payment will be applied to the first month's rent. A deposit and/or last month's rent are not required. Your rent will be billed quarterly in advance; monthly billing is available by request.

Business Use

Your apartment/unit is to be used solely as a residence. You are prohibited from operating any business for profit or nonprofit purposes from there.

Cancellation

You may cancel your assignment and receive a full refund of your confirmation payment at any time prior to being offered an assignment. Cancellations after an assignment has been made will be given a 50 percent refund. If you accept an assignment and cancel after August 15, there is no refund.

Candles

Candles are prohibited, except during power outages or if approved in writing for religious ceremonies.

Candles must be attended at all times and extinguished when the ceremony/power outage is over. You will be billed for any damage from candles.

Check-In Date

Check-In is on or after the first day of your contract. Current contract dates are located on the contract page.

Check-In Procedure

On Check-In day go to the Check-In location, with identification. During normal business hours, go to the Residential and Dining Services Office. For after hours Check-In, contact the on-duty Resident Assistant by calling Police Services 360.867.6832 until 11 pm. A courtesy phone located on the second floor of A Building may be used to contact Police Services.

Identify yourself; sign your Check-In Form. You will receive your keys, room inventory and address information card. Assigned students are the only ones able to sign the Check-In documents and receive keys.

Signing your Check-In Form means you agree to abide by all state laws, Thurston County ordinances and regulations, College regulations, the Student Conduct Code and Residential and Dining Services Contract and Policies.

After Check-In you are free to move in at any time.

Check-In Time

Check-In times and days vary by quarter: Fall Check-In is 9 am - 4:30 pm on the Saturday before Orientation Week. Winter and Spring Check-In is 10 am-2 pm on the Sunday before the start of the quarter. Summer Check-In varies depending on the term selected. Contact the Residential and Dining Services Office for specific summer dates. 360.867.6132.

Check-Out Date/Time

You must Check-Out before 12 noon on the final day of Fall or Winter quarter to avoid additional charges and/or penalties. Spring quarter you must Check-Out before 4 pm on the Saturday after Graduation. There is no late Check-Out. See Evergreen Academic Calendar: Dates at a Glance on the web for current-year dates.

Check-Out Procedure

Summary:

You must complete all of the following steps for proper Check-Out. Failure to do so may result in being billed for an improper Check-Out, lock-change charges, cleaning and/or damage charges.

Policy:

Complete a Cleaning and Damage Disclaimer Form with your roommates agreeing to cleaning and damage responsibility. Have your roommates and your Resident Assistant sign and bring the Cleaning and Damage Disclaimer Form to the Residential and Dining Services Office where it will be filed to clarify any potential billing issues.

Before you Check-Out update your forwarding address in Gateway or in person at Registration and Records. Remove all personal belongings from your bedroom and common areas; clean your

bedroom and common areas per your Cleaning and Damage Disclaimer agreements. Return all furniture listed on your inventory to its original location, trash can next to the desk, secure your window and lock your bedroom and front door. You are now ready to go to the Residential and Dining Services Office to return all keys and sign Check-Out forms.

After you have checked out, a staff member will assess the room for any cleaning and/or damages. If you want to be present during the assessment you need to request an appointment with your Resident Assistant before Check-Out. There are no assessment appointments after the Tuesday of June Evaluation Week.

If you Check-Out within 30 days of the end of the quarter, you will be billed for the remainder of the quarter's rent.

Check-Out Questions

Call the Residential and Dining Services Office at 867.6132 with procedural and scheduling questions or call 867.6467 if you have specific repair or cleaning questions.

Chemicals

Chemical storage is prohibited.

Children

You are responsible for the actions of your child(ren) and for supervising their activities in Housing. You are financially responsible for any damage incurred by your child(ren).

Civility and Respect

You are expected to treat others with respect. Respect is demonstrated by your ability to acknowledge your own feelings and the feelings of others; the ability to own your part of an interaction; and a genuine interest in another person's point of view.

Cleaning

Bedroom Space:

You are responsible for keeping your assigned bedroom space clean and free from excessive clutter/litter.

Common Space:

You and your roommates are responsible for keeping your assigned common space clean and free from excessive clutter. Your Resident Assistant can assist you by facilitating a Living Learning Agreement among you and your roommates. Your Resident Director will inspect your common area during the eighth week of each quarter and prescribe cleaning tasks if needed. If you fail to clean your apartment/unit Residential and Dining Services will clean the space and bill each of your student accounts.

Cleaning Inspection

The Resident Directors will inspect each apartment/unit during the eighth week of each quarter to ensure a clean, healthy and safe environment for all residents in all common areas/facilities, including bathrooms, kitchens, living rooms and entryways.

Policy:

Residential and Dining Services' cleaning standards are based on a new person being able to move into a clean and healthy environment, which is free of trash, dirty dishes and messy common spaces. Resident Directors are available to advise residents of specific cleaning expectations throughout the year.

If a living unit is found to be below standard the residents will be given time to clean before the unit is re-inspected. After the second inspection, Residential and Dining Services will clean units that fail to meet the standard at the published rate and hold residents accountable for this policy violation.

Resident Assistants will assist in creating a new Living Learning Agreement if needed. Each agreement will address a cleaning responsibility for all roommates, which is fair, mutually agreed upon and meets the cleaning standard. If the residents are unable to negotiate a reasonable agreement the Resident Director shall mandate an agreement.

Cleaning/Damages Disclaimer

You and your roommates share the responsibility for cleaning your common living space and any damages that occur. Use the Cleaning/Damages Disclaimer form to divide responsibility for common space by meeting with all your roommates to discuss, evaluate and agree to cleaning and damages before you do Check-Out.

Contact your Resident Assistant to help you in completing a Cleaning/Damages Disclaimer form. Return the completed Cleaning/Damage Disclaimer form to the Residential and Dining Services Office.

Communicable Disease/Insects

You are required to report all communicable disease or communicable insect infestation to Residential and Dining Services and seek appropriate college, public or private treatment. On-campus housing will be made available to students with communicable diseases or insect infestation while complying with federal, state, county, and College policy and procedure in relation to the disease. Precautions will be taken by Residential and Dining Services on the advice of appropriate public or private health science professionals.

Community Action

A community of students willing to spend their free time engaged in community service projects, service learning, and/or social activism. Students must commit to volunteering 8 hours per month. To be considered Community Action students must submit a one page essay expressing their interest in community service with their application.

Composting, Trash and Recycling

You are responsible to take your compost, trash and recyclables to designated containers located throughout Residential and Dining Services. You are responsible for keeping your assigned space clean and free from excessive compost, trash and recyclables.

Conduct Appeals

Students have the right to appeal conduct decisions made by Residential and Dining Services. Conduct decisions that are made by the Resident Director or the Coordinator of Residential Life are considered on appeal by the Assistant Director for Residential Life. Conduct decisions made by the Assistant Director for Residential Life are considered on appeal by the Director of Residential and Dining Services, or his/her designee.

Students may appeal a conduct decision because they believe there is insufficient information on which to base the decision, because conduct procedures were not followed, or because they believe the sanction to be unfair or disproportional.

When a student initiates an appeal, the student must demonstrate to the Appeal Officer that the initial conduct decision was incorrect. Failing to attend the initial conduct meeting is not a reason to appeal a conduct decision.

To file an appeal, the student must submit an appeal statement within five (5) school days of the date on the original sanction letter. The appeal email should address the nature or reason(s) for the appeal. To submit an appeal email click Residential and Dining Services.

The Appeal Officer will review the appeal statement, the incident report, and the related conduct letters. Within seven (7) business days of when the appeal letter was received, the student will receive written notification of the final decision. The original conduct decision may be upheld, modified, or reversed. Decisions made by the Appeal Officer are final.

Proceedings:

All proceedings including the initial conduct meeting are carried out in a manner that is informal, and at the same time assures fundamental fairness. Conduct proceeding records, including Incident Reports, conduct letters, and records from appeal proceedings, will be maintained by the Residence Life Office. Records will not be available to any member of the public except upon written consent of the student involved.

Statement of Student Rights:

- The student has the opportunity for a thorough conduct meeting.
- The student has the right to a fair conduct meeting. In cases of obvious and/or significant bias, the student may request an alternate conduct officer (someone other than his/her own Resident Director).
- The student has the right to be informed of all alleged policy violations prior to the conduct meeting.
- The student has the right to review the incident report(s) and sanction letter(s).

- The student has the right to one level of appeal within the Residential and Dining Services conduct system.
- The student has the right to have a student, faculty, staff support or other person present at any conduct meeting pertaining to his/her case. This individual serves as an advisor to, rather than a representative for, the student.
 - The support person's role is to observe the process and provide support and guidance to the student as needed. The support person may not represent the student or speak on the student's behalf.
 - Resident Assistants may not serve in the support-person role due to the potential for conflict of interest, however, the RA can serve as a resource for the student prior to and after the conduct meeting.
 - The support person may not have a conflict of interest with the case being investigated.

Conduct Meeting Notices

The student will receive written notification of the decision (conduct letter) within seven (7) business days of the conduct meeting. The student will be notified, in writing, if the letter will be delayed beyond seven days due to extenuating circumstances.

Scheduling a Conduct Meeting:

- The Conduct Officer will send the student an email notifying them of the alleged misconduct. The email will instruct the student to appear at a designated time and place for the conduct meeting. If it is not possible for the student to meet at the designated time due to a class conflict, the student may arrange for an alternate hearing with the conduct officer by contacting them no less than 24 hours prior to the initially scheduled time. Meetings will take place whether the student is present or not. Information will be reviewed and a decision will be made based on the information available. The student will be informed of the decision in writing through their Evergreen email. A student who voluntarily moves out of Residential and Dining Services or withdraws from Evergreen prior to the completion of proceedings is not excused from pending conduct action. In such cases, information will be referred to the Campus Grievance Officer for possible further action.
- Interim Sanctions - in some cases interim sanctions may be imposed. An interim sanction is not an indication of a policy violation, it is simply a community safeguard until a decision about a possible violation(s) can be made. These sanctions remain in place until the conduct process is completed. If an interim sanction is violated, the offending resident may be removed from the halls and referred to the Campus Grievance Officer for further action.
- Severe incidents may be referred to the Campus Grievance Officer for immediate action that may affect your student status; please see the "Rights and Responsibilities - Yours and Ours" for more information.

Conduct Process

Students, staff and faculty can initiate the grievance process by providing information to College officials regarding inappropriate behavior as outlined by Evergreen's Student Conduct Code and the Residential and Dining Services Contract and Policies. When it appears a policy violation might have occurred, an Incident Report will be written to document the situation. The student will be notified via their Evergreen email account regarding a meeting with a conduct officer. The conduct officer can be one of the following: usually the Resident Director (RD), Coordinator of Residential Life, Assistant Director of Residence Life or the Assistant to the VP of Student Affairs for Student Conduct (Campus Grievance Officer). At this meeting the conduct officer will review the incident report and listen to the student's perspective. During or after the meeting the conduct officer will determine whether a violation has occurred, determine the degree to which the student was responsible, and possibly assign sanctions as appropriate.

Confronting Roommates

If you find yourself in conflict you are encouraged to make a determined effort to resolve the problems at the lowest level possible in a peaceful and constructive manner. If you experience roommate conflicts, noise problems or other difficulties, Residential and Dining Services recommends that you address the situation early on in a one-on-one conversation. Use "I" statements, resist placing blame and refrain from accusations. Approach the situation in a positive manner and try to understand the other person's perspective. Express your needs clearly and be willing to compromise. Assistance is available from Resident Assistants, Resident Directors, Housing Staff, Campus Mediation Services and the Campus Grievance Office.

Consolidation/Reduced Occupancy

Residential and Dining Services reserves the right to consolidate under-utilized apartments/units and to reassign any resident to another room at any time in order to make the most efficient and effective use of the residential facilities.

Residential and Dining Services may consolidate rooms/apartments/units when the unit is 50% or less occupied, at Residential and Dining Services discretion. If you live in an under-utilized room/apartment/unit you may apply to pay a reduced occupancy charge to avoid having a new resident assigned to the unoccupied space.

Contract Breaks

You may break your contract and check out at any time with the following charges to your student account: the full rental rate for the current quarter and a \$250 fee per remaining quarters of your contract. You must follow all Check-Out procedures.

Contract Release

Residents who complete a Release From Contract form will be released from the Residential and Dining Services Contract without financial penalty for the following reasons and with approval by the Assistant Director for Residential Life.

Academic Internship or Individual Learning Contract which requires you to live outside Thurston County for a period of 30 consecutive days or more during an academic quarter. You must supply a signed copy of your Internship or Individual Learning Contract.

Change of academic status with the College: Academic Leave of Absence, Academic Withdrawal or Graduation with verification from Registration and Records.

Medical Release requires a licensed physician's statement on office letterhead explaining why the medical condition requires you to be released from your Contract. Residential and Dining Services requires thirty (30) days from receipt of your physician(s) letter to work to accommodate your specific medical needs.

If you check out within 30 days of the end of the academic quarter, you are obligated to pay rent for the entire quarter.

Cooking Equipment

Cooking equipment is limited to the following UL approved items unless approved in writing: hot water pots/coffee makers, microwaves, toasters, blenders, popcorn makers, indoor grills, slow cookers, rice cookers, waffle makers and small individual refrigerators.

Gas grills, camp stoves, hot plates, and toaster ovens are prohibited.

Decision Making

The Conduct Officer uses the available information to make a decision of whether it is more likely than not that the student violated Residential and Dining Services policy.

- Consistency and Fairness - the Conduct Officer evaluates each situation and student individually when deciding the most appropriate action to take. When sanctions occur, they vary from student to student, even when a similar policy violation occurs. This is because the Conduct Officer considers multiple factors in arriving at the best sanction for the individual, including the details of the current incident, the student's previous conduct history, their attitude around the incident and conduct meeting, their chances for changing their conduct, and the actual intended and potential impact of the behavior on the community.
- Confidentiality - conduct records are confidential and are not typically shared outside of Residential and Dining Services though they may be shared with college officials on a need-to-know basis. Please talk with your Resident Director if you have questions regarding confidentiality.

Decorations

Decorations that do not alter or damage apartment/unit are permitted.

Dispute Resolution

If you find yourself in conflict you are encouraged to make a determined effort to resolve the problems at the lowest level possible in a respectful, peaceful and constructive manner. You are encouraged to progress through the following options to resolve your dispute/conflict. Dispute Resolution assistance is available from Resident Assistants, Resident Directors, Residential and Dining Services Staff, Campus Mediation Services and the Campus Grievance Officer.

- One-on-one conversation - you may experience roommate conflicts, noise problems or other difficulties. Residential and Dining Services recommends that you address situations early on and directly to the person(s) in dispute. Use "I" statements, resist placing blame and refrain from accusations. Approach the situation in a positive manner and try to understand the other person's perspective. Express your needs clearly, listen actively and be willing to compromise.
- Facilitated Conversation with a Residential and Dining Services Staff Member - If a one-on-one conversation does not resolve the conflict, you may contact your Resident Assistant or Resident Director for help. This is especially applicable when there are more than two people involved, the problem happens often or if the Living Learning Agreement is not being fulfilled.
- Formal Mediation - if the above steps have not resolved your situation the campus Mediation Center can provide trained mediators in a more formal process. For mediation to be successful, both parties must agree and be willing to enter into mediation. Please contact the Evergreen Mediation Center directly for more assistance.
- Filing a Grievance - you may file a formal grievance against another student, if you both live on campus, and the dispute is centered in the Residence Halls. Your Resident Assistants and/or Resident Directors can answer questions about this process. Residential Grievances are heard by the Assistant Director for Residential Life.

Students may pursue a complaint by contacting the Campus Grievance Officer and using the options afforded to each Evergreen student in the Student Conduct Code. The Campus Grievance Officer may decide to seek a resolution by following the process in the Student Conduct Code or refer the complaint back to Residential and Dining Services. Complaints involving discrimination, including sexual harassment, may be directly referred to the Civil Rights Officer.

Door Security

You are prohibited from propping or leaving open any building, apartment or unit exterior door. You are responsible for securing your bedroom door.

Drugs

Illegal use, possession, manufacture, sale or distribution of any illegal drug is prohibited. College policy is consistent with State and Federal laws regarding all controlled substances.

Early Check-In

There is no early Check-In. If you must arrive early please make motel/hotel reservations.

Electrical Equipment

Electrical equipment is limited to the following UL approved items unless approved in writing: computers, printers, sound equipment, video equipment, musical instruments, lamps, fans and small space heaters.

Halogen lamps, space heaters without an automatic turn off, and kilns are prohibited.

Eligibility

To be eligible for Family Housing you must meet all of the following requirements: be married, a single parent or in a registered, same-sex domestic partnership; Have at least 50 percent custody of dependent child(ren); and Be a registered student. A non-eligible family will be given 30 days to vacate the apartment/unit.

Emergency Transfer

If you are concerned for your personal safety in your apartment/unit contact the on-duty Resident Director to facilitate an Emergency Transfer. The Resident Director will meet and discuss your concerns with you and may approve an Emergency Transfer.

Emergency Transfer Procedure

The on-duty Resident Director after determining an emergency transfer is appropriate will find you a temporary room. After the situation has been resolved your Resident Director will assist you in transferring to a new apartment/unit or assist you in returning to your apartment/unit.

If you chose to transfer you will receive a list of vacant bedrooms to select from and a Room Transfer form. After you select a room you will need to obtain your current Resident Assistant signature and inform her/him if you want a Check-Out appointment with them or you plan to Check-Out at the Residential and Dining Services Office. Next you need to complete a Cleaning/Damage Disclaimer with your current roommates, obtain signatures from your new roommates, and from your new Resident Assistant. You then turn in your completed Room Transfer form, receive your keys to your new room. You will have 24 hours to move and Check-Out of your old room.

Eviction

A resident may be immediately evicted for violation of the Residential and Dining Services Contract, Residential and Dining Services Policies, the Student Conduct Code and/or the criminal laws of the State of Washington. Residential and Dining Services may evict you with a 30-day written notice for failure to maintain eligibility or failure to pay rent.

Eviction Appeals

Eviction appeals must be received within twenty (20) days of receiving your eviction letter. You must submit your written appeal to the Residential and Dining Services Office during normal business hours. Acceptable grounds for an appeal of eviction are:

- A procedure error.
- New information relevant to the eviction becomes available.

The Director of Residential and Dining Services will review all materials and render a decision within five business days of receipt of your written appeal. No further appeal is available to the resident, all decisions are final.

Explosives

All explosive material is prohibited.

Exterior Door

All exterior doors lock. You are responsible for protecting building security by ensuring exterior doors are locked each time you enter/exit a building. You are prohibited from propping or leaving any exterior building, apartment or unit exterior door open. You are responsible for securing your bedroom door.

Fall Check-In Day

This is the Saturday prior to Orientation Week and takes place in front of the Housing Community Center 9 am-4:30 pm. Bring your personal identification. After hours Check-In is at the Residential and Dining Services Office on the third floor of A Building 5-11 pm. There is no Check-In after 11 pm.

Fall Check-In After Check-In Day:

If you have not checked in before Thursday of the first week of Fall quarter you will lose your deposit and Fall assignment unless you have made prior arrangements in writing with the Residential and Dining Services Office.

During Orientation Week normal business hours at the Residential and Dining Services Office are 10 am-4:30 pm weekdays. After hours Check-In is 4:30-11 pm weekdays and 10 am-11 pm weekends. Call Police Services at 360.867.6832 and request the on-duty Resident Assistant to meet you at the office to check you in.

Fall Check-In Day Parking

Parking on this day is unique. After you have completed Check-In and been issued keys, you will be given an unloading pass to temporarily park closer to your assigned building while you unload.

Parking regulations are enforced on all other days. All vehicles must have a permit to park at Evergreen. Quarterly and annual parking permits can be purchased in the Housing Community Center on Fall Check-In Day or at the Parking Office in Seminar Building One.

Fall/Winter Check-Out

Fall and Winter quarter Check-Out takes place during Evaluation Week in the Residential and Dining Services Office 9 am-4:30 pm weekdays. Check-Out must be completed by 12 noon on the last day of Fall/Winter quarter. After hours Check-Out is 4:30-11 pm weekdays and 10 am-11 pm on the weekend before the end of quarter. Call Police Services at 867.6832 and request the on-duty Resident Assistant to meet you at the office to check you out. There is no Check-Out after 11 pm. You must check out by 12 noon on the Friday of Evaluation Week to avoid being charged the following quarter's rent.

Financial Appeals

Students have the right to appeal financial decisions made by Residential and Dining Services. The Billing Appeals Panel hears appeals of decisions made by Residential and Dining Services. The Billing Appeal Panel is composed of three trained student arbitrators and a nonvoting panel advisor. Students have the right to challenge the presence of a particular Billing Appeal Panel member if reasonable cause for the replacement of such member, including if the member is a relative, knows about the case or cannot be an impartial decision maker. The panel advisor will determine if the conditions of the challenge necessitate the replacement of a member, make the replacement if necessary, and proceed with the meeting.

Grounds for Appeals:

- Procedural error by Residential and Dining Services.
- Evidence of excessive billing by Residential and Dining Services.
- New evidence relevant to your appeal.

All financial appeals must be filed by email to the Residential and Dining Services Office. Fall and Winter quarter's financial appeals must be received by 5pm on the Friday of the 4th week of the following quarter, Spring and Summer quarter's financial appeals must be received by 5pm on the Friday of the 2nd week of the following Fall quarter. To submit an appeal email click Residential and Dining Services. The Billing Appeals Panel meets monthly during the academic year.

Appeals Procedures:

The Billing Appeals Panel will determine if there are grounds for an appeal. The Billing Appeals Panel will examine information from your appeal statement, reports, billing statements and meeting records. A successful request for appeal must answer all of these questions:

- Was the appeal received by the deadline?
- Were policies and procedures followed?
- Was there evidence of excessive billing or a billing error?
- Is there relevant new information to support the appeal?

Proceedings:

All proceedings, including the initial conduct meeting are carried out in a manner that is informal and at the same time assures fundamental fairness. Billing Appeal Panel proceedings and records from appeal proceedings will be maintained by the Residential and Dining Services Front Office. Records will not be available to any member of the public except upon written consent of the student involved.

Statement of Student Rights:

- The student has the opportunity to attend the Billing Appeal Panel meeting.
- The student has the right to a fair appeal meeting. In cases of obvious and/or significant bias, the student may request an alternate panel member be employed.
- The student has the right to be informed of all billing documentation prior to the appeal meeting.
- The student has the right to review all billing documentation.
- The student has the right to have a student, faculty, staff support or other person present at any Billing Appeals Panel meeting pertaining to his/her case. This individual serves as an advisor to, rather than a representative for, the student.
 - The support person's role is to observe the process and provide support and guidance to the student, as needed. The support person may not represent the student or speak on the student's behalf.
 - Resident Assistants may not serve in the support-person role due to the potential for conflict of interest, however, the RA can serve as a resource for the student prior to and after the appeal meeting.
 - The support person may not have a conflict of interest with the case being investigated.

Following the appeal you will be notified by email of the Billing Appeals Board's decision. The Billing Appeal Board may uphold, modify, or reverse your bill. If your appeal is denied, the original decision is upheld and your student account will be charged the original amount. If your appeal is granted, the billing charges will be reversed. If your appeal is modified, the Billing Appeal Board will set new charges and your student account will be adjusted accordingly. Decisions made by the Billing Appeal Board are final.

Fire Alarms

When a building fire alarm is activated, everyone must evacuate per the International Fire Code regulation 404 and Evergreen's evacuation procedures.

When an individual room's smoke detector is activated, the occupier of the room is required to call the on-duty Resident Assistant immediately and remain in the room until the Resident Assistant arrives, determines the cause of the activation, and either resets the alarm or call for assistance.

Fires

Open-flame fires are prohibited. Charcoal fires are permitted in provided barbecues.

Fireworks

Fireworks are prohibited.

Freshman Halls

Freshman Halls provide a dynamic living-learning environment with smaller staff to resident ratios and focused academic resources to support students in their transition to college life at Evergreen. One of the best measures of freshman success is related to living on campus. Freshman Halls provide social space for students, Resident Assistant sponsored events, conversations with faculty and a healthcare specialist. Freshman Halls are designed for freshmen participating in a dining plan.

Furnishings

Family Housing apartments are unfurnished but include a stove, refrigerator, blinds and shower curtains. The bedrooms are carpeted and there are hardwood floors in the living/dining area.

Furniture

All furniture must remain in the apartment/unit. You will be charged for any missing or damaged furniture.

Gender Neutral

Gender Neutral theme housing provides a living situation on campus where one's gender is not the means by which one is assigned to college housing making it a comfortable and safe living environment for members of the LGBTQA (Lesbian, Gay, Bi, Trans, Queer, Ally) community.

Governance and Grievance Procedures

Visit the College's Governance & Grievance policies for more information.

Guests

You are responsible for the behavior of your guests. Overnight guests may stay in your room with written approval by all of your roommates and the on-duty Resident Assistant. An approved guest may stay no more than three days and two nights in one month. Unapproved guests are not permitted to stay overnight.

Identification

You are required to identify yourself with college ID or other acceptable picture ID at the request of Residential and Dining Services professional staff, Campus Police Officers and Residential and Dining Services Resident Assistant student staff.

Improper Check-Out

If you do not complete a Check-Out Form and have a Residential and Dining Services Staff or Resident Assistant initial it and return all keys you will be charged an improper check out fee of \$60. In the Spring quarter failure to check out by 4 pm will result in a \$300 late check out fee plus the \$60 improper check out fee.

Incenses

The burning of incense is prohibited, except if approved in writing for religious ceremonies.

Late Check-Out

There is no late Check-Out. You must check out by the last day of Fall, Winter or Spring quarters. If you check out after 12 noon on the last Friday of Fall or Winter quarter you will be billed for the following quarter's rent.

If you check out after 4 pm on the Saturday after Graduation you will be charged a \$300 penalty, an Improper Check-Out fee of \$60, plus any charges for impounded possessions.

Lead Paint

The Mods were built in 1973 and may contain lead-based paint. Lead from paint, paint chips and paint dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women.

The hazard associated with properly managed lead paint is relatively low. Residential and Dining Services has chosen to encapsulate rather than remove the material. This strategy is consistent with federal and state regulations.

Upon checking into Housing, each family will receive a federally approved pamphlet titled "Protect Your Family from Lead in Your Home" on lead poisoning prevention.

Living Learning Agreement

Your Resident Assistant will facilitate a Living Learning meeting with all of your roommates at the beginning of each quarter. This is your opportunity to voice any concerns you have with your roommates. Your Resident Assistant will lead a conversation on issues most residents have while living on campus. Topics such as study habits, noise, cleaning, guests and any individual concerns will be discussed. After understanding is reached it will be documented by your Resident Assistant.

Mediated Transfer

If you are unable to resolve a roommate conflict during a non-open transfer period, you may contact your Resident Assistant or Resident Director to facilitate a mediated meeting. If during this meeting the conflict cannot be resolved your Resident Director may approve a Mediated Transfer for one or more of the residents involved.

Mediated Transfer Procedure

You will receive a list of vacant bedrooms to select from and a Room Transfer form. After you select a room, obtain your current Resident Assistant's signature and inform her/him if you want a Check-Out appointment or if you plan to Check-Out at the Residential and Dining Services Office. Next you need to complete a Cleaning/Damage Disclaimer with your current roommates and obtain signatures from your new roommates and new Resident Assistant. Turn in your completed Room Transfer form to receive keys to your new room. You will have 24 hours to move and Check-Out of your old room.

Minimum Sanctions

There is no such thing as an automatic sanction since every situation is unique, however, several consistent baseline sanctions have been defined. These minimum sanctions give the student an

understanding of the sanctioning parameters that are expected of the Conduct Officer in Residential and Dining Services.

- Abuse of Staff
 - Lack of compliance with, or abuse of, a staff member (including verbal abuse) - disruptive behavior will result in sanctions ranging from a behavioral sanction to removal from Residential and Dining Services.
- Alcohol or Drug Violation
 - Typically results in a referral to Alcohol and Drug Class.
- Alcohol or Drug Second Violation in a Given Year
 - Typically will result in a behavioral sanction and/or Disciplinary Probation.
- Failure to Complete a Sanction
 - Students who fail to complete a sanction within the designated time frame will result in being placed on Disciplinary Probation in conjunction with additional sanctions (e.g. class registration hold). Failure to complete sanctions, ultimately, will result in eviction from Residential and Dining Services.
- Legal Age Student Providing Alcohol to Minors
 - It is illegal to provide alcohol to anyone under the age of 21. The minimum sanction for any violation of this type is Disciplinary Probation.
- Policy Violation while on Disciplinary Probation
 - At a minimum will result in additional sanctions, or relocation to another hall and possible eviction.
- Possession of Keg
 - A full or empty keg or other obvious common source container of alcohol - will result in Disciplinary Probation. Violation of this policy coupled with other violations (e.g., selling alcohol, disruptive behavior, noise violations) may result in eviction from Residential and Dining Services.
- Possession of Marijuana
 - Violation includes a minimum of Disciplinary Probation and referral to Alcohol and Drug Class.
- Relocating Lounge Furniture
 - Students who relocate lounge furniture will typically result in a Disciplinary Probation sanction. All thefts will be reported to Evergreen Police Services.

- Student Sponsors a Party with Alcohol
 - Typically will result in a sanction other than Written Warning, the student will also be informed that the sanctions for sponsoring another party with alcohol may include removal from the residence hall.

- Tampering with Fire Safety Equipment
 - Behavior which places the student or others at risk of physical harm will result in sanctions ranging from Disciplinary Probation to removal from Residential and Dining Services. (for example initiating a false alarm, tampering with smoke detectors, or intentionally misusing or abusing fire safety equipment).

Mural/Continual Student Image Making Policy

The proposed policy means that new student images would replace older images in an orderly manner once the space was full of images. The oldest image would always be the next image to be replaced.

Designated Locations:

- Exterior stair well or fire towers in B, C and D buildings would be primary locations. The fire towers were chosen because they do not vent or exchange air with the building, limiting indoor air pollution from the painting process. Each fire tower has a continual supply of fresh air.
- One interior location near the main entry of each building. Painting in these areas will occur during summer or academic break periods.
- Each designated location would have a defined picture frame area for the image. Images would have to stay within the defined space.
- No image can be found to be offensive in nature, violate the Social Contract, Evergreen or Residential and Dining Services policies.
- This will NOT be a free speech area for art although freedom of artistic expression will be respected.
- These designated areas would not be “free art” areas.

Approval Process:

- A color sketch by a student wishing to create an image is submitted to their RA. The sketch must reasonably represent the final image.
- The RA reviews the sketch/image with their RD to ensure the image is not offensive in any way. If the RA/RD finds an image to be offensive they will explain their concerns to the student and ask for a revision of the image.
- The student takes the RA/RD approved sketch to the GO for approval, selection of location and funding.
- If the GO approves, a letter of responsibilities is sent to the student artist by the GO and cc to Residential and Dining Services.

Artist Responsibilities:

- Create a color sketch of image and submit it to their RA and the GO.
- Once the image is approved by the GO, the artist signs painting responsibilities agreement.
- Painting agreement includes the following:
 - Agreement to produce image proposed and/or seek secondary approval for major changes.
 - Location for image.
 - Timeline for completion.
 - Cleaning/damage responsibilities.
 - Funding limitation and purchasing process.
 - Final approval and digital image record for archive.

Preserving the Past/Future:

- Residential and Dining Services will take digital images of all existing wall art this quarter creating an archive of images.
- All new images will have digital image created for archive.
- Each fall the RAs for buildings B, C and D will post past wall art pictures and the process for creating new images.
- Residential and Dining Services will create a website to host student generated wall art images.

Murals

Murals must get approval in writing by the Greener Organization. Proposals must include a written description of the project, supply list, dimensions and a color sketch of the design.

Musical Instruments

The playing of all drums and amplified instruments is prohibited, except if approved in writing for performances. The playing of all other musical instruments may not exceed acceptable sound levels as defined in the Noise and Quiet Hours policy.

Noise and Quiet Hours

You are responsible to hold yourself and others to acceptable sound levels as defined in this policy. Contact your Resident Assistant to quantify an acceptable noise level. You are expected to respectfully approach others directly for any noise concerns. The on-duty Resident Assistant can assist you if the unacceptable noise persists. Quiet hours are Sunday to Thursday, 11 pm to 9 am, and Friday and Saturday, 12 midnight to 9 am. During these times noise must be contained to your room.

Acceptable Sound Levels are measured by ANSI standard Type II digital sound level meter in decibels (dB). Readings are taken from the receiving (nearest) building or 50 feet away from the sound source, whichever is the greater distance. Two readings are taken there five minutes apart and the two readings are average and recorded as the sound level.

Day Time Acceptable Sound Levels:

Sunday through Thursday
9:00 a.m. to 11:00 p.m.
Sound levels may not exceed 60 dB (A)

Friday and Saturday
9:00 a.m. to 12:00 p.m. (midnight)
Sound levels may not exceed 70 dB (A)

Quiet Housing Acceptable Sound Levels:
Day Time Seven Days per Week
9:00 a.m. to 11:00 p.m.
Sound levels may not exceed 60 dB (A)

Night Time Seven Day per Week:
11:00 p.m. to 9:00 a.m.
Sound levels may not exceed 50 dB (A)

Night Time Acceptable Sound Levels:
Sunday through Thursday (Quiet Hours)
11:00 p.m. to 9:00 a.m.
Sound levels may not exceed 50 dB (A)

Friday and Saturday (Quiet Hours)
12:00 p.m. (midnight) to 9:00 a.m.
Sound levels may not exceed 50 dB (A)

Notice of Termination

You may terminate your contract at any time with a written 30-day notice in advance of your Check-Out. Residents who fail to provide this notice will be charged a cancellation fee of \$300.

Open Transfer

You are permitted one open transfer per year. Open transfer periods are the third and evaluation weeks of Fall and Winter quarters and the third week of Spring quarter only. A \$40 fee is charged for additional transfers except for mediated/emergency transfers approved by a Resident Director.

Procedure

During an open transfer period, obtain a Room Transfer form from the Residential and Dining Services Office, have your current Resident Assistant sign it and inform her/him if you want a Check-Out appointment or you plan to Check-Out at the Residential and Dining Services Office. Return to the office to receive a list of vacant bedrooms to select from. Select a room then complete a Cleaning/Damage Disclaimer with your current roommates and obtain signatures from your new roommates and new Resident Assistant. Turn in your completed Room Transfer form to receive keys to your new room. You will have 24 hours to move and Check-Out of your old room.

Outdoor Toys

You may use the outdoor area by your apartment/unit for outdoor toys, pools, tents, etc. on a temporary basis lasting no more than three days. Contact the Residential and Dining Services Office for permission for longer use.

Party Advertising

Party Advertising is prohibited in Residential and Dining Services.

Party Definition

A party is defined as a gathering of more than triple the number of people designed to occupy the apartment/unit. For example, 7 people in a 2-person unit, 13 people in 4-person apartment/unit, 19 people in a 6-person apartment are defined as parties.

Party Noise

All gathering/parties must follow the Quiet Hours policy.

Party Registration

Any gathering of greater than triple the number of people designed to occupy any apartment/unit must register the gathering/party.

A Party Registration Form must be completed by 4:30 p.m. on of the day of the party and be approved by a Resident Assistant and a Resident Director. An apartment/unit with any active Residential and Dining Services grievance or sanction will be denied approval.

An approved party must have a designated host who agrees not to consume any alcohol, be present during the entire party, serve as a contact person and take responsibility for those attending the party to follow all the laws of the state of Washington, the College and Residential and Dining Services policies. The host also agrees to welcome the on-duty Resident Assistant, Resident Director and/or Police Officer at any point during the event.

All roommates of the apartment/unit must agree to the party by signing the Party Registration Form.

[Download Party Registration Form \(PDF\)](#)

Party Visits

All gathering/parties must have a Party Visit by the on-duty Resident Assistant and/or Resident Director before the event begins. It is the host's responsibility to contact the Resident Assistant to schedule the visit.

Party Warning / Shut Down

A party host may receive one verbal warning from the on-duty Resident Assistant and/or Resident Director regarding possible policy violations. A second visit will involve the Campus Police, Resident Director and/or on-duty Resident Assistant who will enter and request identification from everyone present. Any additional visits likely will result in participants' names being forwarded to the Grievance Process and/or criminal citation by the Campus Police.

Unapproved parties will be shut down and all participants' names of the apartment/unit will be forward to the Grievance Process.

Pets

Pets are prohibited except for fish in 25-gallon or smaller tanks.

Physical Space

You are responsible for keeping your assigned room, furniture and fixtures free from damage. You and your roommates are jointly responsible for damage to your common areas unless you and your roommates agree to assign responsibility on a Cleaning/Damage Disclaimer form.

Removing furniture or fixtures from the assigned apartment/unit is prohibited. Painting is prohibited in all apartment/units. All wall repairs/painting must be completed by Residential and Dining Services staff.

Quiet Housing

Quiet Housing is an environment where respect for lower noise levels and quiet study is encouraged. Residents are urged to have one-on-one conversations with those making noise. Residential and Dining Services recommends that you address situations early on. Use "I" statements, resist placing blame and refrain from accusations. Approach the situation in a positive manner and try to understand the other person's perspective. Express your needs clearly and be willing to compromise. Assistance is available from the Quiet Housing Resident Assistants, the on-duty Resident Assistants and the on-duty Resident Director.

Repairs/Work Orders

Staff is available to fix any items that are furnished with your apartment/unit. Call 867-6132 to request a work order. You will need to supply your name, phone and room number, and details of the work needed and/or the situation.

By placing a work order, you give permission for our staff to enter your apartment/unit to fix any problems concerning items that are furnished with your apartment/unit. You do not have to be present. Staff will leave a note on your door to inform you of the status of the repair.

Work Orders are addressed based on the seriousness of the problem (for example, overflowing toilets have a high priority).

Responsibility to Self and Others

You are required to demonstrate responsible behavior for yourself and to others. If you exhibit behavior that indicates you may be a danger to yourself or a danger to others you may be required to be evaluated by a licensed professional to determine the best course of action for you and the residential community.

Roof Access

Access of all roofs is prohibited.

Roommate Information

After receiving your room assignment, you may call to ask the Residential and Dining Services Office about your prospective roommates. Under the Family Educational Rights and Privacy Act Residential and Dining Services cannot release personal information on any students who have requested that their records be listed as confidential. If you wish for your information to be listed as confidential or wish to remove your confidential status you may make changes by logging onto Gateway.

Sanctions

When a student has been found in violation of a policy, a sanction (or sanctions) may be assigned. Sanctions are designed to hold students accountable for policy violations, to educate the student and to guide them toward a more acceptable behavior in the future. Sanctions include, but are not limited to:

Action/Warning Sanctions (No specific action is required by the student):

- Verbal Warning - verbal warnings are typically given by a Resident Assistant to students when confronting a policy violation, verbal warnings may or may not be documented
- Written Warning - written warning that future policy violations will result in more severe disciplinary sanction. Students typically cannot accumulate multiple written warnings.
- Disciplinary Probation - notice that further violations of policies may result in either relocation to another residence hall, additional sanctions, or eviction from Residential and Dining Services.

Behavioral Sanctions (Action is required on the part of the student):

- Alcohol or Drug-Related Sanctions
 - Students who violate the alcohol or drug policies are typically sanctioned to the Alcohol and Drug Class held during the academic year. In an Alcohol and Drug Class a student will be able to - identify the effects of alcohol and drugs, make decisions about their personal use, compare their personal use with EVERGREEN norms, amount and severity, develop an understanding of consequences experienced compared to EVERGREEN norms, personal risk factors present, personal values about alcohol and their belief about future alcohol related behavior.
 - Students may be sanctioned to an Individual Alcohol or Drug Assessment through the Counseling Center or through licensed providers. Other options utilized may

include an alcohol skills assistance referral to support or treatment services as appropriate to the situation.

- Follow-up Session(s) - If additional alcohol or drug-related incidents occur, or if the original problematic behavior continues, students may face additional sanctions.
- Community Service
 - Requirement that the student complete a work project, thereby giving something back to the community or with the intention that learning will also occur, whenever possible, there will be a logical relationship between the misconduct and the assigned community work project.
- Educational Sanctions
 - Sanctions specific to a particular incident. Examples include stereo checks, creating informative posters, or rounds with an RA for a quiet hours violation.
- Eviction
 - Cancellation of the student's housing agreement/contract, requiring that the student move off campus. This sanction is reserved for those students who indicate an unwillingness or inability to live within the parameters that have been established for on-campus housing at Evergreen. This sanction typically includes restriction of visitation rights to one or more communities. The student will be charged the full contract breakage penalty, since they have broken their contract by his/her own actions. Evicted residents are typically referred to the Campus Grievance Officer for additional follow-up.
- Interim Suspension
 - In order to prevent danger to individuals, substantial destruction of property, or significant disruption of teaching, research, or administrative functions, the Vice President of Student Affairs or his/her designee may temporarily suspend a student. An Interim Suspension will be pending a full review and discussion between the student and the Vice President of Student Affairs or designee. An Interim Suspension becomes effective immediately upon written notice. The written notice of an Interim Suspension must include the stated violation, as determined by the Vice President of Student Affairs, and the time, date and location of the meeting. The written notice will be delivered in person to the student. Please see the Evergreen Student Conduct Code for more information at Evergreen Student Conduct Code.
- Referral to Campus Resources
 - Students may be required to meet with a specific campus resource. Examples include, but are not limited to, the counseling center and health center, or academic advising center.
- Registration Hold

- A 'hold' may be placed on a student registration that has an outstanding obligation to the college. Certain conduct code violations (for example, non-compliance with a behavioral sanction) may result in such a hold. When possible, written notification will be given to allow the student to comply with the sanction(s) prior to registration periods.
- Relocation
 - Student(s) must move out of their current residence hall, but not out of the Residential and Dining Services system. This sanction is based on a hope that the student will be more successful if given the opportunity to begin a fresh start in another residence hall. The Conduct Officer may be very specific about which hall the student must move to and may restrict the student visitation rights to their former building and/or area of Residential and Dining Services.
- Referral to Campus Grievance Officer
 - A student who has violated Residential and Dining Services policies and/or Evergreen policies may be referred to the Campus Grievance Officer.
- Restitution
 - Requirement that the student make payment to Evergreen or to other persons, groups, or organizations for damages which the student is responsible. This may be imposed whether the action was intentional or accidental.

Service Animals

If you have a documented disability approved by Access Services you will be eligible to have a service animal in Residential and Dining Services. Each request will be handled on a case-by-case basis by submitting a Request for Accommodations to the Access Services Office. Requests must be submitted to and approved by Access Services and Residential and Dining Services prior to occupancy.

Sleeping Space

Sleeping in unassigned areas is prohibited.

Smoke Detectors

Tampering with, disabling, bagging or otherwise impacting the effectiveness of the smoke alarms is prohibited per the International Fire Code regulation 901.8 and Thurston County Fire Code 14.32.120.

Smoking

Smoking is prohibited in Residential and Dining Services except in designated outdoor areas.

Public smoking areas are located in the Freshman Halls courtyard, next to the Housing Community Center, in the Apartment Style circle and in the Mods.

Sporting Equipment

All sporting equipment must be stored within rooms/apartments with the exception of bicycles. Bicycles may be stored in the covered bicycle racks located throughout the premises.

Spring/June Check-Out

Spring quarter Check-Out before 4:30 pm of the Wednesday of Evaluation Week takes place in the Residential and Dining Services Office 9 am-4:30 pm weekdays. After hours Check-Out is 4:30 pm-11 pm weekdays and 10 am-11 pm the weekend before the end of quarter. Call Police Services at 867.6832 and request the on-duty Resident Assistant to meet you at the office to check you out. There is no Check-Out after 11 pm.

The June Check-Out Office is located on the second floor of A building and is open Wednesday and Thursday of Evaluation Week until 9 pm, Friday until 9 pm and Saturday until 4 pm.

Spring Quarter you must Check-Out before 4 pm on the Saturday after Graduation. There is no late Check-Out.

Storage

No additional storage space is available beyond your currently rented apartment/unit.

Student Status

One family member must be attending classes during the academic year (fall, winter and spring quarters) and earning a minimum of 8 credits per quarter. If you withdraw or take a leave you must vacate your apartment/unit within 30 days of withdrawing from the college.

Study Environment

All residents are responsible for maintaining a noise level satisfactory for study when quiet hours are not in effect. Your need to study will generally be given precedence over others who want to play loud music or make other noise. You are expected to respectfully approach others directly for any study concerns you may have. The on-duty Resident Assistant can assist you if the problem persists.

Subletting

You are prohibited from subletting your apartment/unit/room. No persons other than you, your spouse/partner and your children may occupy the premises without prior written approval of the Residential and Dining Services Office. Subletting will result in cancellation of your contract and eviction from Family Housing.

Substance Free Housing

This is a community of students who wish to abstain from alcohol, tobacco and non-prescription drugs. Residents of Substance Free Housing are encouraged to have one-on-one conversations with those presenting problems. Housing recommends that you address situations early on. Use "I" statements, resist placing blame and refrain from accusations. Approach the situation in a positive manner and try to understand the other person's perspective. Express your needs clearly and be willing to compromise. Assistance is available from the Substance Free Resident Assistants, the on-duty Resident Assistants and the on-duty Resident Director.

Summer Check-In

Summer Check-In varies depending on the term selected. Contact the Residential and Dining Services Office for specific dates. 360.867.6132.

Summer Check-Out

Summer quarter Check-Out varies depending on the term elected. Contact the Residential and Dining Services Office for specific dates. 360.867.6132. All Summer terms must Check-Out by 12 noon on the final day of Summer quarter. Check-Out is weekdays 10 am-4:30 pm in the Residential and Dining Services Office. After hours Check-Out is 4:30-11 pm weekdays and 10 am-11 pm the weekend before the end of quarter. Call Police Services at 867.6832 and request the on-duty Resident Assistant to meet you at the office to check you out. There is no Check-Out after 11 pm.

Summer Occupancy

You must inform the Residential and Dining Services Office in writing by April 1 if you plan to continue renting your apartment/unit during the summer and coming academic year. If you are not returning for the fall, a Notice of Termination letter must be submitted to the Residential and Dining Services Office stating the exact date of departure.

Sustainability

This is a community of students committed to a more environmentally conscious lifestyle, sustainable agriculture and environmental activism. Residents commit to eight hours per month of volunteer service in sustainability work. Sustainability students attend theme-house seminars and community meetings related to environmental activism.

Thurston County Code

Visit the Thurston County's Code web site.

Unsupervised Children

You are responsible to keep your children safe. They must be supervised at all times. If you are unable to supervise your child(ren) yourself, it is your responsibility to make arrangements for their supervision. Violation of this policy may result in your eviction.

Washington State Laws

Visit the Revised Code of Washington (RCW) web site. - apps.leg.wa.gov/RCW

Water Beds

Water beds are prohibited.

Weapons

All weapons are prohibited by residents in all areas of Residential and Dining Services.

Policy:

Weapons include but are not limited to firearms, ammunition, anything that shoots projectiles, fireworks, knives (used as weapons), explosives and flammables. All knives other than kitchen utensils or foldable multi-tool pocket-knives are prohibited. Any knife used as a weapon is a violation of the weapons policy.

Residential and Dining Services is defined as including all rooms, apartments, hallways, common spaces, pathways between buildings and parking areas. You are responsible to check with your Resident Director if you are unsure if an item is banned, such as a toy or decorative weapon. If you wish to store prohibited items, such as sports rifles or bows, contact Police Services.

Window Posting

You may post items in your window(s) provided they do not conflict with Evergreen's Student Conduct Code. No posting may hang from or be attached to the exterior of any residential building except on public bulletin boards.

Windows

Throwing or dropping any objects from windows or balconies is prohibited.

Winter/Spring Check-In

Winter and/or Spring Check-In day is the Sunday prior to the first week of class and takes place in the Residential and Dining Services Office 10 am-2 pm. Bring your personal identification.

After hours Check-In is 2-11 pm on Check-In day. Call Police Services at 360.867.6832 and request the on-duty Resident Assistant to meet you at the office to check you in. There is no Check-In after 11 pm.

Students may check in on any day between the Sunday Check-In day and Wednesday of the first week of class. Check-In during the first week of class is at the Residential and Dining Services Office 10 am-4:30 pm weekdays. After hours Check-In is 4:30-11 pm weekdays and 10 am-11 pm weekends. Call Police Services at 360.867.6832 and request the on-duty Resident Assistant to meet you at the office to check you in. There is no Check-In after 11 pm.

If you have not checked in before Thursday of the first week of Winter/Spring quarter you will lose your deposit and assignment unless you have made prior arrangements in writing with the Residential and Dining Services Office.