



ELLSWORTH  
Community College  
IOWA VALLEY COMMUNITY COLLEGE DISTRICT

# STUDENT HOUSING

Policies & Procedures 24-25



# WELCOME!

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Hello and welcome to Ellsworth CC! The 2024-25 academic school year will be one to remember and we can't wait to be a part of your journey. Our goal in the residence halls is to provide a safe, fun, and inclusive environment while making our campus feel like a second home during your time here as a student. We hope you build lifelong relationships, grow into the best version of yourself and develop habits that will provide you the opportunity and experiences to better your life. With living on your own comes great responsibility; and while delivering an optimal college experience is important, it is important to know and understand the rules and guidelines within this Student Housing Policies and Procedures Handbook. Please read and familiarize yourself with the contents and contact our Housing team with any questions or concerns!

Go Panthers!

Bryan Bender  
Director of Residence Life & Student Engagement

## 2024-2025 Residence Life Cost Summary

### Housing (per semester)

Thompson Residence Hall, double occupancy .....	\$2,000
Thompson Residence Hall, single occupancy.....	\$2,600
Lloyd Residence Halls, double occupancy .....	\$2,400
Lloyd Residence Halls, single occupancy .....	\$3,000
College Apartments, double occupancy .....	\$2,600
College Suites, double occupancy.....	\$2,850
College Suites, single occupancy .....	\$3,400
Winter break occupancy (open to international students only) .....	\$20/Day
Spring break occupancy.....	\$20/Day

### Meal Plan\* (per semester)

19 meals per week .....	\$1,300
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\*Required for students in housing

*This Student Housing Policies & Procedures Handbook is subject to periodic revision. Residents will be notified of any changes through bulletins posted in each building and on our website. Revisions become effective the day following notification unless otherwise dated.*

*It is the policy of Iowa Valley Community College District to not discriminate on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; sexual orientation; or veteran status in its programs, activities or employment practices. See <https://www.iavalley.edu/about-the-district/nondiscrimination/> for additional information.*

*IVCCD also understands its responsibilities under the Americans with Disabilities Act to make reasonable accommodations for students/persons with disabilities. Please indicate in writing to Wanda Koehrsen in the Hub if there are accommodations needed for ECC student housing to be accessible for you.*

# Residential Philosophy

ECC's Residence Life program complements the stated mission of the Iowa Valley Community College District. To facilitate a varied residence life experience, ECC houses students in apartment-style residential complexes with intentional programmatic efforts to encourage residents to experience life with others who are from different backgrounds, interests, and communities.

Thus, the goals of Residence Life and Housing focus on the individual, and their relationship to the community in which they live. To this end, the residence life staff will *strive to achieve* the following goals:

- To maintain a safe environment that places high priority in the pursuit of academic responsibilities.
- To assist students in developing a positive regard for their living areas.
- To encourage self-reliance among residents while recognizing the interdependence of all.
- To promote acceptance and mutual respect among all residents by developing an awareness of one's individual responsibilities and rights and the rights and responsibilities of others.
- To promote an environment in which students are encouraged to consider and understand their personal values, beliefs and appreciations.
- To provide opportunities through which one is able to develop and practice mature interpersonal relations and social skills.
- To provide opportunities for one to develop and apply leadership skills.

# IMPORTANT 2024-25 RESIDENCE LIFE DATES

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## Fall 2024 Semester

Aug. 23	<b>New student check in 1 PM – 4 PM (GSC); 7:30 pm residence hall meeting (KM Auditorium)</b>
Aug. 24	Returning student check in 10:30 AM—1:00 PM (resident hall)
Aug. 26	Fall Term classes begin.
Sept. 2	Labor Day; College closed.
Sept. 20	Last day to drop First Half-Term classes.
Oct. 8	Staff Workshop Day; no classes
Oct. 18	Last Day of First Half-Term classes
Oct. 21	Second Half-Term classes begin.
Nov. 15	Last day to drop Second Half-Term and Full-Term classes.
Nov. 27	<b>Residence Halls close at 4 pm for Thanksgiving Break</b>
Nov. 27-29	<b>Thanksgiving Break;</b> no classes
Dec. 1	<b>Residence Halls re-open at noon</b>
Dec. 9-12	Final Exams
Dec. 12	<b>Residence Halls close at 4 pm; residents must check-out within 24 hours of last final.</b>

## Winter Interim Semester

Dec. 16	Winter Interim classes begin.
Jan. 7	Last Day of Winter Interim

## Spring 2025 Semester

Jan. 20	<b>Residence Halls re-open at Noon (Dinner will be served)</b>
Jan. 21	Spring Term classes begin.
Feb. 14	Last day to drop First Half-Term classes.
Mar. 7	Staff Workshop Day; no classes
Mar. 14	<b>Residence Halls close at 4 pm for Spring Break (Last meal served is Lunch)</b>
Mar. 14	Last Day of First Half-Term classes
Mar. 17-21	<b>Spring Break;</b> office closed/no classes.
Mar. 23	<b>Residence Halls re-open at noon</b>
Mar. 24	Second Half-Term classes begin.
Apr. 18	Last day to drop Second Half-Term and Full-Term classes.
May 12-15	Final Exams
May 16	<b>Residence Halls close at 4 pm for residents not graduating (Last meal served is brunch)</b>
May 16	ECC Graduation at 2 pm
May 17	<b>Residence Halls close at 6 pm for graduating residents; a fee of \$20 will be assessed for every day a student stays after check-out time.</b>

May 27—August 1 Summer Term

Residents are encouraged to plan ahead for periods when Residence Halls will be closed.

# IVCCD VISION, MISSION & CORE VALUES

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## **IVCCD MISSION**

We are committed to providing quality learning experiences, ensuring student success, and partnering to address diverse community needs in an inclusive and respectful environment.

## **IVCCD VISION**

We will serve our communities as an essential catalyst for educational and economic vitality.

## **IVCCD CORE VALUES**

- Educational excellence through learning that prepares students for lifetime success.
- Leadership and communication through shared responsibility for accountability, transparency, and respect.
- Partnerships to support educational opportunities that strengthen our communities and foster economic development.
- Recognition of students, employees and community members for contributions and outstanding achievements aligning with our Vision, Mission and Core Values.
- Growth and sustainability through planning, innovation and optimizing resources.
- Continuous quality improvement in all that we do.
- Diverse and inclusive culture ensuring access, equity, dignity, and respect for all.

# ADMINISTRATIVE STAFF

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## **College Administration**

Provost of the College – Dr. Barb Klein

Dean of Student Affairs – Mike Emerson

Dean of Academic Affairs –Honorina Balogh

Director of Athletics & Student Life – Nate Forsyth

## **Residence Life Staff**

Director of Residence Life & Student Engagement – Bryan Bender

Assistant Director of Residence Life, College Apartments/College Suites – Ben Tanoff

Assistant Director of Residence Life, Lloyd Hall–Danielle Williams

Assistant Director of Residence Life, Thompson Hall – Demarion Harper

Housing Assistant, Lloyd Hall -- Cooper Beving

Housing Assistant/Mentor -- Dwayne Melton

Housing Assistant, Thompson Hall -- Jordan Mosely

## **Housing Staff Responsibilities**

### **Director of Residence Life and Student Engagement**

The Director serves as a coordinator for ECC students to connect with one another, provide a sense of belonging and engagement, and advance community on campus. The Director is responsible for providing leadership and oversight for student leadership development. The Director plays a pivotal role and works closely with students to initiate, plan, develop, and facilitate events and activities to enhance the quality of student life and college experience for students. In addition, the Director promotes a purposeful, educational, and diverse climate that enhances classroom learning with relevant co-curricular programs and services.

### **Assistant Director of Residence Life**

The Assistant Director of Residence Life coordinate the Resident Assistant program and hall activities. They also handle discipline problems and maintenance reporting. They live in ECC student housing and are available to residents for information, advice, and personal guidance.

### **Resident Assistants**

The Resident Assistants (RAs) are chosen through application and interview. RAs help with the supervision of the floor, report maintenance needs, and assist in policy enforcement. Most importantly, the RAs serve as friends, mentors, and information sources for the residents on their floors.

### **Security Personnel**

The Security personnel work with the student housing staff in enforcing housing regulations and maintaining security in the student housing buildings and the surrounding areas. Residents may be required to show their room key and/or ID to the Security personnel to indicate that they are residents.

### **On-Call Hall Staff**

In every residential location, staff are immediately available for students via an overnight duty rotation.

Students are encouraged to start with the Resident Assistant (RA) on call. When a situation is beyond the limitations of student staff, a professional staff member is available to provide additional support. If you are unable to reach the professional staff in your assigned hall, please call 641-373-4657. **Your first call for assistance after business hours should always be the RA on Duty.**



# ROOM & BOARD CONTRACT

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## Length of Contract

The Residence Life Contract, signed by every residential student, is a legally binding contract for room and board services. The duration is two complete semesters, August 23, 2024, to May 16, 2025. Housing is closed during the December holiday break unless prior arrangements are made. Any variations on the length of the contract must have approval from the Director of Residence Life & Student Engagement.

## Room Reservations

Applications for housing accommodations should be sent to the Department of Housing as far in advance as possible to ensure a room assignment; applications must be accompanied by a \$120 non-refundable fee. A room will not be held unless the fee has been received. Roommate preferences should be indicated in the appropriate space on the housing application or via email to [bryan.bender@iavalley.edu](mailto:bryan.bender@iavalley.edu). ECC will do its best to accommodate all requests. For more information or to apply for housing visit the ECC website or email [eccreslife@iavalley.edu](mailto:eccreslife@iavalley.edu).

## Check-In

Each resident must check-in and complete all the necessary paperwork in addition to paying their \$120 Reservation Fee before they will be given their key(s) to their assigned living space. Residents are responsible for maintaining their assigned living area in a clean and orderly manner; are expected to leave their assigned living area clean and maintained at the end of the semester and academic year. Any items left in the residential assigned living areas will be disposed of and the cost of disposal will be assessed to the resident.

## Check-Out

It is expected that each resident will leave their assigned living space in a clean and orderly manner. Residents are expected to leave their assigned living space in the same manner they checked into in. Failure to meet this standard will result in charges which vary based on their documented check-out form but aren't limited to:

1. Disposal of personal property
2. Cost of material(s)
3. Time and labor
4. Students will be notified of the charged amount after final room inspections.

## **Room Damages**

Each resident is expected to maintain their room(s) in good condition. To document the original condition of the room(s), students will have the opportunity to review and sign a room condition form at the time they move into their assigned room. Please review the room condition sheet carefully because when you vacate the room, this form will be used as the basis of comparison for damages. Residents will be charged for all damages that were incurred during their stay in an assigned room(s). At checkout, residents are responsible for formally checking out at the Assistant Director of Housing's office and turning in the room key. Students are also responsible for ensuring the proper use of these facilities by their guests. During all breaks, residents are expected to follow appropriate sign-out procedures.

## **Common Ground Damages**

"Common Grounds" are those areas not assigned to individual students, including the lounges, recreation rooms, bathrooms, laundry rooms, hallways, outsides of doors, and those areas open to everyone in the building. Since this is your home, students are expected to report damage to common areas; damages in these areas are costly to everyone. We expect individuals to accept responsibility for damages which they caused, and persons on the floor to assist in identifying the person(s) responsible for damage to common grounds. When students do not identify the responsible party, the damage charges are assessed to all members of the community.

## **Entry into Rooms**

The Director of Residence Life & Student Engagement and/or authorized representatives have the right to enter any room to inspect living conditions (room checks) with a 24-hour notice. The Director of Residence Life & Student Engagement and/or authorized representatives may enter any room when they consider that there exists any emergency including, but not limited to, a potential threat to the health, safety, or welfare of any resident or guest. The Director of Residence Life & Student Engagement and/or authorized representatives reserve the right to enter any room at any time for the purpose of searching that room for any item(s) which are illegal or any other violations of college or student housing regulations. The Director of Residence Life & Student Engagement and/or authorized representatives reserve the right to enter rooms at any time to make necessary repairs, alterations, or additions.

## **Disciplinary Actions**

Students who fail to comply with the terms and conditions set forth in the Student Housing Policies & Procedures Handbook and the ECC Student Handbook will be subject to removal from student housing and/or disciplinary action by the College. Students who are evicted from student housing because of disciplinary action forfeit all right to refund of any monies paid or owed for the semester in which the student is removed. Local, county, and state laws take precedence over any conflicting housing policies. Each resident agrees to abide by all of the rules and regulations set forth in the Student Housing Policies & Procedures Handbook and to abide by all rules and regulations of ECC at all times. The Director of Residence Life & Student Engagement and/or authorized representatives have the right to confiscate items that are in violation of student housing rules.

## **Full-Time Student Status**

Only full-time students may reside in ECC student housing. To qualify as full-time, students must be enrolled and attending a minimum of 12 credit hours. Any student who drops below 12 credit hours will be required to move out of student housing unless the Director of Residence Life and/or authorized representatives grant approval.

## **Leaving the Halls**

Anyone moving out of student housing must first see the Director of Residence Life & Student Engagement and/or authorized representatives. Anyone moving out of a residence building must check out with the Director



of Residence Life & Student Engagement and/or authorized representatives (review/sign out on the Room Condition form) and leave their key(s). All rooms must be left in the condition they were found. Rooms must be swept or vacuumed, and all trash removed before a resident may check out. Personal belongings left behind in student housing will be retained for 30 days; after that time, the staff will dispose of the belongings. Failure to check out and leave the room orderly will result in improper check-out fine. A lock replacement fee will be assessed at time of damage.

## **Damages – Appeal**

If you wish to appeal a damage charge assessed to your student account, you must submit your appeal in writing with photo evidence via email within 14 days of the fine posting after you move out of housing. Appeals will not be considered unless they are submitted in writing by the student charged. To appeal a damage charge, please provide a detailed, written explanation of why you are contesting your damage charge(s), your student ID, and the dollar amount you are appealing to [bryan.bender@iavalley.edu](mailto:bryan.bender@iavalley.edu). Damage appeals are reviewed by a damage charge appeals committee and the results and decision of this will be communicated back to you via email.

## **Termination Fees**

1. After classes begin, a \$600 break-of-contract fee will be assessed, and you will be charged a prorated rate for housing and meals (the exception is if the student is graduating/transferring and has 30 days to notify IVCCD of transferring. Failure to do so will result in the break-of-contract fee).
2. Students wishing to move out prior to the start of the 4<sup>th</sup> week of school (**September 16, 2024, or February 10, 2025**) will have their room and board prorated based off the number of days they are assigned to their residence hall.
3. Students wishing to move out between the 4<sup>th</sup> week and midterm will receive a 50% refund of room and board fees. After midterms, there will be no financial adjustments made to the student's room and board charges.
4. Students that opt to move off campus at semester will pay a \$600 break-of-contract fee (this includes moving home)
5. In the event a student officially withdraws from ECC, the room must be vacated within **24 hours after withdrawal**. Students are responsible for setting up a check-out meeting with the Assistant Director of Residence Life.

## **Activity Fee**

Each resident is required to pay a non-refundable \$10 activity fee. These funds may be used for activities and student housing improvements.

# ROOM ASSIGNMENTS

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## **Roommate Assignments**

The College reserves the right to make final decisions on room assignments. Any reasonable request for preference will be honored if possible. Roommate preferences may be requested through the Housing Application form or by emailing [bryan.bender@iavalley.edu](mailto:bryan.bender@iavalley.edu). The granting of this request is dependent upon availability of space and on the date the request is made. Requests for a single room may be honored if/when space is available at the discretion of the Director of Residence Life & Student Engagement and/or authorized representatives. Director of Residence Life & Student Engagement and/or authorized representatives reserve the right to re-assign residents who are without roommates should they not find someone of their own choice.

## **Room Changes**

If a resident wishes to change rooms, he/she/they must contact the Director of Residence Life & Student Engagement and/or authorized representatives. Room changes cannot be made without permission. A request for a room change does not guarantee approval. A move cannot take place until the resident is notified by the Director of Residence Life & Student Engagement and/or authorized representatives. Changing rooms without proper approval will result in a fine.

## **Room Consolidation**

The College reserves the right to consolidate any residential student. Each Residential Student residing in a double room without a roommate after classes begin will be given a choice to buy out their current double room or to consolidate with another student needing a roommate. The consolidating student will have 48 hours to complete the required move.

## **Triple Occupancy**

The Director of Residence Life & Student Engagement and/or authorized representatives reserve the right to designate rooms for (non-voluntary) triple occupancy. Each occupant of such rooms will be compensated for each week beyond the first four weeks of that semester.

# ROOM & FURNISHINGS

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## **Provided by the College**

Rooms and apartments are furnished with bed, draperies, mattress, study desk, chair, closet, and chest of drawers; apartments/suites are also provided with living room and kitchen furniture. These items shall not be removed from the rooms or apartments/suites.

## **Provided by Residents**

The residents will provide their own bedding and personal items. Residents are responsible for the cleanliness of their rooms.

## **Personal Property**

The Director of Residence Life & Student Engagement and/or authorized representatives reserve the right to restrict or deny use of residents' furniture, musical instruments, appliances, or stereo equipment. Stereos, radios and TVs that are allowed must be used in a manner which respects the rights and privileges of other residents and staff. Under no circumstances are residents allowed to move or remove furniture from/between rooms and lounges.

Personal belongings left behind in student housing will be retained for 30 days; after that time, the staff will dispose of the belongings. Ellsworth Community College and Iowa Valley Community College District assume no liability for loss or damage from any cause to the personal property of residents or guests.

## **Monthly/Quarterly Inspections**

Each Residence Hall will undergo inspections of all assigned residential spaces monthly. In addition, a formal Health and Safety inspection in preparation for Thanksgiving, Winter, and Spring Break recess. Residence Life staff will inspect each suite to ensure compliance. Residents who fail to comply with expectations will result in a \$50 fine.

# FOOD SERVICE

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## **Serving Hours**

Great Western Dining serving hours are as follows:

### **Monday through Friday**

7:00 - 8:30 Breakfast

8:30 - 9:00 Continental Breakfast

11:15 - 1:15 Lunch

5:15 - 7:00 Dinner

**\*\*FRIDAY DINNER IS ONLY 5:15-6:15**

### **Saturday & Sunday**

11:30 - 12:30 Brunch

5:15 - 6:15 Dinner

Food Service personnel have the right to request identification; only residents, staff, or paying visitors are permitted in the cafeteria. All students are expected to remove dirty dishes from the table and place them in washing area.

## **Special Diets**

Residents who are unable, for documented medical reasons, to consume the meal served must consult with Food Service to arrange a diet that is consistent with their physician's instructions. If food allergies are severe enough to warrant the possible use of epinephrine, you must notify the Director of Residence Life & Student Engagement.

**\*\*All residents are required to purchase the 19-meal (board) plan through college food service.**

# EMERGENCY PROCEDURES

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**The Police/Fire Department/Ambulance emergency number is 9-1-1.** For situations not considered an emergency, dial the Iowa Falls Police Department at (641) 648-6464 and notify the Residence Life staff.

## Emergency Notifications

Students are automatically signed up for ECC emergency notifications. This system provides time-sensitive notices to students about campus closings due to weather and other emergency announcements. Messages can be sent within minutes to your cell phone (text) or email.

## Fire Safety

- A fire drill is conducted so that all residents are prepared for a safe evacuation should a fire emergency occur.

## Resident responsibilities

- Locate fire exits and fire alarms and be on alert to prevent fires. Residents and their guests are required to participate in building evacuation drills.
- Any object, with the exception of a match or cigarette lighter, which creates an open flame is not permitted in the residence halls; this includes incense and candles.
- Vehicles can't be parked in fire lanes.

A resident who discovers or suspects a fire should notify a member of the Residence Life staff immediately.

## If you smell smoke do the following

1. Notify a staff member immediately and relate any pertinent information.
2. Staff will then try to find the source of the smoke.
3. If safe and clearly controllable, use extinguishers to put out the fire if possible.
4. Pull the fire alarm if there is a fire, then exit the building.

## When you hear the fire alarms prepare to evacuate

### *Exiting your room*

1. Shut windows and open drapes
2. Turn off all lights and lock the door.
3. Wear hard-soled shoes and coat.
4. Carry a towel to cover your face in case of smoke.

### **Thompson Hall**

1<sup>st</sup> West (SW exit or N lobby exit)  
2<sup>nd</sup> West (SW exit or S lobby exit)  
2<sup>nd</sup> East (East exit or S lobby exit)  
3<sup>rd</sup> West (SW exit or N lobby exit)  
3<sup>rd</sup> East (East exit or N lobby exit)

### **College Apartments**

1<sup>st</sup> Floor (NE exit)  
2<sup>nd</sup> Floor (NW exit)  
3<sup>rd</sup> Floor (SE exit)

### **Lloyd Hall**

1<sup>st</sup> Floor (S South)  
1<sup>st</sup> Floor (East)  
1<sup>st</sup> Floor (West)

### **Suites**

1<sup>st</sup> Floor (Main)  
1<sup>st</sup> Floor (East)  
1<sup>st</sup> Floor (West)

### **Thompson Residents**

Gather at the parking lot  
adjacent to Wall Hall

### **College Suites**

1<sup>st</sup> Floor (N exit)  
2<sup>nd</sup> Floor (W lobby exit)  
3<sup>rd</sup> Floor (W lobby exit)

## Apartment/Suite Residents

Gather at south side of Gentle Student Center

## **False Fire Reports**

Tampering with fire alarm systems and/or reporting false fire reports is a violation of Iowa Law (Ref. Section 712.7, 718.6, 723.4). Violators will be prosecuted.

## **Fire Safety Equipment**

Tampering with or falsely setting off smoke alarms is prohibited. Violators will be prosecuted. **Any act of arson will result in immediate eviction.**

## **Tornado Safety**

Residents should pay attention to Hardin County weather conditions throughout the day and be prepared to follow the safety procedures noted below in the event of a tornado. Residence Life Staff will make efforts to inform residents when a tornado watch or warning has been issued.

### **Tornado Watch**

First alerting message from the U.S. Weather Bureau specifies an area and period of time during which tornado possibilities are expected to be dangerously high.

### **Tornado Warning**

Issued when a tornado has been sighted in the area or detected by radar. At this time all residents need to take immediate cover in the following areas:

- College Apartments – 1<sup>st</sup> floor of the College Apartments
- College Suites – 1<sup>st</sup> floor of the College Suites
- Thompson Hall – 1<sup>st</sup> floor east hallway
- Lloyd Hall—1<sup>st</sup> Floor Hallway

## **City Siren Signal**

1. Steady blast means take shelter immediately.
2. The city of Iowa Falls will signal a tornado warning by sounding the city siren signals. Housing staff will move quickly through the halls, directing all students to move to the first-floor hallway areas. Students should pay attention to weather conditions throughout the day and be prepared to follow the safety procedures noted below in the event of a tornado. Students are directed to respond immediately to a warning, for their own safety as well as that of others.

## **Shelter**

1. With a severe weather warning, close window drapes.
2. With a tornado warning, leave the room, lock the door and go to the basement/bottom floor.
3. Do not take shelter near windows or glass.

## **Medical Safety**

1. For their own safety and well-being, residents are asked to give written notification of any medical problems (epilepsy, diabetes, heart condition, food allergies, etc.) when making application to ECC student housing.
2. A resident who is injured or observes an injury must notify a staff member.
3. If a resident appears in critical need of medical attention, notify someone in authority immediately so an ambulance may be called.
4. A resident or visitor must notify the Residence Life staff and complete an Injury Report form concerning any personal injury incurred while on the premises.
5. First aid kits are available in the housing offices.

## **Student Insurance**

A student who does not have medical insurance should consider obtaining coverage. ECC does not provide health insurance for students.

## **Renter's Insurance**

Students are encouraged to have a renter's insurance policy. The college is not responsible for the damage of student belongings.



# SECURITY

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Each student living in student housing has a primary responsibility for their own safety and security. ECC ensures reasonable steps which contribute to maintaining a safe and secure environment. Staff, equipment, and information resources are provided to encourage behaviors that prevent dangerous situations, and to assist if an emergency should occur. However, despite these reasonable and good faith efforts, it is impossible to predict individual actions or guarantee absolute control that will assure that no unwarranted acts or situations will ever occur. ECC cannot prevent a fire caused by a resident's carelessness with a prohibited item, such as a candle. Nor can the police prevent a theft when a resident has left the room door, deck door, or window unlocked and valuables are left out while the residents are away from the room. Remember, when one resident is careless, all residents may be exposed to the consequences of that carelessness.

Exterior doors, deck doors, windows, interior doors, and apartment/suite bedroom doors should be locked at all times when the rooms are vacant to prevent theft and to maintain the safety of other students. The College assumes no financial responsibility for lost or stolen property. Please notify the Iowa Falls Police Department and Residence Life staff immediately if you become aware of a theft or of intrusions by unauthorized persons.

**Exterior doors to the buildings must not be propped open.**

## Security Personnel

The Security personnel are here to help everyone. These officials are employed by ECC. Residents must cooperate with Security at all times, including being able to present student identification card; failure to do so may result in disciplinary sanctions. The on-call security phone number: 641-373-1418.

## Building Security

Residents may enter and leave the buildings at their own discretion. Surveillance cameras are used for safety/security reasons in all the student housing buildings.

### Thompson/ Lloyd Hall

- Anyone caught propping the outside exit doors or using the side doors except in cases of emergency will be fined \$100. Visitors in violation of this rule will lose visitation privileges.
- All main exit doors are locked and alarmed.

### College Apartments & Suites

- All doors are locked daily.
- Anyone willfully forcefully opening a locked door and/or exit will be assessed \$100 fine.
- At no time are locked entrances to be propped open. Doing so will result in a \$50 fine plus possible disciplinary action.

## Resident Responsibilities

- Will lock the door to the resident's room whenever leaving.
- Will not give/loan their residential key to another resident or any non-resident.
- Will not admit any person(s) by way of locked exit doors.
- Will respect the ownership rights of other residents.

## Keys

At check-in, all residents are assigned keys for which each resident is responsible for. **Loss of a room key must be reported immediately to the Director of Residence Life & Student Engagement and/or authorized representatives.** There is a \$100 charge for replacement of the room lock in Thompson Hall, Lloyd Hall, the College Apartments, and the College Suites. Room keys must not be duplicated; duplication will result in a \$100 fine and probation. These charges do not include time and labor. The actual cost will include the fine plus the cost of time and labor. Losing your key card will include a \$25.00 charge.

# MISSING STUDENT NOTIFICATION POLICY

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Ellsworth Community College takes student safety very seriously. As a result, the following procedure has been developed to assist in locating a student(s) living in college-owned, on-campus housing who, based on the facts and circumstances known to the College, is determined to be missing. This policy is in compliance with the Higher Education Act, Section 485(j).

Most missing person reports in the college environment result from a student changing their routine without informing a roommate(s) and/or friends of the change. Anyone who believes a student to be missing should report their concern to the Director of Residence Life & Student Engagement and/or authorized representatives. Every report made to the Director of Residence Life & Student Engagement and/or authorized representatives will be followed up with an immediate investigation once a student has been missing for 24 hours. Depending on the circumstances, parents of a missing student may be notified. In the event that parental notification is necessary, the Dean of Student Affairs or ECC Provost will place the call.

At the beginning of each academic year, residential students will be asked to provide, on a voluntary basis, emergency contact information in the event he/she is reported missing while enrolled at the College. This emergency contact information will be kept in the Director of Residence Life & Student Engagement and/or authorized representatives office.

## **General Procedure**

1. The Director of Residence Life & Student Engagement and/or their designee will notify the Dean of Student Affairs immediately if any Residence Life student has not been seen on campus, cannot be reached by acquaintances, and a concern has been expressed for the student's safety and well-being for a period of more than 24 hours.
2. The Dean of Student Affairs will contact the Iowa Falls Police Department no later than 24 hours after the time the student is determined missing to file a missing person's report.
3. The Dean of Student Affairs or ECC Provost will also contact the student's emergency contact within 24 hours of the student being reported missing.

# RESIDENT LIFE

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## Roommate Rights & Responsibilities

As a resident of ECC student housing, students have the following rights and responsibilities. Likewise, each individual student should work to be the type of roommate who helps to ensure these rights for others.

- The right to read and study in a living unit free from disturbances.
- The right to sleep without undue disturbance.
- The right to be treated with respect and civility at all times.
- The right to expect a sense of privacy in one's living unit.
- The right to a safe and secure place of residence.
- The right to be free from fear of intimidation, physical harm and/or emotional distress.
- The right to a clean-living unit and the responsibility to share equally in the work to keep the living unit clean.
- The responsibility to respect a roommate's rights and personal belongings.
- The responsibility to host guests in a manner that does not interfere with the rights of a roommate(s) and other residents.
- The right and responsibility to speak out when you believe your rights have been violated.
- The right and responsibility to seek the assistance of others to resolve conflict when individual action has not been successful.

These rights and responsibilities apply not only to roommates, but also to other students living in ECC student housing.

The College holds no liability if the above rights are not met. These rights are only a **suggestion** by the College to aid students in creating the best possible living environment.

## Guests

With permission of the resident's roommate(s), residents are welcome to have guests; however, each residential student assumes responsibility for their guest's behavior and actions during the visit. There is a limit of two visitors per resident at any given time. A student will be held accountable and may be subject to the student housing Disciplinary Procedures if a guest is found to be in violation of policy.

**The student must register a guest(s) at the Assistant Director of Residence Life's office on the day of the guest's arrival.**

Guests are to be informed that ECC and IVCCD are not responsible for any lost, stolen, or damaged personal belongings. ECC and IVCCD assume no responsibility for physical harm encountered by guests. ECC students who do not live in student housing and Iowa Falls residents are not allowed guest privileges. This privilege is intended for traveling visitors. Students who are suspended or evicted from ECC student housing and/or the College are not permitted to be on the premises, in the residential parking areas, or in student housing and will be charged with trespassing. Any resident found with a person previously banned from student housing will be subject to student housing Disciplinary Procedures up to and including eviction.

## Visitation

To protect the rights of all students and provide a measure of privacy and security, visitation hours in all four residence buildings are: **8 am to Midnight Daily**

- Minors or high school students are not allowed in ECC student housing unless accompanied by parents or legal guardians.
- Babysitting is not permitted in student housing.
- Resident students will be responsible for any damages inflicted by their visitors.
- Anyone violating student housing rules will be subject to a fine and/or loss of visitation privileges.

## Housekeeping

Residents are responsible not only for the cleanliness of their own rooms, but also must cooperate in the general care and cleanliness of lounges, hallways and bathrooms. Trash is not to accumulate in rooms, on the decks, or in the hallways. Bathrooms, living areas, kitchens, and bedrooms are to be maintained in a healthy and safe manner. Those creating a mess can have disciplinary action taken against them, including \$50 cleanliness fine. Facilities such as lounges, kitchens and recreation rooms may be closed due to misuse.

Residents should contact the Residence Life staff to request specific custodial assistance.

## Quiet Hours

The purpose of quiet hours is to provide study conditions supportive of students' academic pursuits. For many, development of effective study habits is difficult. This, coupled with the high-density nature of student housing, makes a quiet atmosphere necessary for sleep or study. Areas surrounding the buildings, as well as parking lots and streets, are included within this rule.

Mandatory quiet hours are 11 pm to 8 am daily. Quiet hours are defined as the period during which each resident or visitor shall ensure that the noise level does not disturb any other resident in the building. 24-hour **mandatory quiet hours** will be in effect during Final Exam Week each semester.

## Noise Control Discipline Procedure

Residents responsible for excessive noise or disruptive behavior may be subject to disciplinary action including fines and/or eviction from ECC student housing.

## Maintenance and Residence Hall Problems

Facilities Operations repairs functional concerns with your residential room and maintain the Residence Halls are very important to ECC and IVCCD. You may seek assistance from Facilities Operations by emailing Director of Residence Life & Student Engagement and/or authorized representatives, calling, or texting 641-373-4657; Please give a detailed concern with room location, and nature of the concern to the following:

1. [Demarian.harper@iavalley.edu](mailto:Demarian.harper@iavalley.edu) – Thompson Hall
2. [Ben.tanoff@iavalley.edu](mailto:Ben.tanoff@iavalley.edu) – Apartments/Suites
3. [Danielle.Williams@iavalley.edu](mailto:Danielle.Williams@iavalley.edu) – Lloyd Hall
4. [Bryan.bender@iavalley.edu](mailto:Bryan.bender@iavalley.edu) – All Residence Halls

# SERVICES

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## Academic Services

Students may receive academic advising through their assigned academic advisors or through the staff located in the Hub.

## Counseling Services & Mental Health Resources

Achieve Mental Health: Reserved for ECC Students Monday-Thursday from 2:00-3:00 PM.  
814 Railroad Street, Iowa Falls, IA 50126. Phone number: 641-648-8111.

CICS mobile response 855-581-8111

YourLifeIowa.org

Suicide crisis line-988 or chat at 988lifeline.org.

<https://www.iowacrisischat.org/>

<https://www.crisistextline.org/>

Transgender: <https://translifeline.org/hotline/>

LGBTQ: <https://www.thetrevorproject.org/get-help/>

Veterans: <https://www.veteranscrisisline.net/>

## Identification Cards (IDs)

ECC ID cards get students into the cafeteria, athletic events, social functions, Dale Howard Family Activity Center, and concerts. ECC ID cards are non-transferable. If a student loses their ID card, a replacement may be obtained in the Gentle Student Center; there is a replacement fee for lost cards. The ID card must be used when checking out recreational or other equipment from Residence Life. It is each resident's responsibility to have in their possession an ECC ID card. IDs must be produced upon request by a staff member, including RAs. **It is required that you carry your ECC ID with you at all times.**

## Laundry Facilities

Each building has a laundry room equipped with washers and dryers. If a machine is not working, report it to the Assistant Director of Housing immediately. Residents should not leave laundry unattended. ECC and IVCCD assume no responsibility for lost or stolen property.

## Residential Networking

Residents are encouraged to email [helpdesk@iavalley.edu](mailto:helpdesk@iavalley.edu) in the event there is a connection issue with your residential internet access.

## Mail

Mail is distributed Monday through Friday; no provisions are made to deliver and distribute the mail to student housing on Saturdays, Sundays, or holidays. Residents must pick up their own mail, and each resident is responsible for checking his or her mail on a regular basis. Materials advocating a political position, or commercial solicitations are not permitted to be placed in mailboxes unless received through the U.S. Mail and addressed by the sender to the student with the appropriate address.

### Thompson Hall

Your Name  
Thompson Hall  
1100 College Ave.  
Iowa Falls, IA 50126

### College Apartments

Your Name  
College Apartments  
1100 College Ave.  
Iowa Falls, IA 50126

### College Suites

Your Name  
College Suites  
1100 College Ave.  
Iowa Falls, IA 50126

### Lloyd Hall

Your Name  
Lloyd Hall  
1100 College Ave.  
Iowa Falls, IA 50126

**Tampering with mail service is a violation of the law and violators will be prosecuted.**

## Office Hours

Residence Life staff office hours are Monday-Friday located in the Gentle Student Center from 8:00 am- 4:30 pm. You can reach a member of the housing team at any time by dialing 641-373-4657.

## Parking Permits

At check-in, all students are required to fill out a vehicle registration card if they'll have a car on campus. The parking permit needs to be placed on the lower corner of the passenger's back window. There's no charge for a parking permit, but students must have one or they'll be ticketed or subject to towing. Permits are required for parking in student housing lots. Vehicles parking in any handicapped area on campus without a handicap sticker will be issued a \$100 fine.

## Wireless Computer Networking System

Wireless computer networking via ethernet service is available in all the student housing buildings. This service enables students to access the internet from their rooms.



# RESTRICTIONS

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## **Alcohol Policy**

Alcohol is not permitted in student housing or on ECC property, including areas immediately surrounding student housing, even by those who are legal drinking age in Iowa (21). Residents will be in violation of the alcohol container policy if a container is found within the resident's room; this applies to both empty and full containers. If no resident(s) is present at the time of discovery, all residents will be in violation. All those present where alcohol is found will be in violation of the alcohol policy. The first violation will result in a \$50 fine. The second violation will result in housing probation and a \$100 fine.

## **Bikes**

Bikes are allowed in student housing.

## **Carpets**

Carpet tape or foam-backed carpet is NOT to be used in student housing. All carpet stains should be reported as soon as possible. Residents will be charged the costs for materials and labor from any damage to carpet.

## **Christmas Trees**

Real Christmas trees are not allowed in resident rooms. A fine may be imposed.

## **Cleanliness**

Residents are responsible not only for the cleanliness of their own rooms, but also must cooperate in the general care and cleanliness of lounges, hallways, and bathrooms. Trash is not to accumulate in rooms, on the decks, or in the hallways. Bathrooms, living areas, kitchens, and bedrooms are to be maintained in a healthy and safe manner. Living quarters must not create offensive odors. Disciplinary action, including \$50 cleanliness fine, may be applied for noncompliance. All students are expected to remove dirty dishes from table and place in washing area in the cafeteria. Failure to this will result in a \$50 cleanliness fine.

## **Cooperation with College Officials**

Students must follow oral or written instructions regarding regulations, local, state, and federal laws as given by authorized representatives of the College. Students must present an ECC identification card to Residence Life staff upon request; failure to obey such instructions will result in disciplinary action and a \$50 fine.

## **Darts & Dart Boards**

Darts and dart boards are not allowed in student housing. A \$50 fine will be assessed.

## **Discrimination**

It is the policy of Iowa Valley Community College District that no individual will be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by the District on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; or sexual orientation as required by the Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20

U.S.C §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq).

**Ellsworth Community College** students who feel they have been discriminated against are advised to contact Honoria Balogh, Education Equity Officer, at 641-648- 863.

Complaints may be filed with the Iowa Civil Rights Commission at 400 East 14th Street, Des Moines, Iowa 50319, 800-457-4416, and/or the U.S. Department of Education, Office for Civil Rights, at the Chicago Office, 500 West Madison Street, Suite 1475, Chicago, Illinois 60661, 312-730-1560. Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.

## **Doors**

Only non-offensive material is allowed on the outside of doors. Any materials that are regarded as “in poor taste” or offensive will be removed. Doorways are not to be blocked in any manner. Students posting offensive materials will be charged a fine.

## **Drug Policy**

Ellsworth Community College promotes a drug-free institution and prohibits students from the following in regard to drugs: unlawfully possessing, using, or distributing alcohol on its property, and prescription drugs, as defined in Chapter 204, Code of Iowa. The use of narcotics or any controlled substance, including drug paraphernalia and synthetic drugs, in the housing units or on college property is prohibited. If in violation of the drug policy on Ellsworth Community College property, sanctions can result in immediate eviction and/or arrest. Students who are found to be in possession of and/or distributing controlled substances will receive a \$100 fine plus will be placed on Disciplinary Probation and/or be evicted from student housing. The Dean of Student Affairs or designee will also review these cases to determine if appropriate disciplinary action was taken, which may include disciplinary suspension.

**Important Note: The Iowa Falls Police Department will be bringing a trained drug dog through the halls, dormitory rooms, and apartments/suites on a random basis to check for the presence of illegal drugs. Being found in violation of this policy will result in immediate eviction from student housing and potential legal action, which the Iowa Falls Police Department may choose to take.**

## **Electrical Appliances**

The following electrical appliances are authorized for use in student housing: radio, television, study lamp, personal computer, iron, fan, hairdryer, microwave, dorm-sized refrigerator, air fryers, and heating pad. The following items but not limited to are not permitted: George Foreman grill, electric frying pan, toaster or toaster oven, deep fat fryer and Air Conditioners Units (Window or Portable). Each building has a microwave that can be used by residents.

## **Falsification of Information**

Willfully falsifying official records or documents is a serious offense that may result in \$100 fine and/or eviction from student housing and/or the College.

## **Fire Alarms, Sprinkler System, and Fire Extinguishers**

Tampering with the fire alarm system, sprinkler system, Fire doors, smoke detectors and setting off a fire extinguisher without the presence of a fire is a serious infraction. Students in violation are subject to a \$100 fine, disciplinary probation, and/or eviction. Other sanctions include any replacement and service costs. ECC will conduct room inspections. Smoke detectors and fire extinguishers will be inspected.

## **Firearms/Dangerous Weapon**

Dangerous weapons are not permitted in ECC student housing or on college property. **The weapons policy is a “zero tolerance” policy.** The possession of dangerous weapons is considered a serious violation of the College discipline policies. This can cause disruption to the living environment and present a threat to the health and safety of students, employees, and visitors on the premises. Confiscated weapons will be reported to the Police. Any object which could be used or perceived to injure another person will be considered a dangerous weapon for the purposes of this policy. Without limiting the examples of definition, the following instruments or objects generally are considered weapons within the jurisdiction of this policy: firearms, ammunition, explosives, incendiary devices, clubs, knives, BB guns, imitation guns, stun guns or any dangerous weapon, substance, or material on campus is prohibited. Any student on college property found to be in possession of a weapon, displaying a weapon, or utilizing a weapon in a threatening manner, including the infliction of harm or injury to another person, may be subject to immediate suspension and termination of the student housing contract. The person may also be subject to criminal prosecution under Iowa law.

## **Gathering**

There will be no gathering outside or inside the student housing buildings at any time after 11 pm (including weekends and weeknights). This includes all parking lots, streets, and areas surrounding the buildings. A fine will be assessed to those in violation.

## **Grilling**

Open-flame cooking devices such as barbecue/roasting grills, pits, and campfires are prohibited.

## **Hover Boards**

Hoverboards are prohibited in student housing buildings or on the College campus.

## **Indoor Sports**

The main student housing corridors, lobbies, hallways and other common areas are designed specifically for accessibility. To ensure safe passage and to protect the buildings, indoor sports of all types (playing catch or bouncing balls) and the use of sports equipment are not permitted. Bicycles and similar items (roller blades, skateboards, scooters, etc.) may not be ridden in any building.

## **Lewd or Indecent Behavior**

Lewd or indecent behavior will not be tolerated. When in hallways, residents must be properly attired. A fine may be assessed.

## **Littering**

Littering in or around the buildings will result in a written warning and/or fine of \$25.

## **Lobby Rules**

When noise levels aren't at a minimal level or they disturb others, a fine may be issued and a resident(s) and visitors may be asked to leave.

## **Loitering**

The hallways are passageways among the residency wings, recreational areas, entrances, etc. Gathering or running in the hallways is not permitted. There will be no overnight sleeping in common areas (lounges, TV rooms, recreation rooms, etc.). This will result in a fine.

## **Mandatory Meetings**

Failure to attend a mandatory meeting for which 48 hours' notice was given may result in a fine. Residents must see the Director of Residence Life & Student Engagement and/or designee ahead of time if unable to attend a mandatory meeting. A \$25 fine is assessed to those not in attendance.

## **Motors/Motorized Vehicles**

Motors or motorized vehicles are not allowed in student housing. A fine may be assessed.

## **Noise/Loud Music**

Residents must be considerate of others. Excessive and/or disruptive noise is prohibited. Radios, stereos, video games, and televisions must be played at a reasonable volume level at all hours. Stereos may not be played out windows. A violation may result in removal of the item making the excessive/disruptive noise from a resident's room. All those present in a room or housing area at the time of a mandatory quiet hour violation will receive a fine.

## **Open Flames**

No open flames are permitted in student rooms, lounges, study rooms, balconies/decks, or other public areas of student housing.

## **Pets**

All pets are prohibited for residential students. **If accommodations are needed for a disability, please contact Tina Wesselman in the Hub to complete the proper application.**

## **Posting Signs**

Prior to posting signs in the main lobby or hallways, permission must be obtained from the Director of Residence Life & Student Engagement and/or designee. Non-approved material will be taken down.

## **Removal of Furnishings**

The theft, willful destruction, damage, or misuse of student housing property or a resident's property may result in disciplinary action including eviction without refund of money paid or owed for the semester.

## **Roofs**

Residents are not permitted on the roofs or overhangs or on any portion of the outside of the buildings.

## **Screens**

The window screens must remain in place at all times. Opening or missing screens will result in a fine or replacement cost for the screen(s).

## **Sexual Misconduct**

Sexual misconduct is criminal behavior that will not be tolerated at any Iowa Valley Community College District campuses, facilities, or District events. It is the district's policy to provide programs to prevent domestic violence, dating violence, sexual assault, stalking, and sexual harassment by increasing awareness of gender violence, increasing recognition that it is a problem, increasing ownership/responsibility of the issue, developing skills to intervene, and increasing recognition of such intervention. [The district's policy](#) (IVCCD Board Policy/Guideline 518) does not discriminate based on sexual orientation or preference of individuals engaging in sexual activity.

**If a student believes they have experienced Sexual Misconduct, please visit the following link to submit an electronic form:** [Title IX Reporting Form - Iowa Valley Community College District \(iavalley.edu\)](#)

**If you would like to speak with a Title IX Coordinator, please reach out to your respected coordinator:** Ellsworth Community College: [tracy.crippin@iavalley.edu](mailto:tracy.crippin@iavalley.edu)

## **Solicitation**

Solicitation is prohibited in student housing. The sale of any commodity or service by any student requires permission from the Director of Residence Life & Student Engagement and/or an authorized representative. Residents should inform a Residence Life staff member or ask strangers or uninvited guests to leave.

## **Social Media Policy**

Student(s) should be aware that information posted on social media accounts aren't limited to (Facebook, Instagram, Snapchat, Twitter, and etc.) may be viewed and/or determined to be acting in a manner that violates ECC and/or IVCCD Residence Halls Policies and Procedures and/or Student Code of Conduct; are sanctionable based off the subsequent policies.

## **Theft/Property Damage**

Doors should be locked when rooms are unoccupied. Very few thefts occur in student housing when residents take proper precautions. In case of theft, notify the Iowa Falls Police Department. Report all thefts to the Director of Residence Life & Student Engagement and/or authorized representative immediately. ECC and IVCCD are not responsible for stolen items. If a theft occurs, residents should check their parents' homeowners' policy. The Personal Inventory Sheet makes a good record of items owned in case it is needed for insurance.

Wrongfully taking the property of another, or wrongfully refusing to return the property of another when requested to do so, is considered a serious violation of the discipline policies of Residence Life. Anyone found to have violated the theft and/or burglary policy will be subject to immediate eviction from student housing without refund. The person may also be subject to criminal prosecution under Iowa law.

## **Threats/Harassment**

Threats to health and safety such as fighting, play fighting, physically abusing, or endangering in any manner the health and safety of any person will result in immediate disciplinary action which may include eviction.

Unacceptable statements (verbal harassment) which cause embarrassment, humiliation, shame, fear, or intimidate, or ridicule will result in a fine and may result in further disciplinary action, including eviction.

## **Tobacco/Smoking**

Student housing and the College grounds are tobacco-free in accordance with state law. **Smoking or any use of tobacco is not allowed** in buildings or on college grounds or parking lots. A fine will be assessed for failure to comply.

## **Unacceptable Behavior**

Anyone acting in a manner disrespectful to other residents and their personal property or College property is subject to immediate removal from ECC student housing.

## **Walls**

Only scotch tape, painters' tape, tacks, and 3M pull strips may be used on walls in the rooms (please leave 3M pull strips up when you check out). Residents will be charged for rooms that require painting if excessive marks are made.

## **Weightlifting Equipment**

Weightlifting equipment is not permitted in student housing.

## **Wireless Computer Networking System**

- ECC may disconnect a resident's network connection at any time without notice in order to maintain the integrity of the network.
- ECC will attempt to maintain 24-hour operation of the wireless network; however, there are times when the network will be unavailable. Efforts will be made to post notifications when such downtime is known in advance.
- By using the network, there may be the possibility of transferring viruses or other malicious programs to personal computers. In using this wireless networking service, residents agree not to hold ECC/IVCCD responsible for any damages resulting from connecting to the network.
- **Routers are not permitted.**

# DISCIPLINARY PROCEDURES

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The Director of Residence Life & Student Engagement and/or authorized representative is responsible for maintaining a safe and secure environment conducive to the intellectual, social, and cultural development of the residents. The Assistant Directors of Residence Life are assisted by student Resident Assistants (RAs).

## **Fines**

Fines may be assessed for specific violations. Failure to pay fines assessed for damages will result in a hold on a student's registration, graduation, or issuance of a transcript. The third time a finable offense is violated it will be given as a non-cooperation violation. If this should occur, the student will be required to meet with the Dean of Student Affairs or designee concerning the resident's disregard of the housing policies. This meeting may result in students being placed on probation or evicted from ECC student housing.

The fine may be appealed within two class days of issuance to the Director of Residence Life. Fines are payable at the Business Office in the Gentle Student Center. It is the student's responsibility to make the appointment; failure to do so will be considered a forfeiture of any appeal on the issue(s) in question.

**Fines will be doubled if they are not paid within 30 days.**

## **Appeals**

The Director of Residence Life & Student Engagement may place the resident on student housing probation. Probation cannot be appealed. If the offense is an "eviction" by itself, probation status is not required. The College reserves the right to immediately dismiss or evict any resident for infractions without notice and without the opportunity for a hearing. If a student desires a hearing, one may be set at the discretion of the Dean of Student Affairs. The hearing committee will consist of the Director of Student Success, the Director of Athletics and Student Life, and a Faculty Representative. Because the resident has been dismissed from on-campus housing, the hearing will take place immediately and the resolution made within 24 hours. Failure to file the appeal within two class days will forfeit any request for appeal on the eviction. Any student who fails to appear for his/her scheduled appeal hearing will forfeit the right to a hearing.

## **Written/Verbal Warnings**

Students found in violation of a student housing regulation or policy will be issued a written notice of the violation by an Assistant Director of Residence Life. Upon receipt of the notice of violation, the individual has the following two class days to report to the appropriate Director of Residence Life where the violation occurred. Upon receipt of a third violation notice, the student will meet with the Dean of Student Affairs or designee and may be subject to eviction from student housing.

## **Disciplinary Probation**

A student is placed on disciplinary probation as the result of actions that carry the penalty of probation. Once the probation stage is reached, the student will remain on probation for the remainder of the year. During this period, the student must demonstrate his/her ability to act in a manner acceptable to the College. With probation, there may be a fine assessed or restrictions may be placed on student housing living and/or extracurricular activities in student housing.



## **Eviction from Student Housing**

When the resident has demonstrated their incapability to live within the guidelines set up for student housing, the Director of Residence Life & Student Engagement and/or authorized shall issue a written notice of eviction and the student will be required to move off campus immediately. When a resident is evicted, the guidelines are as follows:

- The student is given three days to remove all personal property from student housing while being accompanied by an Assistant Director of Residence Life.
- The student automatically loses visitation rights to campus residence halls and all adjacent parking lots.
- The student remains responsible for any unpaid housing charges.
- The student may be referred to the Dean of Student Affairs for possible further disciplinary action.

## **Effect of Eviction Notice**

Any resident who is issued a notice of eviction will not be entitled to a student housing contract for the following academic year, without an appeal and proper reinstatement.

## **Non-Resident Violations**

Violations of any student housing rules by non-residents could result in the loss of visitation privileges.

# ECC RESIDENCE HALL VIOLATIONS & FINES

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***Any violation may result in a fine and/or disciplinary probation or eviction from residence life.***

## **Violations \$50**

- 3<sup>rd</sup> + time for a lockout
- Aerials/wires out of window
- Blocked doorway
- Candle/incense possession
- Christmas trees (real trees) in rooms
- Courtesy quiet hours
- Door decoration policy
- Failure to attend mandatory meeting.
- Gathering policy
- Improper checkout
- Improper room change.
- Indoor sports/weight equipment
- Littering in or around buildings
- Loitering
- Motor/Motorized vehicle policy
- Removal of student housing furnishings
- Roof policy
- Alcohol policy (1<sup>st</sup> violation)
- Cleanliness
- Computer Use Policy 407
- Darts/dart boards
- Electrical policy
- Housing Exits/Doors
- Lewd or indecent behavior
- Mandatory Quiet Hours
- Open screens/security screens
- Noise Violation
- Open flames/Grilling policy
- Tobacco/smoking policy
- Visitation Policy

## **Disciplinary Probation (\$100 fine)**

- Alcohol policy (2<sup>nd</sup> violation)
- Falsification of information
- Fighting or assaulting another person
- Non-cooperation
- Pet policy
- Tampering with the mail
- Threat policy
- Tampering with security camera
- Tampering with smoke alarms
- Willful damage to college property
- Repeated violations
- Unacceptable behavior
- Verbal harassment

## **Eviction (\$100 fine possible)**

- *These violations could result in automatic eviction from student housing and/or a \$100 fine.*
- Lost Key
- Assault
- Drug policy violation.
- Falsification of information
- Possession or use of firearms or weapons
- Second violation of alcohol policy
- Tampering with or vandalizing fire equipment
- Theft or possession of stolen property
- Repeated violation

# PHONE INSTRUCTIONS & IMPORTANT LOCAL NUMBERS

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## **Important Local Phone Numbers**

- ECC Security (call & text) 641-373-1418
- ECC Switchboard 641-648-4611 (to reach instructors and campus offices)
- Emergency Police/Fire/Ambulance 9-1-1
- Iowa Falls Police Dept. (non-emergency) 641-648-6464
- Hansen Family Hospital 641-648-7000
- Doctors' Offices 641-648-3202 Ellsworth Family Medicine  
641-648-7095 Iowa Falls Clinic  
641-648-2586 McFarland Clinic  
641-316-1112 YourTime Urgent Care

# MENINGITIS INFORMATION

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## **What is Meningococcal Disease?**

Meningococcal disease is a rare but potentially fatal bacterial infection. The disease is expressed as either meningococcal meningitis (an inflammation of membranes surrounding the brain and spinal cord) or meningococemia (the presence of bacteria in the blood).

## **What Causes Meningococcal Disease?**

Meningococcal disease is caused by the bacterium *Neisseria Meningitides*, a leading cause of meningitis and septicemia (or blood poisoning) in the U.S. Meningitis is one of the most common manifestations of the disease, although it has been known to cause septic arthritis, pneumonia, brain inflammation and other syndromes.

## **How is Meningococcal Disease Spread?**

Meningococcal disease is transmitted through the air via droplets of respiratory secretions and direct contact with an infected person. Direct contact, for these purposes, is defined as oral contact with shared items such as cigarettes or drinking glasses, or through intimate contact such as kissing.

## **What are the Symptoms?**

The early symptoms usually associated with meningococcal disease include fever, severe headache, stiff neck, rash, nausea, vomiting and lethargy, and may resemble the flu. Because the disease progresses rapidly, often in as little as 12 hours, students are urged to seek medical care immediately if they experience two or more of these symptoms concurrently.

## **Who is at Risk?**

Evidence found students residing on campus in dormitories appear to be at higher risk for meningococcal disease than college students overall. Further research released by the U.S. Center for Disease Control (CDC) shows freshmen living in dormitories have a six times higher risk of meningococcal disease than college students overall.

## **Why Should College Students Consider Vaccination with the Meningococcal Vaccine?**

Data from the CDC demonstrate an increasing incidence of outbreaks on college campuses. Data further suggests that sub-populations of college students are at increased risk for meningococcal disease. Pre-exposure vaccination enhances immunity to four strains of meningococcus that cause 65 to 70 percent of invasive disease and therefore reduces a student's risk for disease. Development of immunity post-vaccination requires 7-10 days.

## **Who Should be Vaccinated Pre-Exposure?**

- Entering college students, particularly those living in dormitories or residence halls, who elect to decrease their risk for meningococcal disease.
- Undergraduate students 25 years of age or younger who are not pregnant and who request vaccination in order to decrease their risk for disease.
- Students with medical conditions that compromise immunity (e.g., HIV, absent spleen, antibody deficiency, etc.).
- Students traveling to areas of the world with endemic meningococcal disease.

For additional information contact the U.S. Center for Disease Control at 800-232-2522 or **online**.

It is the policy of Iowa Valley Community College District to not discriminate on the basis of actual or potential parental, family or marital status; age; color; creed; gender identity; national origin; physical or mental disability; race; religion; sex; sexual orientation; or veteran status in its programs, activities or employment practices. [Visit our website for additional information](#).

# Housing Agreement

This agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between Ellsworth Community College and \_\_\_\_\_, hereinafter referred to as resident. The college agrees to rent living space and provide food service.

## Room Deposit and Assignment:

A \$200.00 deposit must be paid before a room assignment will be made. This deposit serves to hold your room, and also serves as a damage deposit. The college reserves the right to refund the deposit and refuse assignment to any applicant. Request for refunds in case of cancellations will be honored if made in writing and received before August 1. The college reserves the right to make final decisions on room assignments. Any reasonable request for preference will be honored as far as possible.

A resident of the college residence hall is required to select a meal plan from the college cafeteria.

## Term of the Contract:

The term of this contract shall be for the entire academic year. Only full-time students may reside in the residence halls. To qualify as full-time, students must carry a minimum of 12 credit hours. Any student who at any time falls below 12 credits may be required to move out of the residence halls. No resident may move out of the residence hall without the written consent of the Director of Residence Life. To do so will result in the forfeiture of all monies paid or owed and/or disciplinary action by the college. In the event a student withdraws during the academic semester, the accommodation must be vacated within 48 hours after withdrawal.

Residence hall contract does not include the following holiday/break periods, during which the residence halls are closed: Thanksgiving Break, Semester Break, and Spring Break. Residents are encouraged to plan ahead for these break periods by making appropriate travel and housing arrangements. (The residence halls are also closed following the Spring Semester for repairs, cleanup, etc., and reopened for the Fall Semester.)

The "Policies & Procedures" handbook is considered to be part of this contract and residents are expected to familiarize themselves with it.

## Damages:

The resident shall be responsible for the premises to which he or she is assigned. The resident must keep the premises and furnishings in a careful and proper manner. The assigned occupants are financially responsible for keeping the premises free from damage or abuse. Residents are also responsible for any damage done to premises by guests. The resident shall not use nails, tacks, screws, etc., in the walls, ceilings, woodwork, or doors and shall not make any alterations of the accommodations nor deface the same, not let anyone else deface the same, nor harbor any animals or pets, nor permit the accumulation of waste and refuse and shall keep the accommodation in a neat and sanitary condition at all times.

Each resident of a wing floor is partially responsible for the upkeep of that wing, including lounge and study areas. The college also reserves the right to subtract from the deposits of all residents damages done to common ground areas where no individual or individuals have been proven guilty of said damage.

All or any part of the deposit may, at the option of the college, be forfeited for damages from lack of care, damage by guests, improper behavior, or for payment of unpaid fines. Charges for damages are billed to the resident and are payable immediately. Delinquent payment of charges will result in the resident being put on Accounts Receivable. All records, transcripts and registrations will be delayed until the account is paid in full. Residents can question or appeal the accuracy of damages assessed and/or appeal for deferred payment status by contacting the residence life office.

## Tobacco-Free Campus:

The residence halls are smoke-free. The IVCCD Board of Directors prohibits the use of tobacco in any form in any of its facilities.

## Entry into Rooms:

The college reserves the right to enter any room on a 24 hour notice basis for the purpose of inspection.

Authorized college staff may enter any room at any time when they reasonably consider that there exists any emergency including, but not limited to, a potential threat to the health, safety, or welfare of any resident or guest. The Director of Housing and/or authorized representative reserves the right to enter any room at any time for the purpose of searching that room for any item(s) which are illegal or any other violations of college or residence hall regulations.

Authorized college staff reserves the right to enter rooms at any time to make necessary repairs, alterations, or additions.

No person may enter a room except under the above conditions unless in the presence of a resident occupying that room.

## Firearms and Combustibles:

Firearms, ammunition, fireworks, and other highly combustible materials and dangerous items will not be permitted in the residence hall.

## Keys:

Each resident will be issued an individual key to his or her room. Replacement charges will be assessed for loss of key.

## Personal Property:

The college reserves the right to restrict (or deny) the use of a resident's own furniture, musical instruments, appliances, or stereo equipment. Stereos, radios, and TVs are allowed but must be used in a manner which respects the rights and privileges of fellow residents and staff. Under no circumstances will residents be allowed to remove or switch furniture from or between rooms and lounges.

The college assumes no liability for loss or damage from any cause to and does not carry insurance on the personal property of the resident.

## Solicitation and Commercial Use:

No resident may use, or allow to be used, his or her room for commercial purpose of any kind. Soliciting in the living centers on college grounds is forbidden.

## Disciplinary Actions:

Students who fail to comply with the behavioral standards set forth in the "Policies and Procedures" handbook and the college handbook are subject to expulsion from the residence halls and/or disciplinary action from the college. Students who are expelled from the residence halls because of disciplinary action forfeit rights to refunds of any monies paid or owed for that semester. Local, county and state laws take precedence over any conflicting housing policy. Each resident agrees to abide by all of the rules and regulations as presented in the "Policies & Procedures" handbook and to those of the college at any particular time and place. The college reserves the right to change these rules at any time which seems appropriate.

**I, the undersigned, do hereby agree to abide by all terms and conditions as presented in this contract. I also agree to be responsible for all of my behaviors while attending Ellsworth Community College and agree to keep in mind that I am a representative of the college community and influence attitudes as such.**

\_\_\_\_\_  
Director of Residence Life

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Signature of Student

# NOTES

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