

STUDENT HOUSING POLICY

Residential living is an important part of the college experience. It is a way to make new friends and join in a variety of educational, cultural, social and recreational activities. As part of the SBC new campus, on campus family housing is available on a limited basis by applying to the Housing Director's Office, or by calling 701.854.8012. Sitting Bull College in partnership with Raymond James Tax Credits currently offers eighteen low income, single family 2 and 3 bedroom homes for rent on a six month lease basis.

I. ELIGIBILITY

Must qualify as a family, meet income guidelines, head of household that is 18 years of age or older, provide all information for complete application and if a full time student meet one of the student exemptions as defined by Section 42 of Internal Revenue Code: married and filing jointly, received AFDC, enrolled in JTPT or single parent with dependent children, none of whom are dependents on another person's tax return.

II. INELIGIBILITY

Income is more than 60% of area median income, incomplete application, do not meet one of the student exemption, has an outstanding debt with SBC, is convicted of a crime, drugs or criminal activity, alcohol abuse or previously evicted from any housing authority.

III. SELECTION

Selection of applicants is completed by the SBC Housing Director and is based on a priority checklist consisting of enrollment status, ability to pay rent, academic standing, year in college, and enrolled member of SRST or enrolled member of any federally recognized tribe.

VI. RENTAL RATES

Rental rates are approximately \$400 to \$500 per month depending upon the number of bedrooms. A \$200 security deposit is due at the time of occupancy and will be returned to the applicant if vacated unit inspection shows no damages occurred.

STUDENT EFFICIENCY APARTMENTS POLICY

Sitting Bull College Housing Program encourages students to live on campus for the convenience of access to the college resources and classes. SBC will provide you with a safe and comfortable apartment for you and your roommates to share while attending class full-time at SBC.

I. ELIGIBILITY

Must be a current full-time student at Sitting Bull College, No current or past due debt at SBC, not currently or going on probation/suspension at SBC, Ability to pay rent (scholarships, employment, etc), not currently or previously been charged with a felony or drug related crime on or off Standing Rock Reservation.

II. SELECTION

Selection of applicants is completed by the SBC Housing Director and is based on a priority checklist consisting of enrollment status, ability to pay rent, academic standing, and year in college. Orientation will take place the Friday of registration week for tenants to move in before classes start for the semester.

VI. RENTAL RATES

Rental rates are approximately \$250.00 per month for August 15th through May 15th. There is a \$200.00 deposit that will be kept until permanent move-out. If the student plans to come back the next semester they will request their apartment unit be kept by sending the Housing Director a Request to stay.

Revised: July 2012

Approved: October 2012

CAMPUS FIRE SAFETY

The Campus Fire Safety Right-to-Know Act requires higher education institutions to annually report fire safety information to the U.S. Department of Education (DOE).

ANNUAL FIRE SAFETY REPORTS ON STUDENT HOUSING

Each campus that maintains on-campus student housing facilities must publish as an addendum to the Annual Security Report a fire safety report. Sitting Bull College Fire Safety Report will be made available to students via the college website. The Annual Security Report and Fire Safety Report will be distributed to all students via email from the Vice President of Academics. The fire safety report must contain information regarding the campus fire safety practices and standards of that institution, including:

1. The Campus Fire Safety Report attached to this policy, which contains data regarding:
 - a. The number of fires and the cause of each fire
 - b. The number of injuries related to a fire that result in treatment at a medical facility
 - c. The number of deaths related to a fire
 - d. The value of property damage caused by a fire
2. A description of each on-campus student housing facility fire safety system, including the fire sprinkler system
 - a. The number of regular, mandatory supervised fire drills
 - b. Policies related to portable electrical appliances, smoking, and open flames (such as candles), procedures for evacuation, and policies regarding fire safety education and training programs provided to students in campus housing.
 - c. Plans for future improvements in fire safety, if any.
 - d. Training for Campus fire safety will take place during move-in orientation for campus housing tenants.

REPORT TO THE DEPARTMENT OF EDUCATION

October 1st of each year, the campus must submit a copy of the Campus Fire Safety Statistics Report which contains the data listed in paragraph 1(A-D) above. Refer to the Campus Fire Safety Statistics Report addenda to the Vice President of Academics who will submit the report annually to the Department Of Education.

CURRENT INFORMATION TO CAMPUS COMMUNITY

Each campus must:

Update the Campus Fire Safety Incident Report Log, recording all fires in on-campus student housing facilities, which includes:

The nature of each fire;
The date of each fire;
The time of each fire; and
The general location of each fire

The campus must make an entry to the log within 2 business days of the receipt of the information. The most recent 60 day period of the fire log will be open to public inspection during normal business hours. Older periods of the fire log will be available within 2 business days of a request for public inspection.

Publish the information contained in the Campus Fire Safety Incident Report Log annually and make available to students via the school website as well as in public areas. If a fire occurs, students and employees should first dial 854-7241. To report that the fire occurred, students and employees should contact the Fort Yates Fire Department... (see emergency plan for emergency numbers)

FIRE EVACUATION:

1. If a fire is small (waste-basket size) and can be safely extinguished, use an extinguisher. Notify the resident manager in unit #S2 at 854-2159.
2. During an evacuation, walk, do not run. Keep noise to a minimum. Close, but do not lock doors to help contain fire and smoke.
3. Following an evacuation, relocate to a safe assembly area and do not re-enter the building until notified that it is safe to do so.
4. If you suspect a fire in the building, test doors before you open them. Use the back of your hand to feel the door or doorknob. If either is hot, use another escape route.
5. If you hear a fire alarm, evacuate the building immediately and do not re-enter the building until told it is safe to do so by emergency services personnel.
6. Call Fort Yates Police Department and/or the Fire Department to report the fire. Be prepared. Know the location of the two exits closest to your area and all potential evacuation routes out of the housing unit. Know the location of the nearest fire extinguisher and know how to use it.
7. Never block a door or a window that is a fire exit.
8. If you become aware of fire safety equipment that has been vandalized or tampered with, report it to the Resident Manager.

ADDENDUMS

Sitting Bull College - Refer to the Safety Plan & Emergency Procedures, Explosion or Fire.

CAMPUS HOUSING MISSING STUDENT NOTIFICATION POLICY

This policy outlines the official notification procedures of Sitting Bull College for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the College Community through compliance with the requirements of the HEOA.

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Fort Yates Police Department at 701-854-7241, The Housing manager at 701-854-8012.

Upon receiving information that a student cannot be located and may be missing, FY Police officers in conjunction with the Housing Manager will initiate an investigation which will include the following:

- Conduct a welfare check into the student's unit.
- Call known contacts (parents, guardians, roommates, and friends).
- Contact employers and associates, if known.
- Contact the student's professor to ascertain the student's recent attendance in class.
- If the student has a vehicle, the Resident Manager will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, FY Police will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, FY Police will notify the student's parents or legal guardian.

The Resident Manager will file a Missing Persons Report with the Fort Yates Police Department to initiate an investigation. This report must be filed in person at the Fort Yates Police Department located in Fort Yates, North Dakota.