



SOUTHEAST
Technical College

**Student Housing
Handbook
2020-2021**

IMPORTANT NUMBERS

Director of Housing
housing@southeasttech.edu

605-367-5769 (office)
605-940-2781 (cell - emergencies)

Housing Coordinators
housing@southeasttech.edu

605-367-5769 (office/Housing)
605-367-5684 (office/Mickelson)
605-367-4896 (office/Mickelson)
605-940-2781 (cell - emergencies)

Housing Security

605-323-9052 (cell)

Emergency Telephone

911

- Ambulance
- Fire
- Police

HELP!Line Center of Sioux Falls
Crisis Intervention
Financial Assistance
Helping a Friend in Need
Rape Victim Assistance
Substance Abuse
Suicide Prevention

211

Southeast Tech Help and Assistance on Campus

Southeast Tech Security	605-941-9003 (cell)
Confidential Counseling Services	605-367-4821
Rape/Victim Assistance	605-367-4821
Student Success Center	605-367-7466

Community Numbers

Medical

Avera McKennan Hospital Emergency Room	605-322-2000
Sanford Hospital Emergency Room	605-333-6688
Poison Control Center	800-222-1222
Sanford Ask-a-Nurse	605-322-6877

Road Conditions

For road condition information:

SOUTH DAKOTA, IOWA, MINNESOTA, NEBRASKA, NORTH DAKOTA - DIAL 511

You may want to check on road conditions before making any trips outside of the Sioux Falls area.

This automated system asks you to identify your state, highway and mileage marker, and then provides a weather forecast and short-term forecast for your location. If you like, you can also request weather information for your destination. Charges for these calls vary with cellular providers. Contact your cell phone provider for details.

You can also find road conditions online at www.safetravelusa.com

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WELCOME

Welcome to Southeast Technical College Student Housing!

An important part of any student's education is the environment in which he or she lives. A student's living experience can be one of the most important learning experiences in their lives. Southeast Technical College Housing understands the importance of a positive living environment and works collaboratively with residents to ensure that their living experience is a positive one.

Our goal is to provide our student residents with a clean, safe, and healthy environment that will help residents meet their educational and career goals.

This handbook will provide you the information you need for a successful residential experience at Southeast Tech. **It is the responsibility of each resident to read through this handbook and to understand the expectations of all residents.** If you should have questions on any section of the handbook, please contact housing staff (605) 367-5769 or housing@southeasttech.edu.

Please keep this handbook as a reference while you are residing in Southeast Technical College Housing.

Have a great year!

Southeast Tech Housing Staff

AMENDMENTS

These guidelines and policies may be amended from time to time without notice. Housing staff will advise you of these amendments or additions as quickly as possible. Revisions become effective the day residents of the housing units are notified, unless otherwise dated.

ROOM AND BOARD CONTRACT

Violation of any of the provisions in this Student Housing Handbook may result in the resident's immediate removal/eviction from Southeast Tech Housing and may lead to other judicial measures.

How to Apply

A link to the online housing application is sent to students once they are accepted into a program. Online applications are available for accepted students through Southeast Tech Housing's website (<https://www.southeasttech.edu/student-life/housing/application.php>)

Housing Eligibility

Eligible Southeast Tech students must be enrolled in a program of study, making satisfactory academic progress, and must be enrolled as a full-time student or taking the maximum number of credits available for their program of study for the duration of the contract.

If, at any time during the duration of the contract, a resident fails to meet the eligibility requirements above but wishes to remain in housing, they may do so upon approval of the Director of Housing.

A resident does not need to be enrolled in classes to stay in housing for the summer semester but must be enrolled in the following fall semester to be eligible.

Residents are required to maintain satisfactory academic progress and a 2.0 cumulative grade point average (GPA). Residents not maintaining the required GPA may be removed from the housing complex and/or have any contracts for future semesters cancelled.

Residents are also expected to attend class regularly. Housing staff will periodically check the attendance records of all housing residents to ensure that class attendance requirements are being met. Residents who do not meet this requirement may be removed from the housing complex.

Upon loss of eligibility, the resident agrees to vacate their unit within 48 hours. The contract release provisions will govern the remaining contractual obligations.

Housing Deposit

A \$100 non-refundable deposit is required of all residents and is due prior to the student moving into student housing (see contract for deposit due dates). The deposit will not be used to pay damages or fines incurred for the duration of this contract. **Damage charges and fines will be assessed at the time they occur with payment required within two weeks. Late charges may be assessed for late payments.** When the resident vacates student housing, any damages that have occurred will be charged to the resident. Residents failing to complete an official check-out with housing staff will be charged a \$200 procedural fine.

Release from Contract

If a resident leaves Southeast Tech: Residents who terminate enrollment from Southeast Tech will be charged the full rental amount for the semester in which the resident vacated housing, as well as a \$750 contract buyout fee for any remaining contracted semesters. Once the buyout fee is paid, no additional charges will occur for future semesters within the contract.

If a resident leaves Southeast Tech Housing but remains enrolled at Southeast Tech: Residents who leave Southeast Tech Housing but remain enrolled at Southeast Tech, either as a full-time or part-time student, are not eligible for the contract buyout fee or will be charged rent for the duration of the contract (all semesters as stated within the contract).

If a resident is asked to leave Southeast Tech/Southeast Tech Housing: Residents asked to leave Southeast Tech Housing (evicted), as well as residents asked to leave Southeast Tech, will be charged rent for the duration of their contract, regardless of their student status.

Residents leaving the housing facility who would like to return at a later date will not receive preferential status and will be processed with all other housing requests.

In case of military activation, residents will be released from their contract upon official check-out from the housing facility. Any pre-paid rent for time beyond the date of official check-out from housing will be reimbursed to the resident.

Disclosure of Felony/Sex Offender Records

Each student who applies to Southeast Tech Housing shall disclose on the application form whether the student is required or has ever been required to register as a sex offender pursuant to law. No person who is required by law to register as a sex offender may reside in any housing facility operated by Southeast Tech. Students will be required to notify Southeast Tech immediately if, after signing a housing contract, the student is convicted of an offense which requires registration as a sex offender and will be required to vacate student housing within the time period designated by housing staff. Persons registered as sex offenders pursuant to state or federal law are deemed to represent a clear and present danger within the meaning of the preceding sentence, and, as such, may not live in Southeast Tech Housing.

Each student who applies to reside in Southeast Tech Housing shall also disclose on the application whether any such person has a criminal history that includes conviction, guilty plea, no contest plea or suspended imposition of sentence involving a felony offense, together with details identifying the jurisdiction, date of the offense, circumstances of the offense, the sentence or parole conditions and other facts or circumstances that the student believes to be relevant.

Where the circumstances of the felony offense reasonably suggest that placement within Southeast Tech Housing may place the individual into settings that are similar to those in which the original offense occurred, or increase the likelihood of an additional offense, or involve the use or sale of illegal drugs or involvement in a crime of violence which did or could have resulted in injury to a person, Southeast Tech may deny the individual the privilege of residing in any of its housing facilities.

Any person, other than a registered sex offender, who has been denied residence in Southeast Tech Housing may request a review of the determination and shall be provided an opportunity to submit such writings as the person deems necessary and helpful to explain why the institution should permit the person to reside in its student housing facilities.

Individuals who pose a clear and present danger to other residents are not eligible to live in Southeast Tech Housing. If Southeast Tech becomes aware that a student has a criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the Southeast Tech residential community, Southeast Tech may immediately terminate the lease.

Housing Contracts/Fees

Housing contracts begin on the Sunday before the start of each semester. Residents leaving housing at the end of a contract must do so by the ending date of their contract. Rent payments are to be made at the Southeast Tech Business Office, located in the HUB, Room 230.

There are several contract options available to students (contract rent amounts and contract dates will appear on the contract):

Option 1: Fall/Spring Semester Contract (9 months) – available to all students

Option 2: Fall semester contract – available to returning students, students in their final year and graduating in December or completing a required clinical in the spring semester.

Option 3: Summer contract – available to all students including recent high school graduates who are enrolling to Southeast Tech in the following fall semester. Students do not need to be enrolled in summer classes to stay in housing as long as they are enrolled in the following fall semester.

Option 4: Spring semester contract – available to first year/transfer students beginning their program in the spring semester and second year students who want to move into housing.

Preference for housing is first given to residents returning to housing for an additional year, then to new residents choosing the nine-month contract option.

Housing fees are paid per semester and are not refundable. Fees for the semester are due on the fee payment/financial aid delivery date and will be deducted from the resident's financial aid funds. Any remaining fees must be paid immediately unless arrangements have been made with the Southeast Tech Business Office. Late fees will be assessed as indicated in the Southeast Tech Catalog.

Services included in housing fees are: heat and air conditioning, electricity, water, basic cable, laundry, garbage pickup and wireless internet access. Residents may request phone service from Southeast Tech for local phone calls (a service charge will be added to the resident's account). Long distance phone service is not available.

Loss of Property/Renter's Insurance

Southeast Tech and/or Southeast Tech Housing shall not be liable for theft, destruction, damage, loss of money, valuables or other personal property belonging to or in the custody of the resident for any cause, whether such loss occurs in their room, apartment, or the housing complex, or surrounding Southeast Tech property. Residents are responsible and liable for insuring personal belongings, including losses due to fire, smoke, water, theft, or vandalism. Once again, Southeast Tech and/or Southeast Tech

Housing shall not be held responsible for any loss or damage to personal belongings and does not provide any insurance coverage for resident's benefit.

Residents are strongly encouraged to purchase renter's insurance to cover all their personal belongings. In addition, residents in laptop-required programs are encouraged to purchase an additional rider on their renter's insurance policy to cover the laptop. Renter's insurance and the rider are inexpensive ways for residents to protect their belongings. Residents should also check with their parents/guardians' homeowner's insurance for any additional coverage options.

Subleasing/Operating a Business

Subleasing of rooms/apartments to other students or other individuals is prohibited. Any non-resident found living in Southeast Tech Housing will be removed immediately. Residents responsible for permitting non-Southeast Tech Housing residents to live in their apartment will be subject to appropriate judicial action, which can include removal from Southeast Tech Housing or additional rental payment.

Operation of a business from student housing is prohibited.

Roommate Assignments

Housing staff are responsible for assigning roommates. Specific roommates may be requested on the housing application. Students will also be asked to fill out a Roommate Preference Sheet to assist in the roommate selection process.

Students are encouraged to request their own roommates. Every effort will be made to honor requests, but the final decision will be made by housing staff.

Once mutual roommate requests have been considered, housing staff will assign current residents to available spaces before new residents are assigned. Room assignments will be made approximately six weeks prior to the start of the fall semester.

Should vacancies occur within a housing unit or complex during the academic year, housing staff reserves the right to assign new roommates or consolidate residents as needed. When possible, housing staff will work with residents in making these arrangements.

Check-In Procedure

Check-in procedures consist of receiving apartment/room keys, cable box (if needed) and completing an Apartment Inspection Report. Residents continuing in housing will repeat the check-in process each time a new apartment is occupied.

When completing the check-in process, the Apartment Inspection Report is particularly important. This report will be checked against the condition of the resident's room/apartment when he or she vacates, and the resident will be financially responsible for any damage not cited on the form. Residents who do not complete the Apartment Inspection Report may be held responsible for all damage found in his or

her room/apartment. Please report any maintenance or other problems with your room to housing staff as soon as possible so repairs can be made.

Southeast Tech Identification and Vehicle Information Requirement

Residents must have a valid Southeast Tech identification card and have registered their vehicle information with Southeast Tech and housing staff within one week of moving into Southeast Tech Housing. Housing staff will request vehicle information at the time of move-in.

Room Changes

Room changes are granted on a space-available basis. Residents who wish to change rooms must contact housing staff concerning the reason for the change. A genuine effort must be made by the roommates to solve conflicts/problems. Housing staff is available to help residents work through roommate conflicts and will assist in resolving issues when needed. No room changes are to be made without the approval of housing staff.

If a resident has difficulty living with others and getting along with roommates, or if it is decided that the resident's presence in the Southeast Tech Housing complex negatively affects other residents, the resident may be required to vacate Southeast Tech Housing.

If a bedroom in an apartment is vacant, the other residents in the apartment are not permitted to use the vacated room. If residents are found using the vacated room, they will be charged a rental fee for the use of the room.

Check-Out Procedure

Below you will find the procedure for checking out of your apartment:

Checkout procedures are as follows:

- 1) If you are vacating your apartment at a time other than the conclusion of the semester, please notify housing staff at least two days in advance of your anticipated departure.
- 2) Remove all personal belongings.
- 3) Clean your room and the common living area and vacuum your carpets. Vacuum cleaners are available for residents to use upon request. Clean your desk and dresser drawers, and close and lock all windows. A minimum of \$25 will be charged for any cleaning completed by housing staff or the staff's designee.
- 4) Bag all garbage and take it to the dumpsters on either end of the housing complex. Please recycle appropriate materials.
- 5) Ensure that all Southeast Tech Housing-owned furnishings are returned to their original position.
- 6) Check your mail and notify appropriate businesses/individuals of your address change.
- 7) Complete a change of address card. These cards can be found at your local Post Office or online at www.usps.com.
- 8) Update your contact information on STInet.
- 9) Make an appointment with housing staff to check out. At the agreed-upon time, you will complete the check-out portion of your Apartment Inventory and turn in your keys/key fob (a \$10 fee will be assessed for each key or key fob that is not returned.) Residents are not considered officially checked out until the Apartment Inspection Report has been signed by housing staff and the resident.

Residents who are terminating enrollment or otherwise vacating Southeast Tech Housing will have 48 hours to complete the checkout process unless additional time is granted by housing staff). Residents who do not complete the checkout process within 48 hours will be assessed a \$200 procedural fine. If necessary, the resident may also additional fines or judicial measures.

Vacant rooms should be left clean and in good condition.

Personal items left in an apartment after all residents have vacated will be held for 30 days and then will be discarded or given to charity.

Disposal of Furniture and other Large Items

Residents wishing to dispose of furniture or other large items are required to transport them to the local landfill or arrange for the disposal of the items. For more details, please contact housing staff. Large dumpsters will be provided at the end of the spring semester to accommodate any large items that need to be discarded before a resident checks out of his or her apartment.

Entry to Resident Apartments/Rooms

Southeast Tech housing staff and Southeast Tech security personnel will use the procedures below regarding entry into resident apartments/rooms:

Entry with Notice

- 1) When housing staff seeks access to apartments for routine improvement, maintenance or repairs, the residents of the apartments shall be notified of such actions at least 24 hours in advance.
- 2) Southeast Tech housing staff will also complete pre-arranged room/apartment checks to ensure that health, fire and safety regulations are maintained. These checks typically occur during breaks/holidays. Written notice of these checks will be given before residents leave for the designated break/holiday.
- 3) With permission from a resident for entry by a non-resident/guest to retrieve item(s) left behind in the apartment/room after housing staff has contacted the resident by phone, text or email. The resident must provide permission for the non-resident/guest to enter the apartment/room either verbally or in writing (responsive text or email). In addition, the resident must explain/identify exactly what the non-resident/guest can take from the room.

Entry without Notice

Entry into and/or search of apartments/rooms without notice may be conducted under the procedures detailed below:

Entry by Southeast Tech Housing Staff/Southeast Tech Security Personnel

- 1) In emergency situations to protect health and welfare of residents, students, guests, and/or Southeast Tech staff.
- 2) When an unattended alarm clock or TV/stereo is causing a disturbance to other residents.
- 3) When there is reasonable suspicion to believe a violation of Southeast Tech Housing Handbook, Southeast Tech Catalog, or a Southeast Tech Policy/Regulation is occurring or has occurred.
- 4) For repairs which have been reported and requested by the resident(s).

Entry by Southeast Tech Security and other Law Enforcement Personnel

- 1) When consent is given by a resident after the officers have knocked and identified themselves.
- 2) In performance of statutory duties and in accordance with legally defined procedures governing search and seizure. (See Policy JIH in the Southeast Tech Catalog)

What to Bring

Living with others in a limited space means that not all your belongings should make the trip. It is a good idea to communicate with your roommates before bringing and large items (furniture, TVs, etc.) Some of the basics that shouldn't be forgotten and that most residents bring include:

Appropriate clothing - the weather ranges from warm and sunny at the beginning of the fall semester to cold, and snowy, by the end. Please bring an umbrella or raincoat for spring and fall rain, and boots, hat and gloves for winter snow.

Laundry Supplies – laundry bag or basket, detergent and fabric softener, hangers, an iron and ironing board, needles, thread, and scissors.

Class Supplies - writing utensils, paper, stapler, ruler, scissors, computer, calculator, calendar, notebooks, binders, desk lamp.

Apartment Supplies – microwave, towels, alarm clock, stereo, toaster, television, headphones, vacuum cleaner, salt and pepper shakers, dishes, glasses, coffee mugs, silverware, pots and pans, cooking utensils, dish towels, cleaning supplies, and dishwashing liquid or dishwasher detergent.

Bedding – sheets (twin extra-long mattress), pillowcases, pillow, blankets, and bedspread.

Items that are **NOT PERMITTED** include:

- Alcohol
- Illegal drugs
- Hookahs or other water pipes
- Pets (other than fish) – Emotional Support Animals & Service Animals are not considered pets and are permitted in the housing complex upon completion of the registration process.
- Personal Air conditioners
- Candles or incense (no open flames allowed – candle warmers are acceptable)
- Fireworks or explosives
- Any type of firearm, or items resembling firearms, including air soft pistols and paintball guns
- Lofts
- Beds – Southeast Tech Housing provides a bed for each resident. Only those residents providing a doctor's statement indicating their need for a different bed will be permitted.
- Combustible liquids (gasoline, kerosene, lighter fluid etc.)
- Natural Christmas trees – other natural trees must be approved by housing staff
- Grills (indoor or outdoor) – George Foreman or similar grills are acceptable
- Space heaters
- Street/Traffic signs of any kind

Furniture

Southeast Tech Housing provides basic furnishings. Residents may not remove Southeast Tech Housing furniture, nor shall any furnishings or equipment from general purpose areas (study rooms, common areas, etc.) be moved to the resident's room. Residents may bring additional furniture excluding those prohibited in this handbook.

RESIDENT CONDUCT

Residents are expected to conduct themselves in a responsible and mature manner, taking into consideration the rights and welfare of other residents in the housing complex. A resident may face judicial action, including fines, suspension, eviction or expulsion for improper conduct.

If a resident, Southeast Tech student, or guest is suspected of violating a housing policy, a Southeast Tech housing staff member will be assigned to investigate the incident. The staff member will gather information regarding the possible violation by meeting with residents/students, reviewing camera footage, speaking with housing security, or other measures that will assist in their investigation.

Residents/Students who are suspected of violating housing policy will be given the opportunity to meet with housing staff to provide additional relevant information regarding the incident and defend themselves from the allegations. If a resident does not meet with housing staff within the time period designated, the housing staff member will proceed with appropriate sanctions in accordance with the policies and procedures in this handbook.

Once the housing staff member has met with the resident/student suspected of the policy violation and has collected all relevant information regarding the incident, the staff member will determine if a policy violation was more likely than not to have occurred. If it is determined that a policy violation occurred, the housing staff member will assess appropriate sanctions in accordance with the procedures outlined in this handbook (See "Policy Enforcement").

Notification of resident judicial measures and other conduct and communication issues are to be completed through the Southeast Tech e-mail system. Residents are reminded to check their Southeast Tech e-mail account frequently to make sure no communication is missed.

Residents are required to observe the regulations of Southeast Tech Housing, Southeast Technical College and all city, state, and federal statutes.

Note: All roommates within an apartment may be held responsible for any infraction(s) that occurs in their apartment. Therefore, all roommates may be fined or face judicial action if the responsible individual(s) cannot be identified. In addition, all housing residents and Southeast Tech students who are found in an apartment during a judicial action may be fined or face other judicial sanctions.

Behavioral Guidelines

In any residential community, policies are provided as guidelines to promote an environment conducive to community living where cooperation, responsibility and protection of individual rights are ensured. Like any community, each individual must be accountable for any infractions against the residential community. Incidents that violate the guidelines developed by Southeast Tech Housing may result in immediate eviction. Southeast Tech Housing staff may determine that immediate eviction is necessary to protect persons violating the policies, impeding the rights of other residents, destroying Southeast Tech or Southeast Tech Housing property, or to maintain an environment conducive to continued social and academic growth.

It is not possible to list every action that may result in judicial sanctions. Southeast Tech Housing reserves the right to respond to conduct or behavior not specifically listed in this handbook when such conduct threatens disorder, causes public disturbances, damages property, presents a danger to a resident or others, and is of such a nature that continuation of the resident in Southeast Tech Housing would be detrimental or contrary to Southeast Tech Housing's mission or detrimental to the educational environment, welfare, or safety of the resident or other residents.

Southeast Tech Housing reserves the right to immediately dismiss any resident without notice for violations of these guidelines. If a student desires reinstatement into housing, the student may request a hearing with Rich Kluin, Southeast Tech housing's senior administrator. Because the resident has been dismissed from housing, the hearing will take place and resolution made within 48 hours, whenever possible.

Policy Enforcement

Residents and guests are required to show proper Southeast Tech identification or other identification when requested by Southeast Tech staff members.

The following are some of the infractions for which sanctions, up to and including immediate eviction, may be imposed upon residents:

1. Possession or use of any firearm, explosive, dangerous chemical, or other weapon;
2. Keeping pets (other than fish) in the housing complex;
3. Possession of, sale or use of alcohol or a controlled substance and/or their containers;
4. Tampering with the mail service;
5. Tampering with the fire alarm and other safety equipment, including smoke detectors and security cameras;
6. Theft, breaking and entering or vandalism;
7. Removing furniture provided by Southeast Tech Housing;
8. Removing screens from the windows;
9. Entering prohibited areas;
10. Assault and battery or any physical harm to another individual;
11. Activities prohibited within the building include: throwing Frisbee, rollerblading, riding scooters, bikes, etc., and playing such games as soccer, football, softball, basketball, golf, etc.
12. Failure to comply with the request or directive of any Southeast Tech staff member, including all housing staff and Southeast Tech Security;
13. Situations in which the resident's misconduct is of such a nature that continuation of the resident in housing would clearly be detrimental to the physical safety, education, or welfare of the resident or other housing residents.
14. Violation of any of the laws of the municipality of the city of Sioux Falls, state of South Dakota, or the United States of America;
15. Violation of any other policies or guidelines established by this manual, the housing contract, or the Southeast Tech Catalog.

For more information, please see Southeast Tech Policy and Regulation JK/STI and JK-R/STI.

Respect for Others

The following actions or behaviors committed against a resident, student, staff or faculty member, or a visitor are prohibited and will result in judicial action:

- **Abuse:** An unwarranted verbal or written exchange including profane, insulting, or offensive language or behavior directed toward another person. These may include racial, ethnic, or sexual comments that demean or defame others.
- **Assault:** Conduct which threatens or endangers the health or safety of another person.
- **Assault and Injury:** An act intended to cause, and which does cause, injury to another person.
- **Harassment or Hazing:** An act which intimidates, annoys, alarms, embarrasses, ridicules, or produces psychological or physical discomfort. (See the Harassment Policy in the Southeast Tech Catalog.)
- **Sexual Harassment:** Any unwelcome, sexual or sex-based and/or gender-based verbal, written, online and/or physical conduct. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment. (See Student policy JICK-R/STI for more information.)
- **Sexual Offences:** Any non-consensual sexual contact directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. (See Student policy JICK-R/STI for more information.)
- **Discrimination:** Any disparaging remarks, actions or displays which have as their basis age, race, color, religion, sex, sexual orientation, disability, or national origin. Also, to knowingly discriminate or to knowingly display/distribute discriminatory material.
- **Obscene Conduct:** Any indecent exposure or action of an obscene, lewd, or indecent nature.
- **Disorderly Conduct:** Any conduct, including but not limited to drunkenness, which disturbs the peace and tranquility of the campus, and reckless endangerment. Excessive noise or public nuisance disruptive to the campus and surrounding neighborhoods is prohibited.
- **Pornographic Materials:** Possession of sexually exploitive material, including sexually explicit videos or use of websites, is banned on Southeast Tech-owned property.

Guest Policy

For the purposes of this policy, a "guest" is considered any person not assigned by Southeast Tech Housing staff to live in the apartment.

Southeast Tech Housing has an open visitation policy. Guests are expected to observe the same policies as residents, and residents are responsible for the behavior of their guests. Residents may be visited by guests (male or female) at any time; however, visitation to the extent of cohabitation is not allowed.

Guests may be removed from the housing facility by housing staff at their discretion. If warranted, guests may also be issued a "Notice of Trespass" and permanently denied entrance to Southeast Tech Housing.

Non-resident Southeast Tech students who violate Southeast Tech Housing policies may face judicial actions including fines.

All overnight guests must be approved by all roommates. Guests are allowed a maximum stay of three days within a seven (7) day period.

Residents may have a maximum of 2 overnight guests at any given time. Any resident found with more than 2 overnight guests staying in his/her apartment is in violation of the guest policy and will face judicial action (see guidelines under "Cohabitation").

In special cases, housing staff may permit additional overnight guests beyond the 2-person maximum. In such cases, residents should seek permission from Southeast Tech housing staff prior to their guests' overnight stay.

Cohabitation

For the purposes of this policy, a "guest" is considered any person not assigned by Southeast Tech Housing staff to live in the apartment.

Cohabitation is defined as any circumstance which would prompt a reasonable person to believe a guest has a continuous presence in a room or apartment. Cohabitation is not permitted at Southeast Tech-owned or Southeast Tech-controlled facilities. Any person receiving mail, keeping personal effects (clothes, etc.) in the apartment or using the apartment's facilities (bathroom, shower, etc.) more than three days out of any seven-day period is in violation of the cohabitation policy.

In addition, any "consistent pattern of presence" by the guest may also be considered a violation of the cohabitation policy. Examples of a "consistent pattern of presence" include, but are not limited to:

- 1) A guest residing in housing more than three days out of ANY seven-day period.
- 2) A guest staying in one apartment for a three-day period, then residing in a different student apartment for an additional three-day period.
- 3) A guest residing in housing every weekend.

Complaints from parents, roommates, or other residents will also prompt investigation.

A first-time violation of the cohabitation policy will result in a \$50 fine for every night exceeding the allowable time period (three days within a seven-day period). A second-time violation will result in a \$100 fine for every night exceeding the allowable time period and the guest will no longer be allowed to enter the Southeast Tech Housing complex.

Residents who have questions regarding the enforcement of the cohabitation policy should contact housing staff prior to allowing their guests to stay in housing for an extended period. In some instances, an emergency may arise in which housing staff will grant an extension to allowable time period for overnight guests. Residents must receive permission from all roommates and housing staff prior to any extended stay.

Alcohol/Drug Policy

Southeast Tech Housing is committed to maintaining an academic and social environment conducive to the intellectual and personal development of residents and to the safety and welfare of members of the Southeast Tech community. Accordingly, the possession of, distribution of, or consumption of alcoholic beverages in any form is strictly prohibited anywhere on campus, including the housing complex and areas surrounding the complex.

If alcohol is found in an apartment, all residents in that apartment, whether present or absent, may be held responsible if the individual(s) responsible cannot be identified. Guests determined to have been present for any or all of the violation may also be held responsible. **Empty alcohol containers are not allowed in the housing complex or anywhere else on campus and will be considered a violation of the alcohol/drug policy.**

The unlawful use, possession, sale, manufacture, or distribution of narcotics or controlled substances or the paraphernalia for use of same as defined by existing South Dakota statutes is prohibited.

Residents violating this prohibition will be reported to local law enforcement as the situation warrants.

Any resident found consuming or found in possession of alcohol, illegal drugs or drug paraphernalia will be sanctioned according to policy (see Policy Enforcement and Judicial Sanctions in the Housing Handbook and Student Discipline and Grounds for Suspension or Termination in the Southeast Tech Catalog). This may include immediate eviction from housing without advanced notice. **This prohibition covers all residents and all guests, including residents or guests who are of legal drinking age.**

The odor of marijuana or any other controlled substance is sufficient to warrant a potential violation of this policy.

In an effort to maintain a drug-free environment, Southeast Tech administrators and housing staff are authorized to make searches of rooms/apartments without resident notice or consent, and without a search warrant, when there is reason to believe that a resident or a resident's guest is in possession of illegal, unauthorized, or contraband items.

Southeast Tech reserves the right to conduct routine patrols of all parking lots, including the housing complex lot, and inspections of the exterior of vehicles. The interior of a student's vehicle on the College premises may be searched by an administrator or housing staff if the administration or housing staff have reasonable suspicion to believe that illegal, unauthorized, or prohibited items are contained inside.

Southeast Tech reserves the right to utilize a drug dog in surveying the housing complex along with parking areas near housing. Designation of specific rooms/apartments or vehicles by the dog will provide reasonable suspicion to allow the search of that unit or vehicle for the illegal substance by Southeast Tech administration or housing staff.

Tobacco Policy

Southeast Technical College is a tobacco-free campus. Tobacco use is not allowed inside or outside Southeast Tech-operated buildings and grounds. Tobacco use is permitted **outside** of the Southeast Tech Housing complex in designated smoking areas. **Smoking (including the use of electronic/ e-cigarettes or "vaping" devices) is not permitted inside the Southeast Tech Housing complex.** Any resident found to be smoking inside the complex (or if there is clear evidence of past smoking in an apartment) will be subject to judicial action.

Weapons

Possession or use of firearms fireworks, explosives or associated materials on campus is prohibited. Residents are to find safe storage off campus for the above items, as well as knives, swords, Tasers, martial arts weapons, nightsticks, soft-pellet air guns, paintball guns, BB guns, slingshots, hunting bows and arrows, etc. These items are not to be stored on campus, either in Southeast Tech Housing or in resident vehicles.

Solicitation Policy

Solicitation of any type, including Internet and door-to-door sales in the housing complex, are prohibited. Residents may not operate a commercial business from the housing complex.

Judicial Sanctions

The following options for action are a part of the judicial process. However, judicial action may begin at any level and does not have to follow sanctions sequentially.

Warning – An official sanction given verbally, in writing, or both, notifying the resident of his/her misconduct, and warning that subsequent infractions must not occur.

Monetary Fine – Monetary fines levied as a result of judicial violations can be paid at the Business Office, located in the HUB, room 230. Please pay all judicial fines as soon as possible. If a fine is unpaid after 2 weeks, late fees may be assessed. Housing fines double during Winter Break and Spring Break.

Housing Probation – An official sanction in writing that places the resident in a position that any subsequent misconduct during the period of probation will result in additional discipline, including but not limited to, suspension or dismissal/eviction from Southeast Tech or Southeast Tech Housing. The term of the probation is determined by the Director of Housing. Parents/guardians may be notified of this decision.

Eviction and/or Dismissal – An official determination canceling the resident's registration at Southeast Tech from classes, Southeast Tech Housing, or both for at least the remainder of the semester in which the offense occurred, and additional semesters as the sanction warrants. Evictions are determined by the Director of Housing, or, in some cases, Southeast Tech housing's senior administrator.

In the instance of eviction from Southeast Tech Housing, the evicted resident forfeits all rent paid up to the date of dismissal. **The evicted resident is also responsible for the rent owed for the duration of their contract (See "Release from Contract" on page 10).** Parents and guardians may be notified of this decision as well as appropriate Southeast Tech personnel. Residents who wish to return to Southeast Tech Housing after the eviction period has ended must submit a written request to the Director of Housing, or designee, prior to applying for the semester in which they hope to re-enroll.

In the instance of dismissal from classes at Southeast Tech, all academic grades will revert to 'F' grades and monetary reimbursements will be made according to the reimbursement policy outlined in the Southeast Tech Catalog, but when appropriate, no monetary reimbursements will be made. Parents and guardians may be notified of this decision as well as appropriate Southeast Tech personnel. Residents who wish to return to Southeast Tech after the dismissal period has ended must submit a written request to housing's senior administrator, or designee, prior to registering for the semester in which they hope to re-enroll. Failure to do so may result in delayed admission.

Expulsion – An official determination permanently prohibiting the resident from attendance at Southeast Tech. Parents or guardians may be notified of this decision.

Requirements and Conditions – Southeast Tech and Southeast Tech Housing staff reserve the right to impose additional or alternative requirements or conditions at their discretion in the judicial process. Such requirements may include, but are not limited to:

- Counseling evaluation sessions by Southeast Tech or off-campus professionals
- Attendance at educational program sessions
- Restrictions from participation in campus activities

- Removal from Southeast Tech Housing
- Intervention from local, state, and federal agencies
- Relocation to a different Southeast Tech Housing apartment
- Verbal/written reports or presentation/activities

Southeast Tech reserves the right to impose emergency removal from Southeast Tech Housing when it becomes evident that a resident's actions or behaviors pose an immediate danger to self or others.

Judicial Appeals

Residents may appeal the judicial decision and should discuss this with the Director of Housing.

Appeals must be made within 10 days of the judicial action.

For all judicial actions not resulting in dismissal from Southeast Tech Housing, the appeal decision of the Director of Housing is final. Judicial actions resulting in dismissal from Southeast Tech Housing may be appealed to Southeast Tech housing's senior administrator, whose decision on the dismissal is final.

Keys/Lost or Locked Out of Building

Each resident is provided with his/her own keys and key fob. Lock your door at all times. Residents should always keep their keys in their possession. A lost key/key fob should be reported to housing staff as soon as possible. To receive another key/key fob or mail key, residents will be assessed a fee of \$10.

Residents who are locked out of their room/apartment should contact a housing staff member to gain entrance. Housing staff reserves the right to ask for identification before granting entrance to an apartment/room. Housing staff will not allow entrance into an apartment/room by anyone other than the occupant(s) of the apartment/room unless given permission by a resident of that apartment/room.

All lockouts during business hours (8am-5pm Monday through Friday) are free of charge. Residents who lock themselves out during non-business hours (evenings, weekends, holidays, etc.) will be charged \$10 for each lockout. Lockout fines will be totaled and assessed to resident accounts on a regular basis.

Residents are not to share their keys/key fobs. Residents responsible for giving their keys to non-residents may face judicial action, including removal from Southeast Tech Housing. Keys/key fobs are not to be duplicated.

Room Maintenance

Residents are responsible not only for cleanliness of their own rooms but also are expected to assist in the cleaning/maintenance of living rooms, kitchens, and bathrooms. Periodically, housing staff will check rooms/apartments for cleanliness and overall maintenance. Residents must comply with any directives regarding bedroom, living room, kitchen and bathroom cleaning/maintenance.

Only thumbtacks or small nails may be used on the walls of the rooms. Plasti-tac only should be used to hang items on doors or closets. No tape, large nails, hooks, or contact paper can be used. Do not use 3M hooks or similar products on painted surfaces.

Writing or painting on the walls is prohibited.

Residents are to notify housing staff of any burned out light bulbs in their apartment. Housing staff will be responsible for replacing the fluorescent bulbs in all apartment fixtures and will provide replacement bulbs for permanent light fixtures. Any personal items requiring light bulbs are the responsibility of the resident(s). If bulbs installed by housing staff are missing, the cost of replacement will be issued to the resident(s).

Walls may be spot cleaned with a damp cloth and mild soap. Doors and woodwork should be cleaned with furniture polish. Sinks should be cleaned with mild all-purpose cleaners. Strong soaking detergents should not be used on fixtures.

Carpet stains should be removed promptly. If a carpet stain cannot be removed, damage charges will be assessed.

To ensure the health of our residents, all garbage should be removed on a regular basis.

To conserve energy, keep windows and doors closed when the heat or air conditioning is in use.

Blinds are provided for all bedroom and living room windows. Residents are not permitted to make holes in the windowsills to hang draperies or valances. Tension rods may be used if a resident wishes to have curtains.

Windows and all potential fire escape routes must remain unblocked at all times.

Repairs

When repairs are needed, please contact housing staff (e-mail is preferable) as soon as possible. Please be specific with the location of needed repairs (building, apartment number, bedroom location, etc.), as well as a general description of what needs to be repaired. Housing staff will notify the appropriate individuals and will ensure that the repairs are completed in a timely manner.

When residents make a request for repair work, they automatically give authorization for housing staff and/or repair technicians to enter their apartment, whether or not residents are present, to complete the repairs.

Pets

For health and sanitary reasons, pets/animals of any type, except fish, are not permitted in the apartments. Fish tank capacity may not exceed 10 gallons per room and must be approved by housing staff prior to operating.

Emotional Support/Therapy/Service Animals

Emotional Support/Therapy/Service Animals are not considered pets and are allowed in the housing complex with proper documentation from a medical or mental health professional (i.e. physician, counselor, psychologist, etc.) and adherence to the Southeast Tech service/therapy animal registration process. For more information about this process, please contact the Director of Housing.

Extended Absences

Each resident should keep their roommates advised of any extended absence from the housing complex. Any resident leaving their apartment for an extended period is urged to leave a telephone number with roommates and housing staff in case of an emergency.

Postings

The hanging or posting of signs and notices is prohibited unless approved by housing staff. It is against the law to have a public road sign in your possession; therefore, these types of signs are not permitted in the housing complex. Electric advertising signs or posters should not be hung so as to be visible from outside the complex.

The public display of any obscene, profane, or sexually explicit materials, graphics, or photographs, or alcoholic products is strictly prohibited, including displays in living rooms and bedrooms.

Postings are permitted on hall doors; however, all posting are subject to approval/removal by housing staff.

Electronic Equipment

Residents may have TVs, stereos, and other small appliances. Items not permitted include electric/space heaters, portable dishwashers, and clothes washers or dryers.

Theft or Damage

Southeast Tech Housing accepts no responsibility for the theft or loss of money, valuables or personal property for any cause whatsoever. However, any theft or loss of money or property should be reported to housing staff and Southeast Tech security immediately.

It is strongly advised that residents purchase renter's insurance to protect possessions. It is also important to have possessions marked and recorded so that they can be identified.

Theft, embezzlement, misappropriation, possession, or attempt to do same of property owned or maintained by Southeast Tech, by any person on the campus, or by any person attending a Southeast Tech-sponsored event is prohibited. Theft by a resident is a basis for judicial action, suspension, or expulsion as well as removal from housing.

Damage/Room Alterations

All residents are required to submit an Apartment Inspection Report shortly after they occupy an apartment. At the time a resident moves out, he or she will be checked out by a housing staff member. The resident is responsible for the condition of his or her room/apartment when vacating. If no resident accepts responsibility for the damage or unless a responsible party cannot be identified by housing staff, the charges may be equally assessed to all the residents of the apartment.

- The resident shall permit no damage to be done to his or her room, apartment, the apartment complex, or any equipment, fixture, or furnishing located therein, and shall return in the same condition as at the beginning of the contract, excluding normal wear and tear.
- Room damages of undetermined origin may be assessed to the residents currently assigned. The resident will not be responsible for and Southeast Tech Housing waives all right of recovery against the resident for, damage for which Southeast Tech Housing is reimbursed under any fire and extended coverage insurance policy in effect at the time of loss.
- The resident shall make no room alterations, including painting or construction.

Damages beyond the expected wear and tear of facilities, furnishings, or equipment will be assessed. Residents are responsible for such damages. These damages include, but are not limited to, the following examples:

- Burns on room furnishings, counters, or floors, etc.
- Damage to walls by nails, screws, tape, etc.
- Broken windows, damaged or removed screens
- Stains on walls, floors, countertops, furniture, etc.
- Removal of window blinds, etc.

- Broken equipment (light fixtures, mirrors, etc.)
- Damaged appliances
- Trash left in the resident's room/apartment
- Missing apartment, room and/or mail keys and key fobs
- Failure to leave housing unit clean, including the stove, refrigerator, dishwasher, bathroom, cupboards, closets, floors, ceilings, and windows

A commercial business is classified as any of the following:

1. A showplace or advertising headquarters for a product.
2. A place for producing a product.
3. A storage area for a product to be sold.
4. A facility for childcare.

Solicitation is defined as the sale, or offer for sale, of any property or service. Solicitation also includes the recruitment of a person for any organization or business.

Vandalism/Respect for Facilities

- Residents should report any vandalism to housing staff within 24 hours of its discovery. If not reported within 24 hours, the residents of the unit may be charged for the repairs.
- Unauthorized entry, occupation, or use of Southeast Tech facilities is prohibited.
- Unauthorized use or possession of keys and key fobs is prohibited.
- Destruction of property or the attempt to destroy property belonging to Southeast Tech, a member of the Southeast Tech community or on-campus guest of Southeast Tech is prohibited. Southeast Tech property includes not only equipment rented, leased, or otherwise placed on the campus by Southeast Tech, but also Southeast Tech-owned equipment not located on campus.

Candles/Potpourri/Incense

Burning of candles (as indicated by burnt wicks) and burning/simmering of potpourri and incense is prohibited in on-campus housing due to the danger of fire. These items will be confiscated if found and the resident may be subject to judicial action. Candle warmers may be used as an alternative to burning candles. Southeast Tech Housing encourages the use of alternatives to candles and potpourri, such as Glade Plug-Ins or similar products. Decorative candles that have clearly never been lit are acceptable.

Common Areas

Your help in keeping common areas such as hallways, study rooms, laundry rooms and common areas clean and in good repair is both expected and necessary. Study room and common area furnishings may NOT be removed from their location. Any resident found with study room or common area furnishings in their apartment may be subject to judicial action. Individual floors may be held responsible for any damage to Southeast Tech property or common areas on their floor.

Residents are not allowed to lend out their keys/ fob. Anyone found to be gaining access with a resident's keys will be escorted out of the building, the keys will be confiscated, and the resident will be subject to judicial action.

Tampering with, propping open, continual knocking, or pounding on entrance doors is prohibited and will result in judicial action. Residents are not allowed to tape apartment or bedroom doors open or alter the function of any door's locking mechanism.

Residents are not allowed access to the roof of the building for any reason.

RESIDENT SAFETY

Security

Do not open your apartment door unless you know the person who is requesting entrance. Southeast Tech Housing staff and security carry ID badges. If you are unsure if an individual is part of the Southeast Tech Housing staff or security, ask to see their identification.

Controlled Access

For the safety and security of all residents, housing entrance doors have controlled access. The link entrance is open from 8:00am – 5:00pm, but all other entrances are locked 24 hours a day. Residents should use their key fob to gain access to the building.

Medical Emergencies

As part of the check-in procedure, residents are required to submit an Emergency Information Form to housing staff before moving into the housing unit. The form is useful in emergency situations and can help identify specific health care needs. This information is considered confidential. Residents may request access to their files through the Director of Housing.

Residents needing assistance in an emergency should dial 911, then contact a housing staff member.

Storm Protection - Tornado Procedure

In the case of a tornado or severe storm, residents will proceed to the first-floor hallway. Stay away from windows and sit as quietly as possible. It is the responsibility of the tenant to make themselves aware of dangerous weather conditions and evacuate when necessary.

Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Although a tornado watch does not represent imminent danger, it should not be treated lightly. Residents should monitor television and radio weather bulletins and begin taking precautionary measures.

Tornado Warning

A tornado warning means that a tornado has been sighted in the immediate area. City sirens will sound at a steady blast and tone for three to five minutes. All residents should proceed to the first-floor hallway immediately. A person found not proceeding to the first floor during a tornado warning may face judicial action.

Fire Safety

In case of fire:

1. The fire alarm is a continuous sounding alarm
2. When the fire alarm sounds, evacuate immediately
Feel all doors first, top to bottom. If it is hot, do not proceed; go back. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you don't inhale smoke and fumes.
3. Turn on lights, and close doors as you leave.
4. Each resident should have a coat, hard-soled shoes, and carry a towel for smoke inhalation prevention.
5. **WALK; DO NOT RUN**, to the appropriate exit.
6. Never use the elevator. (If you are in the elevator when the fire alarm sounds, the elevator will proceed to the first floor. Carefully exit the elevator around the fire shield, which will come down during a fire alarm. Gently push against the shield to exit. Any intentional damage to the fire shield will be charged to the resident damaging it.)
7. If you encounter heavy smoke in a stairwell, go to the other stairwell.
8. Continue outside the building until you are clear from the building. All residents will meet on the sidewalk leading to the Technology Center.
9. Do not re-enter the building until the all-clear signal has been given by the appropriate authorities.

If you are trapped in your room, do the following:

- a. Stuff wet towels or clothing under the door to keep the smoke out.
- b. Open windows. Wave something out of the window and yell for help.
- c. If possible, call housing staff and/or Southeast Tech security.
- d. Keep a soaked towel over your head.
- e. Stay low; breathe fresh air near the window.

Fire extinguishers are located at the center and ends of each hallway. Residents are expected to review and understand the proper use of fire extinguishers outlined below:

- 1) Hold upright
- 2) Pull ring pin
- 3) Stand back 10 feet and aim at base of flame
- 4) Squeeze lever
- 5) Move extinguisher in a sweeping motion from side to side.

Fire extinguisher boxes are equipped with an alarm to discourage unauthorized use. Any resident who discharges an extinguisher for any event other than a fire will face judicial action.

Fire Alarms and Equipment Abuse

Fire alarms, smoke detectors, and carbon monoxide detectors are required by state law for the safety and protection of the residents. If the fire alarm is sounded, residents **MUST** vacate the building immediately. A person found not leaving the building during an alarm will face judicial action.

Tampering with fire alarm systems and equipment is a violation of state law. Any person unnecessarily setting off or tampering with the fire alarm system will be subject to the laws of the city and state, a fine and severe judicial action, including immediate dismissal from Southeast Tech Housing and likely expulsion from Southeast Tech.

Emergency Preparedness

Make an Emergency Plan with your Family and Friends

Your use of a cellular phone, access to the Internet and other routine means of communication with family and friends could be cut off in the immediate aftermath of a campus emergency caused by severe weather, epidemic illness, etc. Across our region and perhaps the nation, cellular and all other telephone services and access to the Internet (both wired and wireless) could quickly slow down and then be stopped because of high demand. In other words, just imagine not being able to reach or get word to your loved ones at the very moment when you most want to do that.

Southeast Tech Housing strongly advises that you work with family and friends to make and communicate a specific plan of action that is not dependent upon phone or email contact after an extreme emergency such as terrorist attack or pandemic flu outbreak has occurred.

Make sure the plan you make with your loved ones is very specific.

- Will you stay in your apartment or leave for another destination if classes are being held and the College remains open?
- Where will you go if Southeast Technical College stops on-campus classes and closes the campus? Will you go to your hometown? Or to the home of a roommate or a nearby off-campus relative or friend?
- How will you plan to get to your off-campus destination? If you do not have a car, do you have a friend you can travel with? If you have a car, will you offer rides to others who live near your hometown or in that direction? Can you plan ahead to travel with other housing residents?
- What amount of time are you allowing for travel to your destination? Who will be meeting you there?
- What cash and other resources do you need to keep on hand for emergency travel (helping to pay for gas, bus/plane tickets, food, etc.)
- What are your back-up plans in the event you can't travel in the time and manner you have planned?
- What plans are you making and sharing with your roommate (e.g., staying in touch, securing your apartment by the last person to leave)?

Plan how you will stay in touch with family and friends.

- Once made, put your plans in writing and make sure all loved ones have copies
- Keep up a regular pattern of communication with loved ones, so that you always know how to get in touch with them and they with you
- Designate your emergency contacts (typically family and closest friends) and make sure these people know your emergency plan and have all contact information for yourself and your local friends and roommates

Emergency Closing of the Apartment Complex

Extreme emergencies such as major fire, tornado, extended power outage, epidemic, etc. may require the closing of the apartment complex, the interruption or suspension of classes, and the relocation of some or all residents, whether for a relatively short period (e.g., hours, next day) or for an extended period (e.g., days or weeks).

In a short-duration emergency closing following a fire, storm damage, etc.:

- Evacuate your building safely upon hearing the fire alarm
- Assemble with others at the assembly area (the sidewalk between housing and the Tech Center)
- Remain calm
- Try to locate your roommates, friends and neighbors
- Await instructions from housing staff, Southeast Tech administrators, and/or emergency responders
- Return to your building only when told it is safe to do so

If overnight or other short-term accommodations are needed before you can return to your apartment:

- You are welcome to make arrangements to stay with friends or family, but please report such information to a housing staff member
- Do not assume it will be possible to return to your apartment for clothing or other personal items
- You may be relocated to vacant spaces in other apartments, depending on availability
- If temporary shelter is needed for larger numbers of evacuated students, you may be directed to a different location on or near campus.
- Emergency services, housing staff and other campus administrators will advise evacuated residents of a timetable and procedures, if possible, for gaining brief access to their apartments to retrieve belongings, check on the status of their rooms, get changes of clothing and toiletries, etc.

If the classes are suspended or moved online and campus is closed because of an extreme emergency (e.g., illness outbreak, pandemic flu, extended power outage):

- You will be expected to activate the personal plan you made for emergency closing and leave the campus within 24-48 hours
- Expect to obtain regular reports and updates via e-mail and through the Southeast Tech website.
- Pack and take all belongings from your room, if possible
- At a minimum, leave campus with all valuables (e.g., ID, cash, credit cards, driver's license, bank statements, passport) and essential personal possessions you might need during the next several weeks (e.g., medications, clothing, books and class materials, laptop or computer) on the assumption you will not be permitted to return to your apartment for several weeks or months

If time permits, the ideal circumstances for leaving your apartment when an emergency closing is announced include:

- Remove all your personal property
- Take all trash, perishable food, and all unwanted items to an outside dumpster
- Close and lock doors and windows
- Return keys to housing staff, if so instructed
- Stop any deliveries and forward your mail

If you are not fully able to vacate your apartment when an emergency closing of the apartment complex is announced, at a minimum please assure that within 24-48 hours you:

- Take your valuables and other important property and any items you may need during the emergency closing; you will not have access to your apartment during the closing
- Dispose of perishable food
- Remove all trash from your apartment
- Move all personal property off the floor and into your desk, dresser or closet shelves (in case of pipe break, flooding)
- Unplug all electronics
- Close and lock doors and windows before you leave
- Return keys to housing staff, if so instructed

In the aftermath of an emergency closing of the apartment complex:

- Keep informed about the College's status and plans for reopening by bookmarking the College's home page (www.southeasttech.edu), asking your family to do the same, and monitoring media reports.
- Act on your financial contingency plans, including how you will respond to bills that are due, obtain pay that is owed to you by an employer, meet your living expenses, meet any special expenses associated with travel and relocation, etc.
- Keep all of your contact information up to date by making any changes or corrections on STInet.
- During an extreme emergency and at the direction of state or federal authorities, Southeast Tech Housing may provide temporary lodging for displaced individuals in campus buildings, including the apartment complex. Given this potential, it is best that you remove all your property at the time you leave campus.

Southeast Tech Security

Southeast Tech provides security officers to monitor on-campus activities and works closely with the Sioux Falls Police Department. The officers are on-call at 605-323-9052 or 605-941-9003 for emergency situations.

Missing Person Policy

For the purposes of this policy, a "missing person" is defined as a housing resident who has been reported as absent for an extended period (24 hours or more) with no visual, verbal, or written confirmation of the individual's whereabouts.

If there is any evidence of foul play or suspicious circumstances involving the disappearance, Southeast Tech Housing staff and/or Southeast Tech personnel may contact local law enforcement and implement the following procedures before 24 hours have elapsed.

If a resident, student or staff member believes a resident is missing, they will do the following:

- **Report the missing resident to the appropriate Southeast Tech/Housing staff members:** The missing resident should be reported to Southeast Tech Housing Staff and/or Southeast Tech Security. If housing staff and security are unavailable, the report should be made to Rich Kluin, housing's senior administrator. If the report is made to Southeast Tech Housing Staff or the senior administrator, Southeast Tech Security will be notified immediately.

When reporting the missing resident, include as much information about the nature of the disappearance as possible (last time the resident was seen and/or spoken to, a physical description of the resident and what he/she was wearing (if known), a description of the resident's vehicle, any known circumstances surrounding the disappearance, etc.).

- **Once the missing resident has been reported:** Southeast Tech Security will coordinate with local law enforcement to begin an investigation into the missing resident. Once local law enforcement has determined that the individual is missing:
 - 1) Southeast Tech will notify the emergency contact identified by the resident on their Emergency Information Card within 24 hours of the determination that the individual is officially "missing". If the missing resident is younger than 18 years of age and not an emancipated minor, the institution will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the resident. If Southeast Tech/Housing staff deems it necessary, the parents of the resident will also be contacted in addition to the emergency contact identified by the resident.
 - 2) Southeast Tech/Housing staff will coordinate with local law enforcement to provide any additional information or support to assist in the investigation of the missing person.

LIVING IN SOUTHEAST TECH HOUSING

Courtesy Hours

As Southeast Tech Housing is an academic environment, **Courtesy Hours** are in effect 24-hours a day. Residents are expected to be aware that their actions and behaviors do affect other residents, regardless of established courtesy hours.

After 11pm on weekdays (12am when classes are not held), residents are expected to make every reasonable effort to keep the noise in their apartment at an acceptable level. This includes, but is not limited to:

- Keeping any stereo, TV, laptop, or other device at a volume that is not disruptive to other residents.
- Refraining from playing any musical instruments at a level that is not disruptive to other residents.
- Refrain from any yelling or otherwise disruptive conversation (this also includes any guests).
- Refrain from slamming doors in their apartment.

As a resident, you are responsible for confronting others whose behavior is unreasonable by asking them to cooperate when a resident is being disturbed. If a resident is disturbed by your actions and asks you to quiet down, it is expected that you will immediately comply with the request. Housing security & staff will assist in reaching solutions in the event of a conflict.

Speakers are not to be placed in open windows, doorways, or outside the building. Housing security & staff reserve the right to determine if a resident is intentionally creating excessively loud noise. Intentional, excessively loud noise created by residents and/or their guests may result in judicial action.

Mail Service

Mail is delivered Monday through Saturday. Mail is not delivered on national holidays. Outgoing mail service is also provided. The U.S. Postal Service has requested that street numbers, zip code, and apartment number be put on all incoming mail.

If a package or oversized piece of mail comes for you, the mail carrier will place the package into the PACKAGE box and will leave a key in your mailbox that will access the PACKAGE box. Once the key is used it will not be able to be removed.

Each housing unit is provided a mailbox and key. A fine of \$10 will be assessed to each tenant in the apartment if a mail key is lost.

Addresses for the complex are:

For Hummel-Nicolay Hall:

Resident Name
2221 N Career Ave. Apt #
Sioux Falls, SD 57107

For Andera Hall:

Resident Name
2209 N Career Ave. Apt #
Sioux Falls, SD 57107

Do not include the name of the hall when sending mail to a resident.

All mail that is addressed to residents who have vacated Southeast Tech Housing will be returned to the Post Office. It is then readdressed if a forwarding address has been filed with the post office. It is returned to the sender if no forwarding address is available.

Telephone Service

Residents can request that local phone access be activated in their apartment by contacting Southeast Tech Housing staff. A telephone will be provided by Southeast Tech, and a service charge will be added to the resident's account. Long-distance phone service is not available.

Laundry Facilities

Laundry facilities are available for the use of residents only. Southeast Tech Housing is not responsible for articles stolen or damaged. Please do not leave clothes in washer or dryers after the cycle has completed.

Vacuum Cleaners

Residents are encouraged to bring their own vacuum cleaners. Vacuum cleaners are available for resident use by contacting housing staff.

Parking

Parking is available in the lot adjacent to the housing complex. Residents are responsible for all items left in their cars.

Do not park in handicapped parking without the proper handicapped identification.

Do not park in any marked fire lane (on the north and south ends of the housing complex) or in any parking spot designated for housing staff or housing security.

All residents bringing vehicles to campus are required to provide a vehicle license plate number to housing staff for security and parking lot maintenance reasons.

Snow Removal

When a major snowfall occurs, the first priority is to remove snow from the sidewalks/entry ways, followed by the parking lots. If possible, notice will be given and signs posted prior to snow removal from the parking lots. Residents will be directed to park in alternate areas to assist in snow removal.

Bicycles

Bikes can be stored in the bike racks outside of the housing complex. No storage is available in the hallways, stairwells, or apartments.

Use of bicycles and other wheeled devices (scooters, skateboards, rollerblades, etc.) inside the building is prohibited for the safety of residents and property.

Lofts

Lofting of beds is not permitted. Residents may not bring their own beds without a letter from a physician which documents the medical need for an alternative bed.

Sanitary Sewer

Do not place food waste, rags, refuse, coffee grounds, tissues, sanitary napkins, or other such material in the sanitary sewer system, as it may cause it to become obstructed. Residents will be charged to unplug the sewer if it is determined that one of the above-mentioned items caused the problem.

Internet

Wireless Internet access is available to students at no charge. However, residents will need to purchase any necessary hardware to connect to Southeast Tech Housing's wireless network for access.

Southeast Tech Housing's wireless network is private and requires a password to connect. Residents will be given the network password upon move-in. Any resident who has forgotten the network password should contact housing staff.

Federal law prohibits the unlawful duplication or distribution of copyrighted material. Residents should not distribute authorized copyrighted material through the Southeast Tech or Southeast Tech Housing networks. Additionally, illegal reproduction of multimedia protected by U.S. Copyright Law is subject to civil damages and criminal penalties including fines and imprisonment.

Cable

Cable TV access is available in the main living area and in each bedroom. If you wish to add premium channels to your room (at additional cost to you) contact Midcontinent Communications (800-888-1300) directly.

Midcontinent's cable signal is encrypted, and a cable box is needed to receive the channels. Cable boxes are available free of charge at the resident's request. Installation directions can be found inside the box. This box is to be returned once a resident vacates their apartment.

Recycling

In adherence to the law and to preserve our environment, recycling containers have been placed next to the trash dumpsters for your convenience. You are responsible to place recyclables in the appropriate container.

Pest Control

The best way to avoid having a problem with pests is to keep your room/apartment clean. Avoid leaving open food containers, garbage, etc. in your room, as these attract insects, rodents, or both.

Residents may request pest control measures for their apartment by contacting housing staff. Please identify the type of pest and if possible collect a sample in a plastic bag to help with extermination. Pest control personnel will service the residents' apartment on their next scheduled visit.

Southeast Tech personnel may schedule apartments for pest control preventative measures, if deemed necessary. When a problem exists with such pests, it may be necessary to service every apartment in the area. Residents will be given a minimum of 12 hours advance notice prior to any scheduled control service.

8 Ways to be a Good Roommate

1. Do your share of the work in keeping the complex clean and orderly.
2. Do not borrow any possessions of your roommates without asking them first.
3. Be considerate of those who wish to study or sleep.
4. Be interested (but not nosy) in your roommates' pursuits, welfare, friends, and family.
5. Do not gossip about your roommates or through social media.
7. Respect the privacy of your roommates' phone conversations, electronic communication, or other pursuits.
8. Do not take offense where none is intended nor bear a grudge that negatively affects your relationships with others.

Roommate Bill of Rights

1. The right to read, study and sleep free from undue interference.
2. The right to expect that roommates and their guests will respect personal belongings.
3. The right to a clean, healthy, and safe environment in which to live.
4. The right to free access to one's room/apartment without pressure from roommates or their guests.
5. The right to personal privacy.
6. The right to expect reasonable cooperation in the use of shared equipment, such as the TV, stove.
7. The right to voice concerns and to have housing staff assist in mediation.
8. The right to choose his or her own lifestyle, unless it interferes with roommate rights.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to host guests with the expectation that guests will respect the rights of other residents and adhere to the policies and procedures in the Southeast Tech Student Housing Handbook.