

**____ WELCOME TO ____
STUDENT HOUSING VILLAGE**



**STUDENT HOUSING STAFF IS HERE TO ASSIST YOU
PLEASE CONTACT US AT:
716-731-8850**

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Mission:

The mission of SHVC is to provide students a safe and comfortable residential experience that encourages independent, learning and taking advantage of all that the college has to offer, right at their doorstep.

Vision:

Housing Village will be the residential choice for students by providing a variety of quality housing options and programming opportunities where students build lifelong relationships while becoming responsible community members.

Notice of Non-Discrimination:

Pursuant to Niagara County Community College (NCCC) policy, the Student Housing Village is fully committed to fostering a diverse community of outstanding faculty, staff, and students, as well as ensuring equal educational opportunity, employment, and access to services, programs, and activities without regard to an individual's race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, transgender status, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction. Employees, students, applicants and other members of the College and Student Housing Village communities (including but not limited to vendors, visitors, and guests) may not be subjected to harassment that is prohibited by law, treated adversely, or retaliated against based upon a protected characteristic.

For more information please visit the web page: www.niagaracc.suny.edu/compliance .

Student Housing Village Staff

Director of Housing and Residential Life:

The director is responsible for the oversight of all aspects of the Student Housing Village at Niagara County Community College consistent with College's mission, vision and goals. Establishes and administers policies and procedures, develops an annual recruitment and marketing plan, prepares and administers budgets, oversees all programming and operational aspects, and works with college departments to achieve student success initiatives. The Director reports to the President of NCCC.

Assistant Director of Housing and Residential Life:

The Assistant Director assists in the development of the Residence Life program at the Student Housing Village, consistent with College's mission, vision and goals. He/she administers policies and procedures of the Residence Life program and works with college departments to achieve student success initiatives. The Assistant Director manages and performs administrative functions related to the operation of the residence hall operation. The Assistant Director is in charge in the absence of the Director. The Assistant Director reports to the Director of Housing of the College Association of NCCC, Inc.

Resident Assistants:

Resident Assistants (RAs) are student-residents employed by the Office of Student Housing. Their primary responsibility is to assist in ensuring student safety and promoting community within the residence hall through programs and organizing activities within the building. RAs are also available to assist residents with any issues and concerns that may arise, including roommate conflicts.

Security:

To maintain the security and safety of the building and residents during evening and weekend hours, the Student Housing Village has security available to respond to any emergencies. Security officers assist the Office of Student Housing staff in promoting the safety and well-being of the building and its residents. Residents should bring any emergency or safety concerns to the security office at SHVC in Sanborn, outside of normal business hours.

Eligibility

Residents of the Student Housing Village must be students in "good standing" with Niagara County Community College. "Good standing" means the student is not subject to academic dismissal and/or disciplinary suspension or dismissal. Students released from "good standing" for any reason from the College will immediately forfeit their right of occupancy as a resident of the Student Housing Village. Students who have their License Agreement revoked may no longer access Student Housing Village property and remain responsible for all costs and fees associated with their License Agreement.

Residents must also be registered for a minimum of six (6) credits at Niagara County Community College. Non-students are not eligible to be a resident during the academic year.

Student Housing Village Code of Conduct

Disclaimer:

The Office of Student Housing may terminate any resident's License Agreement at any time at the discretion of the Director of Student Housing for reasons of health, safety, security, conduct and/or damages, excessive filth, or for the failure to comply with the resident's License Agreement.

It is understood that the occupancy right granted to each resident is a revocable License Agreement and not a leasehold or other interest. While the rules and regulations contained in this handbook attempt to highlight the circumstances that may lead to termination of a resident's occupancy, the Office of Student Housing shall have complete discretion to terminate a resident's occupancy (whether specifically designated herein, in the License Agreement or not). Likewise, it shall be within the discretion of the Office of Student Housing to consider any specific circumstances in reaching such decision. Please see sections XII and XIII of the Occupancy Agreement for more information regarding occupancy and removal. Residents should note that if their license agreement is terminated for any reason, they shall forfeit their security deposit as an early termination fee.

A decision by the Office of Student Housing to not enforce any rule or regulation or terminate any resident's occupancy shall not act as a waiver of the Office's right to enforce such rule and regulation in the future. No resident shall have the right to enforce these rules and regulations against another resident, unless employed by the Student Housing Village and then as directed.

The Office of Student Housing reserves the right to inspect rooms, suites and contents by its authorized personnel at any time for the purpose of administering the provisions of the License Agreement and this handbook. Residents should be aware that they are responsible for what occurs in their suites/rooms whether or not they are present. This means that you will be held responsible for any misconduct that occurs in your suite/room. The rules and regulations contained in this handbook are subject to change by the Office of Student Housing in its discretion by posting such in the building or by individual written notice.

Community Expectations:

Students of Niagara County Community College, and residents at the Student Housing Village are expected to conduct themselves in accordance with conduct appropriate for an academic community living environment. As a member of the Student Housing Village community, residents have rights and responsibilities granted to them.

Residents have **the right** to live comfortably and securely while enjoying the community that they have chosen to live in.

Residents have **the responsibility** to ensure that their behavior does not infringe on any other resident's ability to live comfortably and securely.

As a resident of the Student Housing Village, you agree to abide by all local, state and federal laws, as well as all College and Student Housing Village policies. These policies are contained in the NCCC Rights and Responsibilities (Code of Conduct), the SHVC Occupancy License Agreement and this handbook.

Failure to act in accordance with the rules and regulations outlined in this handbook may result in Student Housing Village disciplinary action (including termination of the license agreement) and/or civil/criminal action and/or financial liability. By assuming occupancy at the Student Housing Village, you agree to abide by Student Housing Village policies, including the disciplinary policies and procedures outlined below.

Property:

The Student Housing Village, including all employees, do not accept liability for lost, damaged, or stolen personal property. The resident holds the Student Housing Village, its owners and employees harmless against all such loss. Residents have the responsibility of keeping their rooms (including windows) locked at all times. **The Office of Student Housing urges all residents to invest in adequate personal renter's insurance.**

Security Deposits:

A Security Deposit of \$200 was deposited prior to occupancy. The condition of the room at the time of occupancy is established by completing an Apartment Condition form immediately upon arrival. When moving out, if any damage/cleaning charges are assessed, they will be deducted from this deposit. If the resident owes more than \$200, they will be billed. If the resident is charged less than \$200, the balance will be refunded within 60 days of checking out of their room/suite. The \$200.00 Security Deposit is separate and distinct from the application fee (\$75.00), which is non-refundable. Residents should note that if their license agreement is terminated for any reason, they shall forfeit their security deposit as an early termination fee.

Damages:

Residents are held personally responsible for the condition and furnishings of their own room. The use of any materials on walls, ceiling, furniture, and woodwork (including doors) that cause damage is expressly prohibited. The room and room/suite must be left in clean and rentable condition and in the same material condition as when the resident moved in. Intentional or reckless conduct which results in damage (including tampering or defacing), loss, theft, or unauthorized use of property of the Student Housing Village or of any person or business is prohibited. The unauthorized use of the Student Housing Village for personal gain is also prohibited. Damage or vandalism occurring in common or public areas, e.g., resident lounges, elevators, building lobbies, etc., will be assessed to all residents registered in that common or public area and jointly responsible for public areas at the time of the damage or vandalism. A resident is also responsible for the loss, theft or damage to the residence and/or personal property by his or her guest(s). This assessment will be applied first to the resident's security deposit, with any amount over \$200.00 being billed to the resident.

Students Responsibility in Room/Suite Furniture and Walls

- All residents in a room/suite will be considered responsible for the furnishings and appliances in the room. Residents will be billed for the replacement or repair of any damaged items.
- Each resident's room is equipped with a bed, mattress, closet/wardrobe, dresser, desk and chair.
- Only beds supplied by the Student Housing Village are allowed.
- The student shall make no alterations to the unit, the room/suite complex or move, remove, disconnect or install any fixtures, furniture, equipment, or appliances situated therein without the written approval of the Office of Student Housing.
- The walls cannot be painted, papered, stenciled, or sponged. Any color change is subject to a minimum \$400.00 maintenance fee.

Parking

Parking at the Student Housing Village is available for participating residents. Parking is available on the surface lot next to the residence hall (Lot #6). To park a vehicle in lot #6, resident students must obtain a parking permit and properly display this permit in their vehicle. The parking permit is available at the Student Housing Office.

NCCC Security and Student Housing personnel are responsible for enforcing parking rules and regulations for vehicle located in lot #6. Standing or parking is not permitted in the loop located behind the complex as this is a fire lane.

Any unauthorized, or unregistered vehicles will be towed at the owner's expense. Guests parking in lot #6 are required to display a guest parking pass that can be obtained from the security and/or housing office.

Room Changes:

Part of the residential experience is becoming a member of a diverse learning community with the objective of learning from, and how to live with, others. When roommates and/or suitemates face disagreements, they should first try to resolve these conflicts themselves. If this is not successful, the Resident Assistant should be contacted. A room change should be viewed as a last resort, and not a first option. Room change requests can be submitted in the Office of Student Housing, beginning the second week of classes in the semester. Requests will be honored on a first come, first served basis, provided that there is availability. Room changes cannot be guaranteed.

Any room change granted by the Director and/or Assistant Director of Housing and Residential Life after the 4th week of classes of any semester will incur a \$40.00 room cleaning/change fee, payable at the time the room change is made. No room changes will occur until this fee is paid. Any resident, who chooses to switch bedrooms or apartments without the Director and/or Assistant Director of Housing and Residential Life's approval will be required to move back to their original room and will be charged a \$100.00 fee.

If an opening occurs in a suite or room the remaining residents within that suite will be expected to accommodate another roommate/suitemate. Residents are expected to welcome new roommates/suitemates in a hospitable manner. Residents who have an empty bed in their suite or bedroom are expected to maintain the space in such a manner as to allow another resident to move in immediately. Residents may not expand to fill all space in a suite making it inhospitable to another resident.

Common Areas

As a resident of Student Housing Village, you should feel welcome and free to use all common areas throughout the building for informal gatherings. The Great Room located on the second floor is locked 24 hours per day. Access will be granted to those who sign out the room and pay a \$50 refundable deposit (for parties of 4 or more) to the SHV Office. This is a great quiet place to study.

Recess Periods:

Resident housing will **close** during scheduled recess periods during the academic year. These include: Thanksgiving, Winter Recess, and Spring Recess. Residents must make prior appropriate travel arrangements. Scheduled closing times will be sent to the resident. Residents who have a legitimate academic purpose, or those who live a large distance from the Student Housing Village may apply to stay for these breaks in advance. Please be aware you will be charged an additional amount if approved to stay over break. Please reference to the Introduction section in the 2019-2020 License Agreement for more information.

Emergency Procedures

The Office of Student Housing understands and respects a resident's right to privacy. However, when safety, repair, or emergency maintenance issues arise, we reserve the right to enter and inspect any room/suite and make repairs where necessary without notice.

Reporting Instructions:

Incidents during normal business hours should be reported immediately to the Office of Student Housing or to Security at 716-731-8850. Please report the type of incident and the individuals involved.

If the incident occurs after normal business hours, please contact the Security Office at 716-731-8855.

If a student discovers a situation which may require emergency action:

- For life threatening emergencies, call 911 and then immediately contact Security at 716-731-8855.

It is important to state:

- This is an emergency. My name is _____. I am at _____.
- Then state the nature of the emergency.
- Reports of emergency calls are shared with the NCCC Campus Security Office.

If a maintenance problem should occur, please report the situation to a Resident Assistant (RA), or a member of the Office of Student Housing during normal business hours or Security Personnel when the Housing Office is closed.

IMMEDIATELY REPORT THE FOLLOWING TO OFFICE OF STUDENT HOUSING STAFF:

- Any type of fire or smoke.
- Any electrical issues including sparking or smoking outlets.
- Any evidence of water leaks or excessive moisture in your room/suite or common areas.
- Any failure or malfunction of the heating, ventilation, and air-conditioning system (HVAC). Do not block the heating ducts in your room/suite.
- Insecure doors or windows in room or building.

Reporting an Issue Via Phone (call or text):

To report an issue or a concern, you can also telephone or text the
Sanborn RA iPhone at (716) 343-3643
Sanborn Security iPhone at (716) 343-3914

Confidential Reporting:

To report an issue see the NCCC Security Department's web site to report information anonymously on the Report a Crime Today link. <http://www.niagaracc.suny.edu/security/>

Fire Safety and Regulations

Fire Alarm Activation:

All residents must evacuate the building when a fire alarm sounds. The following is strictly prohibited and will result in a fine and disciplinary action up to and including termination of your Occupancy License Agreement:

- Failure to cooperate or to evacuate during a fire alarm;
- Intentionally causing a false alarm;
- Inappropriate behavior which results in the activation of a fire alarm system;
- Tampering with, damaging, or removing fire hoses, extinguishers, exit lights, sprinklers, heat/smoke sensors, extinguisher boxes or alarm covers; Or any other fire safety apparatus.

Sanctions for the above are as follows:

- First Offense - \$250.00
- Second Offense - removal of housing privileges

If you find smoke or a fire in the building: **Call 911, pull the fire alarm and evacuate the building**

Evacuation:

When an alarm is sounded, all persons are required by law to vacate the building according to proper procedures. Emergency notice can be in the form of fire alarm, personal notice from a security officer, or Student Housing staff. All residents should familiarize themselves with the evacuation procedures and know the location of all the exits on the floor. In the event an evacuation is necessary, immediately proceed to the nearest exit door and leave the building. Residents should leave as quickly as possible. Walk and keep moving as far away from the building as possible. Residents will assemble in the snack bar in the G building of the Sanborn campus (residents may not go to their vehicles).

Evacuation/fire drills will be conducted throughout the academic year.

- Be sure to stay out of the way of and do not block access for responding Fire Department, Police or EMS workers.
- Residents should leave all lights on and close doors as they exit the building.
- Leave by the nearest staircase. Do not use the elevator.
- Student Housing staff at Sanborn will account for students who might have not escaped.
- It is important to leave the building in silence so that, if necessary, special instructions can be given and heard by all.

Residents will remain outside until the Security Department and/or local law enforcement give the "all clear" an announcement will be made. Security and Student Housing staff with radios will assist students and employees to return.

All windows within Student Housing Village have been designated as egress/exit points during an evacuation, if necessary. PLEASE KEEP ALL FURNITURE AWAY FROM YOUR WINDOW TO ALLOW FOR YOUR EXIT DURING EMERGENCIES.

Fire and Safety Equipment.

SHVC residences have both passive and active fire protection systems to protect residents in the event of a fire.

- Smoke and fire doors are strategically positioned in each building for the purpose of limiting the travel of fire and smoke.
- Fire detection systems in the form of smoke and heat detectors are provided throughout the residence halls and each student room.
- Graphics are provided in each residence hall showing appropriate exit routes and all exits are clearly marked with lighted signs.

- Sprinkler systems are located in various locations. Portable fire extinguishers are located on every floor. Fire alarm pull stations are readily accessible throughout the residence halls

New York State Education Law §6438 requires notification of fire safety standards and measures in all college-owned or college operated housing.

Additional fire safety information may also be found in the NCCC Annual Security & Fire Safety Report, located on the NCCC Security website at:

<http://niagaracc.suny.edu/security/>.

In the event of an actual fire, activate the alarm with one of the red pull stations located on every floor in the halls, as you evacuate the building. It is important to note that in case of fire, elevators are out of service and you must exit the buildings via stairways

If you are in your room and discover a fire in the hallway, making it difficult or impossible to leave the room, close your room door and call security at 716-731-8855 (Sanborn), then go to your window and call for help. Until help arrives, try to seal off your room by stuffing towels or clothes in the space between the bottom of the room door and floor.

Flammable Materials:

Furniture, decorations, and other items that increase the flammability of the residents' rooms may be prohibited at the discretion of Student Housing staff or New York State or Niagara Falls fire personnel. Excessive amounts of combustible wall decorations are particularly dangerous in that they can promote rapid flame spread in the event of fire and are therefore prohibited. Combustible materials such as posters, pictures, etc. are limited to 20% of available wall space in each room. Nothing is to be put on the ceilings or on room doors. Fabric, including sheets, fishnet, tapestries, should not be used as decorations as they are extremely flammable.

- Open flames or incendiary devices are prohibited in all areas.
- The burning and possession of candles and incense are prohibited.
- The use of tart melting devices or similar objects are prohibited.
- Cooking devices such as griddles, hot plates, air fryers, pressure cookers, insta-pots and toaster ovens are prohibited.
- The storage or use of flammable liquids and substances, such as gasoline, kerosene, charcoal lighter fluid, etc., is strictly prohibited.
- Extension cords are prohibited. UL approved power surge protectors are acceptable.
- Light bulbs shall not exceed 100 watts. Halogen lamps/bulbs are prohibited.
- Personal property shall not be kept in hallways/stairwells or placed in any manner where they may create an obstacle to an exit route.
- Cooking is prohibited in the hallways, and other common areas.
- The use of multiple plugs off a single outlet is prohibited. If additional plugs are required, please use a surge protector type power strip.
- Tampering with any fire safety equipment (i.e. exit signs, safety lights, fire extinguishers, and sprinklers heads) is prohibited. This includes covering the smoke/heat detectors in bedrooms. Any tampering with fire safety equipment may result in the termination of the resident's license agreement.
- Only artificial trees and garlands may be used in the residents' rooms or room/suite.
- Indoor/outdoor string lights are not permitted in suites/rooms.

Emergencies

Emergency Procedures

Depending the scope of the emergency as well as the area(s) of campus affected, specific campus responses are in place with regard to student/parent communications, evacuation and relocation procedures and resources available to students.

Emergency Preparedness for Residents

As Colleges are not immune from emergencies and disasters, SHVC has plans in place to respond accordingly. However, it is everyone's responsibility to prepare for emergencies. Contained in this guide are some emergency procedures that

students are expected to follow in the event of an emergency. Always comply with the instructions from Student Housing Staff and Security.

Communicating to Students

For the health, safety and emotional well-being of students living on campus, it is important that students and parents are kept informed of the status of any emergency. The following methods of communication to students may be utilized during an emergency:

- E-mail messages utilizing college email accounts
- Announcements on the Campus website (<http://www.niagaracc.suny.edu/>)
- Announcement on the campus monitors on main campus - Normal programming will be interrupted, advising students of emergency circumstance.
- Posters/fliers distributed/posted
- Floor meetings
- Door-to-door announcements by Housing Staff and/or Security staff
- Public address systems on Sanborn campus
- Emergency text messages– more information at <http://www.niagaracc.suny.edu/pdf/security/> RAVE-Brochure.pdf

Depending on the emergency, students will be expected to act in accordance with instructions communicated by Housing Staff and Security staff. Instructions include but are not limited to the following:

- No specific action necessary
- Limited facility/utility usage
- Evacuation
- Temporary relocation
- “Shelter in place” (stay in your room or lounge)
- “Lock down” (stay where you are and lock and/or barricade the door)
- Access to food and water

Evacuation:

In the event an evacuation is necessary, immediately proceed to the nearest exit door and leave the building. Sanborn campus will assemble in G building snack bar or an area designated by Housing Staff or Security. Evacuation/fire drills will be conducted throughout the academic year.

Closing the College Campus

To find out if the campus is closed due to weather or other emergencies, the announcement will be made using NCCC Emergency Texting System (RAVE) and over the following TV and radio stations:

TV stations 2(WGRZ), 4(WIVB), and 7(WKBW) are recommended stations for closing information since they have agreed to provide the most specific information.

The following radio stations will also provide closing information, but it will be a general message:

AM Stations: WGR (550), WBEN (930), WNED (970), WHLD (1270), WLVL (1340), WJLL (1440), and WKBW (1520).

FM Stations: WBUF (92.9), WBLK (93.7), WJYE (96.1), WGRF (96.9), WKSE (98.5), WTSS (102.5), WEDG (103.3), WHTT (104.1), and WYRK (106.5).

Remember — During any emergency it is important to remain calm. Do not argue with security, police, fire, or residence hall personnel called to handle the emergency. Cooperating with officials will decrease the potential danger during an emergency. Failure to comply with reasonable requests of officials is subject to a sanction. Questions and/or concerns about what has happened should be directed to your RA or other Student Housing Staff.

Bomb Threats.

If someone calls saying that there is a bomb, try to get as much information from the caller as you can, such as where and at what time is it supposed to go off. Immediately call Security (Sanborn Only - 716-731-8855) and your RA, or any other

Housing staff member. Give your name and the exact information you received. Do not investigate, but rather be alert to unfamiliar objects along exit routes. Do not touch anything and never pull the fire alarm!

Missing Persons

This applies to students who reside in campus housing, operated by Student Housing Village.

Purpose

The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act.

For purposes of this policy, a student will be considered missing, if a roommate, classmate, faculty member, family member, or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will also be considered missing immediately, if their absence has occurred under circumstances that are suspicious or cause concerns for their safety.

Procedures for designation of emergency contact information

- a. Students age 18 and older and emancipated minors – Residence students are required each semester to designate an individual or individuals to be contacted by the college "in case of emergency." In the event a student is reported missing, college personnel or the Student Housing Director, will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. An emergency contact designee will remain in effect until changed or revoked by the student. This contact information will be registered confidentially and will only be accessible to authorized college officials and local law enforcement in the furtherance of a missing person's investigation.
- b. Students under the age of 18 – In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college or the Director of Housing is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official notification procedures for missing persons

- a. Any individual on campus who has information that a student may be a missing person must contact security or Student Housing Staff as soon as possible. The Housing Staff will then notify the Vice President of Student Services and confirm information with the NCCC Security Department. Note: If a commuter student is believed missing, the reporting person should immediately notify local law enforcement authorities. The NCCC Security Department will assist outside agencies with these investigations as requested.
- b. Student Housing Staff and the Campus Security Officer will gather information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- c. If the above actions are unsuccessful in locating the student within four hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Director of Security will contact the Niagara County Sheriff's Office to report the student as a missing person and the local law enforcement agency will take over the investigation.
- d. No later than 24 hours after determining that a residential student is missing, the Director of Housing, or designee, will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing, unless local law enforcement agency was the entity that made the determination that the student is missing.

Campus communications about missing students

In all cases of a missing student, the law enforcement agency conducting the investigation will provide information to the media that is designed to obtain public assistance in the search for any missing student. The Director of Security, the Vice President of Student Services, or designee, is available to provide consultation on communication with the investigating law enforcement agency. Any media requests to the college will be directed to the Director of Public Relations.

Medical Emergencies/Injuries.

For any medical emergency or serious injury, contact the security number at (716) 731-8855 and/or a Housing Staff member for Sanborn and the RA Staff. You should inform of the nature of the problem. If you feel the situation is critical

and an ambulance should be called immediately, tell Security to call 911. Be sure to identify yourself and the exact location of the emergency. Arrange for someone to meet emergency responders when they arrive, if possible.

Student Wellness Center

Wellness Center Room C - 122

<http://www.niagaracc.suny.edu/wellness/>

Phone: (716) 614-6275

Counseling Services Room C-122 in the Wellness Center, Sanborn campus

<http://www.niagaracc.suny.edu/wellness/counseling.php>

Phone: (716) 614-6280

NCCC provides health and wellness services through the Wellness Center, a cooperative group of professionals whose goal is to enhance individual health and cultivate an environment supportive of lifelong healthy behaviors. The Wellness Center is composed of:

- Counseling Services
- Health Services
- Wellness Education Services

All services are available to every NCCC student regardless of insurance status, medical condition, race, gender, sexual orientation, disability, nationality, or religion. Most services/programs are provided at no cost to students. Student medical records are confidential and cannot be released to anyone without the student's written consent.

To schedule an appointment or consult with a healthcare professional in an emergency Contact the Wellness Center at (716) -614-6275.

Facility Information

Work Orders

Work orders should be submitted electronically by filling out the maintenance request form online on the Student Housing Village website home page. Emergency maintenance issues should be reported to Student Housing Staff during business hours and Security after business hours. An emergency is considered something that will jeopardize the residents' health, security, or cause damage to any person, or property. **Please remember, for fires call 911 first as you vacate your room/suite. Please pull the fire alarm on your way out of the building.**

Students Maintenance Responsibility

The following are duties that each resident is responsible for performing to help with the upkeep and care of the building:

- Regularly clean the walls and floors around the sink, bathtub, shower, toilets, and windows.
- Please use the ventilation fan and shut the door when showering to vent excess moisture from the bathroom.
- Residents **MUST** have a plunger. If the toilet becomes clogged, and after attempting to unclog with your plunger doesn't work, then please notify maintenance promptly.
- Do not overfill closets or storage areas. Ventilation is important in these spaces.
- Do not allow damp or moist clothing, towels, or other cloth materials to lie in piles for extended periods of time.
- Clean and dust your room/suite on a regular basis.

If health and wellness checks result in a citation for uncleanliness a sanction will be issued

Proper Use of Appliances:

Students are expected to use appliances furnished in their suite in the appropriate manner. The student takes full responsibility for the appliances use, functioning, cleaning during the course of their stay. Misuse, damage, and/or injury incurred by or caused by the student are the sole responsibility of the students within each suite. The students will incur appropriate charges for maintenance and upkeep as a result of damage caused by misuse.

All appliances, fixtures and equipment provided by the Student Housing Village, or as part of the room/ suite must be used strictly in accordance with the applicable user-manuals. All replacement, maintenance, and repair costs for use of

appliances not consistent with the applicable manuals or damage due to neglect shall be borne equally by the residents in such unit.

Laundry Room:

When using laundry rooms observance of the posted instructions is required. Both washers and dryers are coin operated, quarters only. Please remember that the laundry rooms are an extension of your room/suite. Your cooperation in keeping them clean and usable for the next person is required. Misuse of the facilities will result in disciplinary action.

Snow removal:

Please exercise care while walking in the wintertime. Facility staff are responsible for clearing the sidewalks and parking lot, however at times these areas may be snow or ice covered and extra care will need to be taken by residents.

During periods of severe weather, it might be necessary to move vehicles in the lots to accommodate snow removal. Should the need arise, signs will be posted at all entrances notifying residents that their cars must be parked in an alternative area. Any vehicle remaining in the lot during this time will be towed at the owner's expense.

Keys:

Keys, including fobs, are not to be loaned out and duplicate keys are not to be made. Residents are strictly encouraged to lock their bedroom doors and ensure their suite door is closed whenever you leave the room. If a key or key-fob is lost or stolen, the resident must notify the Office of Student Housing as soon as possible. Residents will be billed for any key, key-fob, and/or locks that need to be installed as the result of losing a key. Under no circumstances should a resident share their keys or fob with any other individual. Doing so will be considered an infraction subject to sanctions.

Elevator

In the event of a malfunction in an elevator during non-business hours, notify the Housing Staff or Security. Activating the elevators "help button" will notify personnel. No one other than fire emergency personnel or employees of the elevator maintenance company should attempt to rescue someone caught in malfunctioning elevator.

Title IX:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." -Title IX of the Educational Amendments of 1972 to the 1964 Civil Rights Act

Restated: White House Task Force Report – April 2014

Title IX of the Education Amendment of 1972 prohibits sex discrimination in educational programs and activities. Sex discrimination includes all forms of sexual harassment, including verbal sexual harassment and sexual violence by employees, students, or third parties against employees, students, or third parties. Niagara County Community College is fully compliant with Title IX and applies compliance to athletics, admissions, financial aid, academic matters, career services, counseling and medical services, and all other programs/activities available to students, as well as in the workplace for faculty and staff.

Conduct covered by Title IX includes:

- Sex Discrimination and Harassment
- Sexual Violence
- Stalking
- Interpersonal Violence
- Retaliation
- Gender-based Discrimination, Sexual Orientation Discrimination, Sexual/Gender
- Identity Discrimination
- Bullying/Cyber-bullying, and Hazing

NCCC's Title IX Officer

Catherine Brown
Director of Human Resources
Room A264

Phone: 716-614-5951

Email: cbrown@niagaracc.suny.edu

For updated information please check the website at: <http://www.niagaracc.suny.edu/compliance/titleix.php>

The Title IX Officer is responsible for facilitating the investigation and remedies, as well as offer support resources to the victim/complainant, for any allegation of sex or gender-based harassment, discrimination, misconduct, violence, or any other conduct covered by Title IX. The Title IX Officer works closely with Student Services, Housing, Academic Affairs, Human Resources, Campus Security, and other offices during a Title IX investigation.

Clery

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

The Office of Residence Life, in conjunction with the Office of Student Services, Office of Human Resources, and local law enforcement agencies, prepares the Annual Security and Fire Report to comply fully with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Statistics are compiled in accordance with the Uniform Crime Reporting System of the Department of Justice and the Federal Bureau of Investigation.

To view the current electronic Annual Security and Fire Report or the Clery Statistics for the Sanborn or NCCI campus please go to the NCCC campus security website at: <http://www.niagaracc.suny.edu/security/stats.php>

Conduct

The purpose of this procedure at the Student Housing Village is to serve as a process to hold residents accountable for their actions when these actions are not aligned with the academic community in which they have chosen to live in as outlined in this handbook, their Occupancy License Agreement, and in the NCCC Student Rights and Responsibilities (Code of Conduct).

The following pages and the SHVC Occupancy License Agreement outline the types of conduct that may result in disciplinary action through the Student Housing Village Judicial System. This list is not all-inclusive.

Any conduct which also may be conducted online and/or through the use of social media is also prohibited.

Any conduct which also violates local, state or federal law may also be referred to law enforcement. Conduct which also violates the NCCC Student Rights and Responsibilities (Code of Conduct) may also be referred to the Vice President of Student Services for adjudication.

Any violation of prohibited conduct as described may result in the termination of the resident's license agreement. If the resident's license agreement is terminated, all resident and guardian financial obligations remain in effect.

Process and Procedures:

Any resident or employee (including security personnel) of the Student Housing Village, or member of Niagara County Community College may submit a complaint to the Office of Student Housing or NCCC Security. Once a complaint is received, the resident(s) who are alleged to have been involved in misconduct will be notified that a disciplinary conference is required. Notification may be made in writing and delivered to the resident's mailbox or be made in person or a resident's may be issued an appearance ticket by security personnel for violations of the code of conduct. If you are directed to appear via an appearance ticket, you must contact the designated office (documented on the appearance ticket) by the time listed on the appearance ticket.

NOTICE: FAILURE TO CONTACT THE INDICATED OFFICE BY THE DATE LISTED ON THE APPEARANCE TICKET WILL FORCE A RECOMMENDATION OF DISCIPLINARY ACTION BASED SOLELY ON THE INFORMATION DOCUMENTED IN THE NCCC SECURITY INCIDENT REPORT.

The disciplinary conference will be held with either the Director or Assistant Director of Student Housing, and/or the Vice President of Student Services. At their discretion, and in cases where the welfare of the accused resident, other residents,

Approved 6/4/19

or Student Housing Village, is considered to be at risk, the accused resident may be removed from housing until this procedure has been completed.

At this meeting, the resident will be provided a description on the incident and the alleged infractions.

The resident will be given an opportunity to respond and present an account of their actions.

The resident is expected to be honest and encouraged to ask questions. Failure to appear for the scheduled meeting will result in a decision regarding culpability being made without the benefit of the resident's account.

After the disciplinary conference is held, the staff member will decide, based on available information, whether the resident is found to be responsible or not responsible for the alleged infraction(s). A resident will be found responsible if the evidence available suggests that is more likely than not that the resident's conduct violated Student Housing Village policy. As this procedure is used to hold residents accountable for their actions, it is not necessary for there to be proof beyond a reasonable doubt when determining the resident's culpability.

Amnesty

The health and safety of every student at the College is of utmost importance. Niagara County Community College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institutional officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault

Rules and Regulations

Access to Building:

The outside entry doors are locked 24 hours a day. Unauthorized entry to or use of these doors is prohibited. Propping open or opening the doors without permission may result in the termination of a resident's occupancy.

When entering the building, all residents may be asked to show proper identification. Any bags, purses, or other items are subject to search by Office of Student Housing and/or Security. Refusal to allow an item to be searched will result in the resident being denied entry to the building with the item.

Alcohol:

The Student Housing Village is an alcohol free facility. The consumption, manufacture or possession of any alcohol or alcohol paraphernalia is strictly prohibited, including for those residents who are of legal drinking age (21). Public intoxication resulting from the consumption of alcohol outside of Student Housing Village is also prohibited and subject to disciplinary action. Also included within this policy is the prohibition of any game that encourages the over-consumption of alcohol or any other substance (commonly referred to as drinking games).

The Office of Student Housing reserves the right to define what constitutes alcohol paraphernalia, however the items listed below should serve as a guide for residents.

- Beer bongs or funnels
- Posters displaying alcohol or its use or manufacture
- Any boxes, cans, bottles, shot glasses, etc. even for decorative purposes!

Should a resident possess any alcohol paraphernalia, the objectionable object will be confiscated and destroyed by the Office of Student Housing and/or Security. The resident agrees to not seek any compensation for the item(s).

Bias-related acts:

Which intentionally denigrate any person based on sex, race, national origin, sexual orientation, disability or faith

Bullying:

Bullying and cyberbullying (bullying achieved with information technology, including email, texting, and social media) are expressly prohibited in any form at the Student Housing Village, by residents, guests and employees. The information below describes the types of behaviors that are considered bullying, obtained from the Department of Education. Please see the web page: <http://www.stopbullying.gov/> for more information.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both individuals who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Individuals who bully use their power— such as physical strength, access to information, or popularity— to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

Verbal bullying is saying or writing mean things. Verbal bullying includes:

- Teasing and Name-calling, or making inappropriate sexual comments
- Taunting, or Threatening to cause harm

Social bullying involves hurting someone's reputation or relationships. Social bullying includes:

- Leaving someone out on purpose
- Telling other people not to be friends with someone
- Spreading rumors about someone
- Embarrassing someone in public

Physical bullying involves hurting a person's body or possessions. Physical bullying includes:

- Hitting, kicking, pinching, spitting, tripping, or pushing
- Taking or breaking someone's thing

Disruptive Behavior:

Including, but not limited to, physical assault, verbal abuse, harassment, threats, excessive noise, and disorderly, lewd or indecent behavior

Any acts which compromise the peace, comfort and safety of other residents (including maintaining suite security by not propping doors or allowing others access to suite/room keys)

Intentional or reckless acts that do cause or could cause physical or mental harm to others or yourself. This includes any threats that cause another person to believe that the offender may cause mental or physical harm.

Any recreational activity which could be injurious to individuals, facilities or grounds on Student Housing Village.

Drug and Controlled Substance:

The illegal use, possession, or distribution of controlled substances is strictly prohibited on the premises. Possession of drug paraphernalia is also prohibited. The Office of Student Housing reserves the right to define what constitutes drug paraphernalia, however the items listed below should serve as a guide for residents.

- Hookahs or hash pipes
- Bongs, pipes or other items used for inhaling or ingesting substances
- Spoofs or other items used to conceal the use of substances
- Posters that display controlled substances or their use

Should a resident possess any drug paraphernalia, the objectionable object will be confiscated and destroyed by the Office of Student Housing and/or Security. The resident agrees to not seek any compensation for the item(s).

The use or possession of a prescription drug that is not the resident's is also prohibited and subject to disciplinary and/or legal action(s).

The use of over-the-counter medications or any other type of legal aerosol, inhalant, etc. for the purposes of getting "high" is extremely dangerous and therefore is also prohibited and subject to disciplinary and/or legal action(s).

Failure to Comply:

- With any safety or other provision contained in this resident handbook
- With the reasonable request of an Office of Student Housing, Security, or college employee.
- With the terms of a previous sanction (i.e. fine, community service, etc.)

Fire Safety

See Fire Safety and regulations section Page 8

Gambling:

Participation in gambling or games of chance for money or other items of value is prohibited within student residences as per state law.

Guests:

A guest is anyone who is visiting the Student Housing Village and does not have a signed License Agreement on file with the Office of Student Housing. Guests must be met at the front door and escorted at all time by their resident host.

At all times all guests must surrender a State Issued photo identification to the security desk and sign into the building with a resident host. Overnight guests must sign in prior to 10 pm the night in which they want to stay. Overnight Guests under the age of 18 are prohibited without written consent from the Director or Assistant Director of Housing. A guest may not stay overnight more than 3 times per calendar month. Residents are allowed a total of 3 guests per calendar month. Guests shall not interfere with the rights of roommates or suitemates and any guest conduct will be attributed to the resident host in accordance with the student conduct handbook. Guests exhibiting disruptive behavior will be banned from the premises and face criminal trespassing charges. The Office of Student Housing reserves the right to disallow any guest from entering the premise at its sole discretion.

Hazing:

Defined as any coercion to do any act of initiation into, or as a condition of participation in an activity or organization that causes a substantial risk of mental or physical harm. Examples included forced consumption of alcohol, paddling, physical shocks, degrading games, harassment, branding, public stunts, and forced tattoos.

Housekeeping:

Residents are expected to maintain a level of cleanliness in their room compatible with reasonable health and safety standards.

Lockouts:

During regular office hours, any individuals locked out of their room at Sanborn shall report to the Office of Student Housing. After three lockouts (during semester) the resident will be charged a fee of \$25.00 per lockout. If the practice continues after the third time, termination of the License Agreement will be considered.

Pets:

Due to allergy concerns, and the safety of the animal(s) no pets are permitted, even fish.

Prohibited Items:

- Bicycle
- Moped
- Motorcycle (In Building)
- Skate Board
- Hoverboard
- Grills
- Toaster Oven
- String lights
- Extension Cords
- Dart Boards
- Candles, Incense
- Space Heater

- Air Conditioners
- Halogen Bulbs, Nyktu-arm Lamps, Multi-Wall Plugs
- Insta-Pots
- Individual wireless Modems
- Microwaves
- Refrigerator
- Air Fryers

Quiet Hours:

Excessive noise, defined as any sound that is audible from outside the apartment,” will now be complemented by the enforcement of specific “Quiet Hours.” Quiet hours are defined as:

- Sundays – Thursdays, 10:00 PM – 8:00 AM
- Fridays and Saturdays, 1:00 AM – 8:00 AM
- 7 day period before the designated “exam week” at the end of each semester - 24/7
- Exam week - 24/7

Retaliation

It is a violation of the code to engage in unlawful retaliation, as indicated in NCCC’s Student’s Bill of Rights available at <http://www.niagaracc.suny.edu/pdf/compliance/StudentBill-of-Rights.pdf>

Smoking

Smoking is strictly prohibited in the building. Residents who wish to smoke must do so in designated outside areas ONLY. This includes cigarettes, cigars, aromatic cigarettes, herbal cigars, electronic cigarettes, and any electronic smoking devices.

Solicitation and/or sales

By Residents or nonresidents

Theft:

Theft and/or possession of property known to be stolen

Trash:

Trash should be stored in a proper receptacle and emptied on a regular basis to avoid unsanitary conditions. For Sanborn residents: Trash must be disposed of in the outside dumpster. Under no circumstances should trash be placed in any other area of the complex.

Weapons:

All dangerous weapons and objects are strictly and expressly prohibited. A dangerous weapon/object is defined as any instrument, device, or object capable of inflicting physical harm or death and designed or specifically adapted for use as a weapon, or possessed, carried, or used as a weapon. Possession or use of a dangerous weapon (as defined by law) is prohibited. Examples of dangerous weapons include firearms, ammunition, chukka sticks, explosive devices, dangerous chemicals, flammable liquids, charcoal lighter fluid, items which constitute a fire hazard, knives, firecrackers, compressed air guns, pellet guns, stun or zip guns, and BB guns. Dangerous weapons are not to be stored or used in or around the Student Housing Village; this also includes the use and storage of helium and propane tanks. Internal combustion engines are prohibited within the building.

Windows:

Window Screens are to be in the windows at all times. Residents and guests will not use windows as a means of exiting or entering the building. The placing of any objects including aerials and antennas, is prohibited. Neon or other signs, advertising, stickers, banners, etc., are prohibited from being displayed in or on the windows. Throwing objects from windows, sitting in the window opening, and walking on the building roof is considered extremely dangerous and is subject to termination of the License Agreement. Residents may not keep anything on their window sills. Students are subject to fines if found in violation of the above.

Sanctions:

Residents found to be responsible for infractions will be assigned one of the following sanctions. These sanctions may be used in any combination, at the discretion of the Director or Assistant Directors. Sanctions are imposed to ensure the

resident understands and follows through on correcting their behavior and to protect the rights of individuals and the community from further disruption or harm.

- **Verbal Warning**– A verbal warning is notice to the resident that their behavior does not conform to what is expected and the resident should take note that further violations will result in more serious sanctions. The verbal warning will be noted in the resident’s file.
- **Written Warning**– A written warning will be given to residents explaining their conduct infraction(s) and how the resident’s behavior needs to be corrected to prevent issues in the future. A copy will be provided to the resident and kept in the resident’s file.
- **Community Service**– Community service hours may be assigned as a sanction in instances where the offending resident’s conduct disrupts or harms the community. Residents will be given the opportunity to complete the assigned hours in a reasonable amount of time, and can complete them within the SHVC or at a local agency as assigned by the Office of Student Housing. Failure to complete assigned hours could result in a fine being assessed to your student account.
- **Restitution**– In situations where the resident is found responsible for violations involving theft, damage to property, etc. monetary restitution will be required. Residents will be given no less than 14 days to submit the restitution amount or face termination of their occupancy license agreement.
- **Fine**– Fines will be used for violations regarding fire safety, smoking, drug or alcohol related infractions or multiple offences of a policy. Punitive fines must be paid within 14 days or resident’s face termination of their occupancy license agreement.
- **Fire Safety Fines:**
 - First Offense -\$250.00
 - Second Offense - removal of housing privileges
- **Privilege Revocation**– Privileges such as hosting guests, access to hallways and common areas, or borrowing equipment may be revoked in appropriate situations
- **Residence Hall Probation**– Residents may be placed on probation as official notification that further misconduct by the resident may result in the revocation of their license agreement. Probation will be for a set period of time and will expire provided that no further misconduct has occurred during the specified period.
- **Occupancy Termination and Dismissal**– When the health and safety of the offending resident, other residents, or Student Housing Village property is jeopardized and/or for multiple infractions without improvement in the resident’s behavior the resident’s occupancy license agreement will be terminated. **Residents will be given 24 hours to vacate the premises and may not re-enter Student Housing Village property, or face arrest for criminal trespass.** Should this occur the resident and their guardian remain responsible for all costs and fees associated with the license agreement that they have signed.

Sanction Chart

Violation Degree	Type of Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
1st	Alcohol	Written warning, Participate in Alcohol and Drug Class- \$100 fine, Disciplinary probation 1 year	Removal from housing		
1st	Drugs	Written warning, Participate in Alcohol and Drug Class- \$100 fine, Disciplinary probation 1 year	Removal from housing		
1st	Drug Paraphernalia	Written warning, Disciplinary probation 1 year, Participate in Alcohol and Drug Class- \$50 fine	Removal from housing		

1st	Fire Code Violations (Smoking, tampering with smoke detector, failure to evacuate during a fire alarm)	Written warning, \$250 fine	Removal from housing		
1st	Possession of candles/incense	Written warning, \$50 fine	Removal from housing		
1st	Vandalism/Destruction of housing property (intentional)	Fine based on amount for repairs	Fine based on amount for repairs, Written Warning, Disciplinary probation 1 year	Removal from housing	
2nd	Damaged property (unintentional)	Fine based on amount for repairs	Fine based on amount for repairs	Fine based on amount for repairs	Fine based on amount for repairs
1st	Unauthorized entry/Trespassing/Propping Exterior Doors	Written warning, \$50 Fine	Disciplinary probation 1 year, \$100 Fine, Final warning status	Removal from housing	
2nd	Guest Policy Violation	Written warning, temporary loss of guest privileges	Loss of guest privileges for rest of the semester or academic year	Removal from housing	
1st	Fighting	Immediate removal from housing			
2nd	Minor altercations	Written warning/no contact order issued to all students involved	Removal from housing		
1st	Possession of weapons	Confiscation of weapon, removal from housing			
1st	Title IX Violation	Referral to Title IX Officer			
2nd	Gambling	Written warning	Disciplinary probation 1 semester	Disciplinary probation 1 year, Final warning, Community Service	Removal from housing
2nd	Garbage/Excessive Uncleanliness	\$50 fine	\$100 fine	\$150 fine	Removal from housing
2nd	Room lock-out	Recorded in log	Recorded in log	Recorded in log, sent written notice of final lock-out	\$25 fine for each lock-out from this point forward

2nd	Excessive Noise	\$50 fine	\$100 fine	\$150 fine	Removal from housing
2nd	Failure to attend a wing meeting	1 hour of community service (given one month to complete)	\$25 Fine for failure to complete community service		

Unpaid Fines

If any fine remains unpaid, any or all of the following actions may be taken by the Student Housing Village and the College:

- A. A hold may be placed on student transcripts.
- B. Student class registration for the following term may be delayed.
- C. The amount due as a result of fines due and payable may be deducted from paychecks of Niagara County Community College employees, including student workers, if not paid within 14 days of receipt of ticket by the Business Office.
- D. Resident students may be permanently removed from the Student Housing Village.
- E. Outstanding fines may be referred to a collection agency

Appeals:

Residents are granted the right to appeal the decision of the Director or Assistant Directors of Student Housing based on the following criteria:

- New information not available at the time of the disciplinary conference
- Improper or harsh sanctioning
- Violation of the judicial procedures outlined within this handbook

Appeals must be submitted in writing to the Vice President of Student Services within 48 business hours of the delivery of the resident's outcome. Written appeals must include a description of which of the criteria listed above the resident is appealing. Appeals will be heard by a staff member other than the one that made the original decision. All sanctions will be upheld during the appeal time frame until a decision is made by the person(s) reviewing the appeal. .

Once the written appeal has been submitted it will be reviewed and responded to within 5 business days. Any adjustment to the original decision will be communicated to the resident as will a judgment to uphold the original decision. The decision reached by the person reviewing the appeal is considered final and binding. No other appeals, pleas, or petitions will be acknowledged after the appeal has been reviewed.