

Housing and Residence Life  
Edmonds College

# Student Homestay Handbook



2023-24

Services and Policies



EDMONDS COLLEGE  
HOUSING AND  
RESIDENCE LIFE

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## Important Contact Info

### Emergency

EC Campus Security	Woodway 214	(425) 640-0154
Police, Fire, Ambulance, Crimes		911
Poison Control Center		(206) 526-2121
Emergency Room at Swedish Medical Center, Edmonds		(425) 640-4100
24 Hour Nurse Hotline (Swedish Medical)		(206) 215-2100

### Housing Office

Housing Office Front Desk	(425) 640-1080
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(Office Hours 8:00 am to 5:00 pm, Monday-Friday)

### International Mentors (I.M.s)

[internationalmentors@edmonds.edu](mailto:internationalmentors@edmonds.edu)

### Transportation

*Shuttle Express (to/from airport)	(206) 622-1424
*Amtrak (train)	1-800-872-7245
*Greyhound (bus)	1-800-231-2222

### Renters Insurance

*NSSI ( <a href="http://www.nssi.com">www.nssi.com</a> )	1-800-256-6774
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### Storage Locations

*Storage	Public Storage 2216 196 <sup>th</sup> ST S.W.	(425) 776-7564
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### EC Campus Services

VP Student Services	Lynnwood Hall	(425) 640-1668
Ed Pass Office	Bookstore	(425) 640-1143
OIP Office	Snohomish Hall	(425) 640-1518
Counseling	MLT	(425) 640-1659Cost
Security	Woodway	(425) 640-1501

\*Students have used these companies previously, but we are not making endorsements for them. It is your choice whether or not to use the services of these companies.

## ***Housing Office Staff***

There are several staff members who can help you during your stay at EC. To reach the Housing Office, call 425-640-1080 or, come to Rainer Place.

### **Housing Director**

Manages the Residence Halls and the Homestay Programs for EC. Supervises staff, works with campus administration for College wide initiatives, oversees all activities and events, maintenance of Res Halls, and over Residence Life aspects of Housing.

### **Associate Director / Homestay Coordinator**

Arranges Homestay student placements and leads the team that works with new families on their file information, home visits, and keeping the Homestay database up to date. Works closely with the students and families with any questions or concerns. Supervises IMs, and supports Director of Housing on over all Residence Life aspects of Housing.

### **International Mentors (IMs)**

IMs are EC students who live in EC student housing. They help Homestay students adjust to life at Edmonds College and help build understanding with their host families. They are the primary resource for our Homestay students.

### **Coordinator for Residential Education (CRE) – Residence Halls**

A professional live-in staff member who supervises the RAs and supports them with any issues. They help build community by planning events for the Residence Hall and working with other departments on campus-wide events.

### **Resident Assistants (RAs)**

RAs are EC students who live in the Residence Hall. They help students adjust to life at Edmonds College and help build community in the Residence Hall. They are the primary resource for our Residence Hall students.

### **Front Desk Staff**

We have staff that works the Front Desk at our Housing Office. This staff will help you with checking out equipment, making appointments, and answering common questions.

## **The Homestay Experience**

Your Homestay family is expecting to include you as a member of their family, but your expectations may be different than what you are used to with your own family. Many American families will expect you to be more independent in taking care of yourself than you might be used to at home. You are usually expected to clean your own room, do your own laundry, and clean up after yourself in the kitchen and the bathroom.

Be open to joining your new family in activities and daily life. Join your family for meals when you can as mealtime is often family planning and communication time in the busy American lifestyle. Plan to share your culture with your new family and bring some pictures of your family and home to show your new family.

It is okay to ask questions if you do not understand; in fact, it is encouraged and expected. In the USA, there is a common saying:

**“There is no such thing as a stupid question.”**

This means that no one (your host family, the Housing Office, your teachers, and so on) will be offended or upset if you ask a question. Everyone is here to help you learn English and to learn about American culture. If you ask something that might be considered taboo, you might get an explanation about why it is taboo instead of a direct answer. This is part of your learning experience, and you are expected to be curious. Ask many questions and do not be nervous or embarrassed.

The words “help yourself” or “make yourself at home” can be confusing to many international students, but they are meant to be welcoming words extended by the family to help you feel comfortable. “Help yourself” means to open the refrigerator or cupboard and take the food you want.

## **Homestay Success Strategies**

### **Communicate with Your Host Family Daily**

Be proactive in addressing problems and questions with your Host Family. Nervousness is to be expected but, practicing your English skills daily will be beneficial. If you are still uncomfortable speaking English, try writing notes or come to the Housing Office and we can help mediate or find an interpreter.

### **Communicate with Your Host Family Honestly**

It can be hard to balance being honest and trying not to give offense, but many Homestay problems are the result of dishonesty when communicating. This often means that little problems never get addressed and eventually turn into big problems.

For example, if the host family asks if you like the food, don't say "yes" if you honestly don't. They may not be able to cook exactly how you are used to, but if you talk about it, they may be able to accommodate some requests. Talking about food also gives you an opportunity to share your culture with the family while they share theirs with you! What you might think is an uncomfortable situation can become a learning opportunity instead!

### **Emails from the Housing Office**

Be sure you are regularly checking your EMail accounts as we will send important housing notices every quarter. You will also learn about many great events and opportunities on campus.

### **Energy Conservation**

Utility costs are included in your housing fee, but you are expected to help conserve energy and keep utility costs reasonable for your host family. Here are some ways to be energy efficient:

- \* Close windows & doors when the heat is on
- \* Turn off all appliances and lights when you are not using them
- \* Use the washer and dryer only when you have full loads of clothing
- \* Take shorter showers and only one per day
- \* Wear warmer clothes during cold weather instead of turning up the heat,
- \* Open blinds and curtains during cold days to take advantage of the sun and close them at night to help keep in the heat
- \* When sleeping, use more bedding rather than heating the bedroom to stay warm
- \* Use natural daylight as much as possible

### ***Medical Insurance and Information***

International students at EC have medical insurance through Lewermark. Your welcome packets will provide the details, and it is important to go online and print off your insurance ID card. The packet will also have a list of local clinics and doctor's offices you can go to.

When you talk with your host family about this insurance, make sure you talk to them about any other medical issues you may have, including allergies or special needs. We hope that

accidents and illnesses never happen, but talking with your host family ahead of time may assist in addressing medical issues in a more safe and efficient manner.

### ***Personal Safety and Public Transit***

- Know your bus route and schedule, but understand that these schedules are often not exact. American buses are commonly a few minutes early or late, so plan ahead.
- Find well-lit bus stops or stops in very public areas.
- Stay alert when waiting for the bus. Always look and listen, so you are aware of people, things, and activities around you. This is also true when walking around, whether you are in your familiar neighborhood or exploring a new part of the city.

### ***Safety in the Kitchen***

The host family's kitchen has a stove with an oven and a microwave. Some homes may have electric stoves, while others will have natural gas. Be sure to ask your host family for guidance, especially if you are unfamiliar with different appliances. Some other safety tips are as follows:

- Do not leave the kitchen area while you are cooking.
- Do not throw water on a grease fire.
- Do not set a hot pan on a bare countertop as it will leave scorch marks.
- Do not put metal of any kind, including tin foil, in a microwave.
- Do not put something in the microwave with a tight lid as it will explode.
- Make sure your container is microwave safe. Many plastics will melt.
- Food cooks much faster in a microwave than a conventional oven, so set the microwave for less cooking time. One to three minutes is enough time to heat most foods.

### ***Safety in Public and on Campus***

You are expected to obey local, state, and federal laws. City, county, state, and federal law enforcement officials have jurisdiction on campus and EC student housing. The college maintains a Safety and Security department, which is composed of full-time officials and part-time student helpers.

Remember the emergency number for the United States is **911**. Call this number to report fires, accidents, medical emergencies, dangerous situations, or anytime you need to reach emergency services. You can call **911** from any phone, anywhere.

### ***Security of Personal Property***

Personal property can be damaged by accidents and unexpected natural events, such as sudden weather changes. Property can also be stolen if not properly safeguarded. Students are strongly urged to take precautions to protect their own personal property. **Students are encouraged to get renters insurance.** This insurance not only helps in replacing any of your personal property, it can also assist in replacing any damaged items that you may need to reimburse your host family for.

The college assumes **no responsibility** for loss or damage to any resident's personal property from any cause. Students are urged to take valuable personal property home with them at quarter breaks. **DO NOT** leave valuables unsecured in rooms and keep your room doors locked at all times when you are away. Also, make sure that you are locking the door to the house if you are the last one to leave the house.

Many of our Edmonds College international students have used the College Student Personal Property Insurance provided by National Student Services, Inc. (NSSI). For more detailed information on cost, coverage and the claims process, please visit their website at [www.nssi.com](http://www.nssi.com) or call toll free at 1-800-256-6774.

## **Homestay Guidelines and Expectations**

All attempts will be made to promote positive Homestay family/student relationships. Edmonds College is not responsible for the lifestyle, schedule, behavior, or philosophy (religious affiliation) of the Homestay family.

More detailed policies and procedures follow this section, but here are some key expectations. Students living in the Homestay program are responsible for:

1. Ensuring that information on your application is complete and as accurate as possible. This is especially important for any religious or allergy considerations that impact the food you can eat as well as for students who smoke. We assign homes based on this information so the more honest information we have, the better we can make a good match and avoid conflicts.
2. Paying the housing payment for each quarter by the due date so that we can pay your host family. If the payment is not received by the due date, a late fee and a hold will be added to your account. If there are problems with making a payment, or you need to return home, please come to the Housing Office immediately to talk about these issues.
3. Respecting and following the guidelines of your host family.



4. Speaking with your family often. Good communication and understanding can reduce problems. Not all communication needs to be spoken so if you are uncomfortable speaking English, try writing notes or sending text messages, but speaking is the best way to practice and improve your English skills.
5. Letting the Housing Office know if there is anything that makes you feel uncomfortable or afraid in your host family. We want to make sure you are comfortable and safe.
6. Trying to resolve any conflict with the Homestay family on your own. The Housing Office can provide an International Mentor if necessary to help communicate your feelings to your Homestay family.
7. Agreeing to stay in the Homestay program for a minimum of one academic quarter. Every quarter you will receive an email from the office about a month into the quarter asking you if you would like to stay in Homestay for the next quarter. It is very important you respond to this email. If your decision changes, you have until 30 days before the end of the quarter to notify the housing office of those changes.
8. **Checking your Email regularly.** All official communication will be sent to this email, so you may miss critical information about deadlines, payments, and fun events if you do not check it.

## **Homestay Policies & Procedures**

Student housing uses a guiding philosophy called “responsible freedom.” **This means residents have the freedom to make individual choices and decisions, but must also respect their host families and other students in the home. Residents are responsible for the decisions they make.** All students have rights, but with these rights come certain responsibilities, especially for those living as guests in someone’s home. Violating housing policies will result in a judicial process (see Judicial Process for more detail) to discuss and address student behavior and choices.

### **Housing Violations that will result in immediate removal from Housing (and there is not refund on housing payments made):**

- Possessing, using or selling drugs (including marijuana)
- Fighting
- Bullying, harassment, intimidation, or threatening behavior
- Breaking a State or Federal law – being convicted of a criminal offense
- Sexual Assault
- Possession of firearms (including guns, rifles, BB guns, paint guns, and pellet guns), explosives, illegal knives, dangerous chemicals, or other dangerous weapons

### ***Alcoholic Beverages***

Washington State law **prohibits the consumption of alcohol by persons under the age of 21**. Alcoholic beverages are defined as having more than 0.3% alcohol by volume. State law also prohibits the resale of alcoholic beverages as well as drinking or holding alcohol in public (i.e. outside your home).

Even if you are 21 or older, please respect the rules of your host family regarding alcohol in the home. Some families may not allow any alcohol at all, regardless of age or special occasion.

#### **ADDITIONALLY, DO NOT:**

- Drink alcohol if you are under 21 years of age
- Give alcohol to people under age 21
- Sell alcohol
- Drink alcohol in public places
- Let guests violate either the formal laws or your host family's rules about alcohol

### ***Candles, Open Flame, Heaters***

Do not use candles, incense burners, oil or kerosene lamps, or other open flames in your bedroom. Do not use space heaters, halogen lamps, hot plates, barbecues or burners of any kind.

### ***Changing Host Families (see also Moving Out)***

**Mid-Quarter:** Except for extreme emergencies, mid-quarter moves are discouraged. If you need help or strategies on how to communicate any issues or concerns with your host family, please come see an International Mentor during their drop-in hours.

**End of the quarter:** Homestay contracts are for one quarter at a time. During each quarter you will receive a questionnaire from the Housing Office via email asking if you plan to stay in Homestay the following quarter or move out. It is critical that you respond to this questionnaire. If you do not answer the questionnaire, a penalty fee will be added to your account. As noted earlier, if you plan to move out you must also separately tell your host family. If you want to stay in a Homestay, but change families, you must also come talk with an International Mentor during their drop-in hours.

### ***Credit Load***

Students must be full time (currently defined as 12 or more credits each quarter) to live in any Edmonds College Student Housing; unless approved by the Housing Director. You may have one-quarter off each academic year in which you do not take classes as long as you are

registered for classes the following quarter. For many students, this will be during the summer quarter, but it does not have to be.

### ***Damages***

If you cause any damage to your host family's house, you are expected to pay for that damage. If the family files an insurance claim, you will pay their insurance deductible instead of the entire amount.

### ***Decorating/Personalizing Your Space***

Do not cause damage to your room by putting up stickers, creating holes, or hanging other decorations. Your host family may allow you to hang pictures or posters in your room, but do not do so without asking as they may have a preferred method to hang items. Also, do not repaint, attach stickers, or make any other permanent alterations to anything in your room.

### ***Distance to Campus***

It is important to understand that America is a big place so travel times and distances may be much longer than you are used to. EC host families also live all over the local area on many different bus routes. Our standards for host families is that they must live no more than **1 mile** away from the closest bus stop and that travel time to and from campus should be no more than **1 hour**.

### ***Disruptive Behavior***

Students must cooperate with the Housing staff and other college officials at all times. Do not interfere with, annoy, disturb or obstruct any other student or staff member of the college using noise, abusive language, or any other nuisance. Students who verbally abuse, or fail to cooperate with college officials (i.e. Housing Director, Office Staff, or International Mentors) acting in the performance of their duties, will face disciplinary action. The following civil laws are applicable in this area as well: disorderly conduct, malicious mischief, harassment (racial, sexual, etc.) whether by phone, in person, or online, and reckless endangerment. **While members of your host family are not considered college officials, we do expect you to give all host family members the same level of courtesy and respect.**

### ***Drugs***

A student connected to the use, sale, or possession of drugs or drug paraphernalia may be immediately evicted from housing and face criminal consequences. If not evicted, students will be required to take part in Housing's Structure for Success Program (S4S Program). If you appear under the influence of drugs or alcohol, you may be subject to a health and wellness room inspection.

### **DO NOT:**

Revised June 2022

- Use, possess or sell illegal drugs (including marijuana)\*
- Allow guests to use, possess or sell illegal drugs

*\*Although marijuana is legal for personal use in Washington for those who are 21 and older, it is still illegal federally. EC receives funding from the U.S. government, so marijuana (including medical marijuana) is strictly prohibited -- this includes both Residence Halls and Homestay.*

### ***Entering a Student Room***

The college respects your privacy, and your host family should provide you with a lockable bedroom door and a key. The host family maintains the right to enter your room at any time for the purpose of inspection, repair, emergency response, conduct violations, and other official college business. Otherwise, the host family should give a 24-hour notice before entering your room.

Talk with your host family and establish clear expectations. Some families may clean your room along with the rest of the house and may ask you to leave your room open on certain days to vacuum or change linens. If you do not want your host family to do this for you or are in a home where the family does not do this, you are expected to clean your own room regularly.

### ***Fire Safety and Planning***

Discuss your host family's emergency plan and learn all escape routes from the house and the location of any emergency items in the home. Make sure you understand how to use any equipment the family may have (such as fire extinguishers) but only use these items in an emergency.

### ***Fireworks and Explosives***

Firecrackers and other explosives pose a danger to people as well as property and are not allowed on campus or at your Homestay. Many types of fireworks are illegal. Some families may use certain types of fireworks during holidays like July 4<sup>th</sup> or New Years and may invite you to participate. Be sure you follow all safety precautions and pay attention to instructions, and do not feel obligated to participate if such items make you uncomfortable.

### ***Furniture***

The host family should provide you with a private room that includes a bed, linens, dresser, closet, study desk with chair, adequate lighting, and an exterior window. Your room should also have a door that can fully close and can be locked by you. You are responsible for any damage done to these items beyond normal wear and tear, and you should talk to your host family before trying to alter or rearrange any of these items.

### ***Game Room Equipment (pool/ping pong)***

Weekend and after-hours access is limited to Rainier Place residents and their guests, but Homestay students may check out equipment for the game room in Rainier Place (pool sticks and balls, ping pong paddles) from the Housing Office during business hours. **Just bring your picture ID and return all items within 2 hours.**

### ***Guest Policy***

Please talk to your host family about their expectations with guests. Many families will allow you to have occasional overnight guests, but you should **always ask them first** and understand their rules. For example, some families may only allow guests on weekends, and most will have restrictions on guests of the opposite sex/gender.

### ***Keys***

Your room/house key is your responsibility. If you lose a key, you should report the loss immediately to your host family. **Do not duplicate keys under any circumstances and never loan keys to other people or give to those not entitled to have them!**

### ***Moving out (see also Changing Host Families)***

**Mid-Quarter:** It is important to understand that Homestay contracts are for the entire quarter. If you do decide to move out mid-quarter, it is breaking a contract, and there will be no refunds of your Homestay fee for the quarter.

**End of the Quarter:** As noted earlier, you will receive a questionnaire email each quarter. If you plan to move out of Homestay at the end of the quarter, you need to respond to this email before the due date and also advise your host family at least 30 days before the end of the quarter. If you respond to the questionnaire late you will be charged a penalty fee.

**Quarter breaks.** If you leave for your “summer” quarter (*see also Credit Load*) but want to return to the same Homestay, you will be asked to pay 50% of the current Homestay fee. This allows you to reserve the room and leave personal items behind. If you do not pay this charge, you must remove everything from the room and may be assigned a new host family when you return.

### ***Obstructing a Police Officer***

You may be charged with obstructing a police officer if, without lawful excuse, you refuse or knowingly fail to make or furnish any statement or report any information lawfully required of you by a police officer. If you knowingly give *untrue statements*, hinder, delay, or obstruct any police officer in the capacity of his or her official duties, you may also be charged with obstruction. We advise all students to comply with the instructions of any police officer.

### ***Personal Property***

The college shall not be liable to the student for damage resulting from any cause to the assigned room or for damage to or loss of personal property belonging to the student contained therein. We strongly suggest purchasing renters insurance to cover your personal property. Should you elect not to carry any insurance coverage, you are held personally and financially liable for any claims that may occur as a result of your residence in the home. As noted prior, you are responsible for any damages to your assigned room, its contents, or any other room in your Homestay home caused by your negligence.

We recommend using NSSI Insurance. You can get a quote here: [www.nssi.com/individual-quote](http://www.nssi.com/individual-quote)

### ***Psychological/personal crisis***

Any student who exhibits behaviors indicating he/she may be at risk for self-harm or a danger to others may be referred for a psychological, psychiatric, or alcohol and drug evaluation. This evaluation may be required as a condition to remaining in Edmonds College Housing. The results of this evaluation will be used to determine the best course of action for the individual and the residential community. A student may also be required to enter into a behavioral contract with the Housing staff to continue residency in our housing system.

The college has contact with a variety of trained professionals who can provide counseling and support if you are experiencing difficulties in your day-to-day lives on campus. If you are experiencing difficulties such as depression, suicidal thoughts, or alcohol and drug dependence/abuse, please contact the Housing Office immediately so that we may get you in contact with the right resources.

### ***Quiet Hours***

Please find out what your host family's expectations of these are. Most cities have a policy of quiet hours between 10 pm to 8 am, but some residential communities or associations may have longer quiet hours. **Above all, respect the quiet hours set forth by your host family.**

### ***Smoking***

Smoking is not allowed inside, at any time. If you do smoke, be sure to know what your host family's rules are and ask where it is OK to smoke outside and where you should put your finished cigarettes. Some families may not allow smoking even outside the home, and you must respect this (this is why it is important to be honest about smoking on your application). Also understand that smoking is much more regulated in the U.S., and it is illegal to sell or provide cigarettes to anyone under 18 years old. Smoking is also forbidden inside any public building or outside near windows and doorways.

### ***Structure for Success (S4S) Program***

The decision to use alcohol and drugs on campus could have dramatic impacts on a student's future academically, socially, and financially. The Housing Office works closely with Counseling, Tutoring, the Health Relationship Team, Behavior Intervention Team (BIT), the Student Conduct Officer, and Security as well as with other campus departments to ensure community safety and student success. Housing, in collaboration with these departments, offers a Structure for Success (S4S) intervention program which gives students found responsible for drug-related activity a chance to remain in Housing (drugs includes alcohol and marijuana). This program is designed to provide a structured and educational supportive environment that will lead towards academic and personal success.

Students caught selling marijuana, using other types of drugs, or not keeping to the S4S program will be removed from Housing in as soon as 24 hours. EC, as determined by the Housing Director, also retains the right to remove anyone from Housing after the first offense depending on the seriousness of the violation.

### **S4S Student Responsibilities:**

- Meet on a regular basis with a Housing staff member
- Sign FERPA waiver to allow for consistent monitoring of grades, academic progress, class attendance, and for connecting with family on these matters
- Mandatory and random drug tests by a mutually agreed upon service with results submitted to Housing (at the Student's expense)
- Taking part in ECheckUp To Go (Online assessment tool, costs \$50 per module)
- Meeting with the Counseling Center
- Meeting with the Tutoring Center
- The expectation of getting involved with College student organizations (clubs, Project Home, etc.)
- Agree to random room inspections
- Researching drug use and health and then make a program for the Residence Hall
- Written reflection paper examining the S4S experience and impacts
- The expectation of abiding by all college policies and guidelines

### ***Utilities***

Utility costs are included in your Housing fee, but you are expected to help conserve energy and keep utility costs reasonable for your host family. ***See the Conserving Energy section of Homestay Success Strategies for some specific ways to conserve energy.***

### ***Vacations (see also Moving Out/Quarter Breaks)***

If you go on vacation (out of the area) for 10 or more **consecutive** nights, during a quarter break, the family must refund you part of your Homestay fee. The amount to be refunded is \$13.50 per night. This is to reflect that even while the family does not have to provide you meals for those days, you are still storing items in their home.

### ***Weapons***

Firearms (including guns, rifles, pistols, etc.) BB guns, paint guns, pellet guns, explosives, illegal knives, dangerous chemicals, or other dangerous weapons in or around Homestay or the EC campus, are strictly prohibited. Any student involved in this behavior can expect a residential conduct sanction (possibly resulting in eviction) and civil legal proceedings.

Some host families may own such items for recreational use while others may even have them for work (i.e., police officers). Students should **never handle or use such items**, nor should students consider this to mean that they can obtain their own weapon or weapon-like items.



## Housing Incident Response and Review

*Edmonds College encourages students to act independently and maturely while living in our housing program; either Residence Hall or Homestay. Living in a group situation is not always easy since everyone comes from a different background and has different expectations for living in a residential community. "Policies and Procedures" are established for both Residence Hall and Homestay residents to outline standards by which all members of the Housing and Residence Life community can live together. The Housing Office has designed an Incident Response and Review process, which addresses inappropriate or illegal behavior with the goal of changing future behavior and which complements the College's formal judicial process. Housing conduct review will be based upon the Housing contract and lease as well as the Housing Specific Policies and Procedures. The college's judicial process is based upon the EC Student Code of Conduct.*

**Students are responsible for their actions and will be held accountable for violations of state and federal laws as well as both Housing and college policies and procedures.** The procedures outlined here are designed to ensure due process, but should not be confused with a court of law. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless such deviation shows significant prejudice to a student. We are committed to protecting individual rights, as well as the rights and interests of all community members.

An Incident Report will be written to document events involving violations of policies. The student will be notified to meet with Housing staff. At this meeting, the conduct officer will (1) discuss whether a violation has occurred; (2) ask for the student's explanation; (3) determine the degree to which the student was involved, and 4) assign a sanction if appropriate. The student shall receive written notification of the conduct officer's decision generally within fourteen (14) working days of the conduct meeting. In more serious cases, the student may be referred to meet with the Housing Director.

There are three general categories of incidents that Housing students may be involved in:

1. ***The student violates a Housing policy that specifically relates to the Housing agreement or Housing policy only.*** This could be anything from violating the guest policy in the Residence Halls to moving out of Homestay without proper notice. This student will only interact with the appropriate Housing staff and may be given a Housing-only sanction.
2. ***The student violates both Housing and College Policy.*** Some examples include any situation involving drugs, alcohol, or violence on campus. Others might start as Housing-only violations such as guest policy or quiet hours but escalate into a Student Code of Conduct violation based on the student's attitude and action towards the Housing staff member responding to the incident. In this case, the student would most likely meet with Housing staff in addition to being referred to the College Conduct System.
3. ***The student may violate the Student Code of Conduct somewhere else on campus with no connection to the Housing Office.*** The student would be referred to the College Conduct Systems, which may or may not have consequences for the student's housing status. For example, a student who plagiarizes will likely have some form of sanction or warning from the college that would not affect their housing. Another student, however, might be expelled from the college for fighting in the classroom. Being a student is a requirement for living in EC housing, so this would affect the student's ability to live in housing.

It is important to understand that the Housing Office's Policy and Procedures and the College's Student Code of Conduct might overlap in many places, but they are separate documents with separate processes. EC also utilizes a Behavioral Intervention Team that helps coordinate information and response across campus. This means that even if an incident involving a student is housing or college only, it is part of the student's overall record and will be considered if any new incidents occur.

## ***Housing Sanctions***

*Sanctions are imposed as an educational means of holding students accountable for their actions. These sanctions include, but are not limited to:*

1. **Warning:** verbal or written notice that future misconduct may/will result in more severe disciplinary action.
2. **Meeting with Campus Group:** students may be required to meet with offices such as the Dean's Office, counselor, and The Equity and Diversity Office.
3. **Probation:** written notice that further infractions of policies will most likely result in removal from the Homestay, with the possibility of being removed from the College system.
4. **Removal from the housing program:** this is reserved for those students who indicate, either by one or more serious offenses or by an ongoing series of minor offenses, that they are not willing and/or unable to live in this type of community. **In this situation, there is no refund on housing payments made and students may still owe more depending on time of quarter and other fees.**
5. **Relocated to a new apartment or host family:** in some cases where an incident is the result of interpersonal conflicts, students may be removed from their current apartment or Homestay and reassigned within the housing program instead of being removed entirely.
6. **Referrals to the College Conduct System:** may also be referred to the College Conduct System (Associate Dean's Office) for any additional conduct action. This conduct system can ultimately remove a person from the college.
7. **Restitution:** The student is required to make payment to the college or to other persons (such as host families), groups, or organizations for damages for which he/she is responsible, whether the action was intentional or accidental. If it was intentional, another sanction might also apply.
8. **Fines/Fees:** The student who has a habit of negative behavior may end up paying a fine/fee. One such behavior would be repeated alcohol offenses, noise, smoking in apartments, littering, etc.
9. **Programs:** A student may be required to attend a program on an appropriate topic, or they may be required to give back to their community by organizing a program.
10. **Community Service:** The student is assigned a community work project requiring them to give something back to the community. This can include garbage pickup around the apartment complex.
11. **Restrictions:** The student may be restricted from certain privileges such as having guests or having a stereo in their apartment.

## ***Proceedings/Failure to Appear***

As indicated above, students involved in an incident will be called in to meet with the appropriate Housing staff. A student who fails to appear for this meeting is not excused from pending action. Housing staff will still review all evidence and documentation concerning the incident and make a decision. The student will be informed of that decision, and any associated sanctions, in writing.

If a student contests the decision of the Housing staff, they can submit a written appeal and explanation. Housing staff will review the appeal, and the student may be asked to meet with the Housing Director to re-review the incident. At this time, any sanctions may be reversed, amended, or upheld.

*Edmonds College and the Housing Office reserve the right to change these policies or charges during the contract period*