
2017 Stone Child College Annual Security Report (ASR)



Completed By:
College, Campus Safety Officer and Student Services Department

Page Left Blank Intentionally

Stone Child College – Annual Security & Clery Report 2017

Campus Safety Office's Message

Dear Students, Staff and Faculty:

I am pleased to introduce the 2017 Annual Safety and Security Report for the 2017 calendar year for Stone Child College (SCC). This report consists of several different topics and issues that we as a college have encountered during the 2017 year. There will be a number of topics discussed within this report. In accordance with the Clery Act and Violence Against Women Act, this report will disclose any and all crimes that have taken place on the SCC campus during the 2017 calendar year.

The SCC administration, Campus Safety Office, and Student Services has worked diligently to provide a safe, healthy, and friendly learning environment for our students, staff, faculty and general public. SCC has a long history of success and strong traditional sense of community. The statistics provided in this report represent the historical success of SCC.

The Campus Safety Office is proud of the continuing efforts of all of our students, staff, faculty and community members that have helped to keep our campus a safe and healthy place for our students and our programs. Our continued health and safety has always been a high priority and the SCC Campus Safety Office wishes to thank everyone for their support and assistance in making this another safe year at SCC.

Richard Schmockel
Campus Safety Officer
Stone Child College

Table of Contents:

Page 1. Cover

Page 2. Blank

Page 3. Campus Safety Office Message

Page 4. Table of Contents

Page 5. Quick Reference Guide

Page 6. Quick Reference Guide

Page 7. Clery Act Geography

Page 8. Access/ Security of Campus Facilities

Page 9. Crime Statistics

Page 10. Hate Crime Statistics

Page 11. Violence Against Women Act

Page 12. Crime Statistics

Page 13. Categories of Violation

Page 14. Campus Safety

Page 14. Sexual Harassment Policy

Page 15. Definitions

Page 16. Reporting

Page 17. Investigation

Page 18. Formal Investigation

Page 19. Crime reporting methods

Page 20. Confidential Reporting

Page 20. Anonymous Reporting

Page 21. Student Grievance Policy

Page 21. Filing a Grievance

Page 22. Campus Safety Policies

Page 23. Emergency Response and Evacuation

Page 24. Declaring an Emergency

Page 25. Communication

Page 26. Mass text/Evacuation

Page 27. Evacuation Procedures

Page 28. Evacuation Procedures

Page 29. Campus Safety Improvements

Page 30. Fire Safety Report

Page 31. Response to Criminal Acts on Campus

Page 32. Student Awareness

Page 33. Public Disclosure

Page 34. SCC Policies

Page 35. SCC Policies

Page 36. SCC Policies

Page 37. SCC Policies

Page 38. SCC Policies

Quick Reference: Resources

Local and Campus Resources

Local Law Enforcement (Off-campus)

Emergency 9-1-1

Non-emergency:

Rocky Boy Police 406-395-4513

Havre Police 406-265-4361

Fire Department

Havre 406-395-4207

Or Contact Rocky Boy Police Department 406-395-4513

Health Services

Chippewa Cree Health Center 406-395-4486

Northern Montana Medical West 406-265-7831

Northern Montana Medical East 406-265-5408

Bullhook Community Health Center 406-395-4305

Big Sandy Medical Center 406-378-2189

Campus Offices

Campus Safety Officer 406-395-4875, ext. 3276

Richard Schmockel

President's office 406-395-4875, ext. 3246

Cory Sangrey-Billy

Dean of Student Services 406-395-4875, ext. 3262

Helen Stamper-Windy Boy

Retention Coordinator 406-395-4875, ext. 3233

Tracey Jilot

Dean of Academics 406-395-4875, ext. 3217

Wilma Tyner

Business Office Manager 406-395-4875, ext. 3208

Tiffany Galbavy

Learning Center Coordinator 406-395-4875, ext. 3291

Mary Lou Rosette

Facilities 406-395-4875

Gus Bacon

Human Resources/Personnel Officer 406-395-4875, ext. 3241

Wanda St. Marks

Day Care Facility 406-395-5898

Brenda Azure

IT Specialist 406-395-4875

Eli Aquino ext. 3261

Bookstore 406-395-4875, ext. 3236

Colton Galbavy

National and Statewide Hotlines

White Sky Hope Center Rocky Boy 406-395-4818

Alcoholics Anonymous Montana 877-515-1255

Alcohol & Drug Help Line 206-722-3700

Benefis Addiction Center Great Falls MT, 406-455-2367 Great Falls Center for Mental Health
888-718-2100

Crime Stoppers Hill County 406-265-4444

District IV HRDC Domestic 406-265-222 or

Abuse Program (Havre) 406-265-6743

Hi-Line Recovery Immediate Treatment Help 888-206-3273

Montana Addiction & Mental 406-444-3964

Health Disorders Division, Helena

Montana Tobacco Quit Life 800-QUIT-NOW or 800-784-8669

Narcotics Anonymous 24 Help Line 800-990-6262

National Domestic Violence Hotline 800-799-7233

National Sexual Assault Hotline 800-656-4673

National Help Line for Problem Gambling 800-522-4700

Poison Control 800-222-1222

Road Emergency Assistance 800-472-2121

Substance Abuse & Mental Health 800-662-HELP

Victim Witness (Great Falls) 406-771-1180 Ext. 218/318

Voices of Hope 406-453-4357

National Suicide Prevention Hotline 800-273-TALK (8255)

Suicide Hotline 800-SUICIDE (784-2433)

The Clery Act

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, also known as the Clery Act, is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and the surrounding communities. The Clery Act affects virtually all public and private institutions of higher education and is enforced by the United States Department of Education. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Safety Act, was signed in 1990 and is named after 19 year old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery's parents lobbied Congress to enact the law when they discovered that other students had not been notified about the recorded 38 violent crimes that had occurred on the Lehigh campus in the past three years prior to the murder of Jeanne Clery.

Definitions of Geography

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around SCC campus.

On-Campus Buildings or Property

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Buildings or Property

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Buildings or Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Access to and Security of Campus Facilities

Stone Child College is a public institution and, with the exception of restricted and high security areas, is accessible to the public during normal building hours of 8:00 am to 5:00 pm (time, place, and manner restrictions apply). With the exception of essential personnel and services, and others as designated, buildings are locked and access is permitted only with proper authorization from the President. Individuals must provide identification after normal building hours and/or facility use agreement for after-hours activities.

Stone Child College – Annual Security & Clery Report 2017

Crime Statistics

Clery Act requires separately reporting of the following criminal offenses that may occur on campus.

Offense:	2013	2014	2015	2016	2017
Theft	1	0	0	0	0
Simple Assault	0	0	1	0	0
Intimidation	0	0	0	0	0
Destruction / Damage / Vandalism of Prop.	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1
Arson	0	0	0	0	0

Secondary Reporting Requirements regarding the following Institutional Disciplinary Referrals for:

Offense: 2017

On campus

Offense:	2013	2014	2015	2016	2017
Theft			0	0	0
Simple Assault			0	0	0
Intimidation			0	0	0
Destruction / Damage /			0	0	0
Vandalism of Prop.				0	0
Illegal Weapon Possession			0	0	0
Drug Law Violations			0	0	0
Liquor Law Violations			0	0	0
Arrests			0	0	0

Public Property

Offense:	2013	2014	2015	2016	2017
Theft			0	0	0
Simple Assault			0	0	0
Intimidation			0	0	0
Destruction / Damage /			0	0	0
Vandalism of Prop.				0	0
Illegal Weapon Possession			0	0	0
Drug Law Violations			0	1	4
Liquor Law Violations			0	4	12
Arrests			0	0	0

Stone Child College – Annual Security & Clery Report 2017

Hate Crime Statistics

Hate crimes are mandated to be reported separately under the Clery Act and the following are the current statistics of occurrence within Stone Child College:

Offense:		2013	2014	2015	2016	2017
Race based hate crime		0	0	0	0	0
Gender Based hate crime		0	0	0	0	0
Religion Based hate		0	0	0	0	0
Sexual orientation based hate crime		0	0	0	0	0
Ethnicity Based Hate Crime		0	0	0	0	0
Disability Base Hate Crime		0	0	0	0	0

These statistics also include and are defined in accordance with the Violence Against Women Act that defines hate crimes into “national origin” and “gender identity” as those perceived characteristics that must be reported under the Clery Act.

Violence Against Women Act (VAWA):

The Violence Against Women Act (VAWA) of 1994 is a United States Federal Law under Title IV under sections 40001-40703 of the Violent Crime Control and Law Enforcement Act of 1994, H.R. 3355 signed into public law 103-322 by President Clinton. The VAWA was placed before the 2012-2013 Congress session and reauthorized the VAWA to include Aboriginal Women, Lesbian, Gay, Bi-Sexual, Transgender (LGBT) Community Members and Immigrants. This specifically impacts Stone Child College given our tribal population of students, culture and history. The VAWA has helped to create several greatly needed and critical programs and services including: Federal Rape Shield Law; Community Violence Prevention Programs; Victim Protection from Eviction originating from Domestic Violence; and Funding for Victim Assistance Services, Crisis Centers, and Hotlines.

Reporting Statistics on Domestic Violence includes felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person who with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Offense: Total:

Offence	2013	2014	2015	2016	2017
Domestic Violence	0	1	4	0	0
Dating Violence Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim	0	0	0	0	0
Stalking Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.	0	0	0	0	0

Crime Statistics

The following criminal actions have occurred within the Stone Child College campus. The following crimes are the criminal offenses required to be reported under the Clery Act and Violence Against Women Act.

Offense:	2013	2014	2015	2016	2017
Forcible Sex Offenses	0	0	0	0	0
Non Forcible Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	1
Arson	0	0	0	0	0

Violence Against Women Act Statistics

The Clery Act was amended to include the Violence Against Women Act and this requires higher education institutions to report any of the following crimes and offenses:

Offense:	2013	2014	2015	2016	2017
Forcible Sex Offenses	0	0	0	0	0
Non Forcible Sex Offense	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Domestic Violence	0	1	4	3	2
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
Family Violence	0	5	0	0	0

In order to prevent violent acts against women, we have created several on-campus resources to provide men and women with the ability to report any illegal activity or seek protections against an act of violence. Those persons in need may contact the Campus Safety Officer (located in the Sitting Old Woman building), Student Services (located in the Kennewash building), and our local law enforcement.

Categories of violations:

The SCC finds the following categories of violations extremely serious and the proper authorities will be contacted if a violation occurs:

- Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another
- Negligent Manslaughter: the killing of another person through gross negligence

- Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - Rape, acquaintance (date) rape, sexual assault or sexual abuse
 - Offenses of fondling, incest, and statutory rape
- Dating violence, domestic violence, and stalking
 - Endangering mental or physical health of other students/staff/faculty
- Robbery: Taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear
 - Brandishing, threatening or injuring with a weapon (for example, knives, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, fireworks or explosives).
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
 - Physical assaults resulting in injury requiring medical attention
- Weapons Carrying, Possessing, Brandishing, ect: threatening or injuring with a weapon (for example, knives, firearms, pellet or bb guns, air pistols/rifles, chukka sticks, fireworks or explosives).
- Burglary: Forcible entry and/or unlawful entry of a structure to commit a felony or a theft
- Motor Vehicle Theft: the theft or attempted theft of a motor vehicle. There are three classes of motor vehicles: (1) autos, (2) truck, and (3) other vehicles.
- Theft of property that exceeds \$500.00 in value and/or intentional damage to property resulting in repair or replacement costs in excess of \$500.00.
- Hate Crimes/Discriminatory or bias-related acts of assault or abuse
- Arson: Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle o aircraft, personal property of another, ect.
 - Attempts to set or intentionally setting fires that may result in damage or injury
 - False fire alarms or acts that undermine safety/security equipment or systems
- Drug Law Violations: the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in there preparation and/or use.
 - Sales or possession of a saleable quantity of illegal drugs as defined by law
- Violations of the campus alcohol policy that result in injury, damage to property, or undermine the safety and security of the campus.
- Any unauthorized use of a master or control key.
- Unauthorized use of computing and network facilities

Campus Safety

Stone Child College is equipped with a Campus Safety Office and one Campus Safety Officer that is responsible with the overall safety and security of the SCC campus. The campus is also equipped with security cameras in all buildings. The duties of the Campus Safety Officer vary from monitoring day-to-day activities taking place on and around the SCC campus as well as the areas and communities immediately surrounding the SCC campus.

The Campus Safety Office is responsible for compliance with all Federal, State and Local reporting standards and statutes. The SCC Campus Safety Office has an effective working relationship with numerous local law enforcement agencies. The Campus Safety Office has coordinated with local law enforcement agencies to help patrol, inspect, investigate and deter criminal activity from taking place on campus. The Campus Safety Office has immediate contact with our local law enforcement to prevent illegal narcotics and alcohol from entering campus. Further details are provided in the SCC Academic Policies and Procedures – Criminal Policy statement and the SCC Student Services Policies and Procedures- Drug and Alcohol Policy, Fighting, and Sexual Harassment.

Sexual Harassment Policy, Prevention and Response

SCC Sexual Harassment Policy:

Stone Child College is determined to provide an educational environment free from all forms of harassment to the College community. Harassment based on sex, race, religion, disability, age, or other protected characteristics is a violation of Title VII or the Civil Rights Act of 1964 and will not be tolerated with the college environment. Members of the college community who are subject to or witness such an act should report it immediately to the Human Resources Office. Person(s) reporting a violation shall be protected from all acts of retaliation and information shall be regarded as highly confidential. The Human Resources Office shall be responsible for the investigation of any reports of sexual harassment.

a) Definitions:

1) Gender-based misconduct – comprises a broad range of behaviors focused on sex and/or gender discrimination that may or may not be sexual in nature

- Pressure for a date or a romantic or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Use of coercion, threat, intimidation, or force to engage in sexual activity
- Continuing sexual activity after consent has been withdrawn
- Unnecessary and unwelcome references to various parts of the body
- Belittling remarks about a person's gender or sexual orientation based
- Inappropriate sexual innuendoes or humor
- Videotaping and photographing activity of a sexual or personal nature without consent of those being recorded
- Obscene gestures of a sexual or gender-based nature
- Offensive sexual graffiti, pictures, or posters
- Sexually explicit profanity

- Use of email, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors

Sexual violence is a form of sexual harassment and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking.

SCC attempts to foster a safe learning and working environment for all members of the campus community. To accomplish this, SCC considers the educational programming that addresses all aspects of domestic violence, dating violence, sexual assault, and stalking (safety precautions and prevention, crisis management, reporting, medical and counseling services, the SCC discipline systems, academic schedules, etc.).

SCC is in the process of partnering with Campus Answers by Workplace Answers to combat violence on campus and address student safety needs while satisfying VAWA, Clery Act, and Title IX requirements through online training for all staff, faculty, and students. Staff, faculty, and students are encouraged to register for the Preventing Discrimination and Sexual Violence course. The course provides meaningful training on various Title IX policies concerning discrimination and sexual harassment. The course educates on Clery Act crimes/requirements and how to be an active bystander and who to report to on campus.

Stone Child College will not tolerate harassment, domestic violence, dating violence, sexual assault, stalking, or other forms of sexual misconduct. Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. SCC utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, and stalking. These procedures are carried out by the Campus Security Officer.

Definitions:

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (2) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed

- (1) By a current or former spouse or intimate partner of the victim.
- (2) By a person with whom the victim shares a child in common.
- (3) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
- (4) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- (5) By any other person against an adult or youth victim who is protected from that person's

acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault: occurs when a person who knowingly subjects another person to any sexual contact without consent.

Consent: A person who engages in sexual intercourse with a child under the age of **16** commits the crime of sexual intercourse without consent (incapacitated or unconscious people are not able to legally consent).

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

(1) Fear for the person's safety or the safety of others; or

(2) Suffer substantial emotional distress.

(3) For the purpose of this definition, Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(4) Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.

(5) Report any additional behaviors that meet the above definition of Stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited to, an institutional disciplinary action or the issuance of a no contact order, restraining order or any warning by the institution or a court.

Reporting:

a) Any report of alleged gender-based misconduct by a student, faculty/staff member, or administration of the College or a person who is not a member of the College community can be filed with the Human Resources Office. All employees of the college are mandatory reporters of any gender-based misconduct. Reports of gender-based misconduct must be filed within thirty (30) working days after the incident outlined in the complaint.

b) The Campus Security Officer or other designated contact within Human Resources is responsible for addressing each report of gender-based misconduct. All members of the college community are encouraged to consult with the Campus Security Officer if they are unsure about how or what information to report. The Campus Security Officer is obligated to act on any report of alleged gender-based misconduct, to ensure measures are taken to stop adverse behavior and prevent its recurrence, as appropriate. It is important to note, however that not every report leads to a disciplinary process. Each report is reviewed individually and within ten (10) working days of the receipt of the report the complainant, the accused and any witness will be asked to submit their own report concerning the alleged gender-based misconduct.

Additional reports or evidence shall not be accepted after this period of time has lapsed.

Information concerning gender-based misconduct can be shared via forms which include the

initial sexual harassment complaint form (filled out by the complainant), sexual harassment accused report, sexual harassment witness report (if applicable), and the sexual harassment investigation/finding form. These forms can be picked up in the Human Resources Office.

c) In cases where the gender-based misconduct is reported anonymously by an observer/concerned individual to the Campus Security Officer, the individual who is reported as being subjected to gender-based misconduct will be notified by the Campus Security Officer that a report has been received. The Campus Security Officer will meet with the complainant to discuss his/her options and available resources at the College and in the community. The Complainant has a right to withdraw involvement or file a complaint, however, in some circumstances, the College nevertheless may need to investigate, such as where it is necessary to ensure the safety of the College community. In such instances where the complainant withdraws the complaint or from involvement in the process, the College may proceed and serve as a complainant on any matter.

Investigation:

b) Inquiry

a. Promptly following the receipt of a report, information will be reviewed by the Campus Security Officer to determine if there may be reason to believe that a policy may have been violated. An initial inquiry will be undertaken by the Campus Security Officer, if necessary, to determine whether a formal investigation must commence. Initially, the immediate supervisor of the Respondent and President will be notified of the complaint. The Respondent will then be contacted and asked to respond to the allegation. If further information is necessary, it may involve prompt discussions with the Complainant and others, as appropriate. The Complainant/Respondent may be accompanied by an advisor of their choice to all meetings. An advisor may attend, but not participate in, all meetings and interviews. The Complainant may be offered reasonable accommodations and will be offered resources, as appropriate, regardless of whether or not there is reason to proceed with an investigation. If the findings of the initial inquiry indicate there is not sufficient reason to believe a violation may have occurred, the Complainant will receive prompt notice of this outcome and rationale, and will be afforded the opportunity to appeal the decision to commence a formal investigation. Inquiry is a prompt process that should not take longer than five to ten (5-10) working days. If a formal investigation is to commence, the Respondent will be notified that a report has been filed. In cases of investigation of an employee as Respondent, the employee's immediate supervisor and President will be notified of the investigation prior to the Respondent receiving notification of a complaint.

b. Witnesses identified by the Complainant/Respondent (if any) will receive a request from the Campus Security Officer or Human Resources to fill out a Witness form to aid in the inquiry or pending investigation. SCC employees who witness gender-based misconduct are mandatory reporters.

c. Vendors or other agencies in contract with the College will be promptly notified if any of their employees are alleged to have violated the College policy, and such employees may be banned from any or all college properties and may also be subject to action deemed appropriate by their respective employer. Restrictions regarding access to College property or events may also be imposed.

d. The Respondent and Complainant, with their respective advisor of choice, will be given the opportunity to meet separately with the Campus Security Officer (or designee) to review the Policy and procedure, as well as related rights.

c) Formal Investigation

a. Reports of alleged gender-based misconduct will be equitably investigated in a fair, impartial, thorough and prompt fashion, providing a meaningful opportunity for participants to be heard. Investigation (including the inquiry) will be conducted by individuals without a conflict of interest or bias for or against either party. Every effort (including the inquiry) will be made to resolve every complaint within sixty (60) calendar days of the receipt of the complaint. The formal investigation process may take longer depending upon the nature and complexity of the case, the time of year, and availability of parties.

b. The formal investigation will include information from the following: Complainant form, Respondent form, Witness forms, and any other information collected by the Campus Security Officer concerning each individual complaint. Anonymous reports will only prompt an inquiry, and will not be included in the investigation or forms will not be provided to the parties involved in the investigation.

c. Both the Complainant/Respondent have the option of responding to any responses provided by all parties involved during the formal investigation. All additional responses will be included in the formal investigation.

d. The Investigator will prepare a sexual harassment investigation/finding form investigative report that will include all relevant evidence and information of each interview conducted in each individual complaint. The investigator will then provide all relevant documents to the SCC Personnel Committee if the Respondent is an employee of the College. If the respondent is a student, then all relevant documents will be provided to the President or designee. Disciplinary actions for employees are defined in the SCC Employee Policy and Procedures manual. Disciplinary actions for students is defined in the SCC Student Handbook.

e. The immediate supervisor or President in the case that the Respondent is an employee of the college, can in extreme circumstances, such as more than one complaint filed, can impose a suspension (for what the disciplinary policy allows) or limits on activities that would restrict their coming into contact with the Complainant throughout the duration of the inquiry and investigation.

f. Upon the closure of the formal investigation, both the Complainant/ Respondent will be provided with the decision and disciplinary actions issued on each individual complaint in accordance to the SCC Employee Policy and Procedures Manual and the SCC Student Handbook.

In these situations, SCC is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The college process does not impede resolution under state law.

Stone Child College prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision federal or state

law, including Title IX and the Violence Against Women Reauthorization Act (VAWA), or this policy.

Crime Reporting Methods

By Phone

- Dial 9-1-1 from any public phone or cell phone for emergencies, life-threatening situations or crimes in progress.
- Emergency phones are located prominently throughout the campus at the Administrative Offices.
- Contact Campus Security at 406-395-4313 for non-life threatening urgent situations or non-emergencies, to report a crime, or to report security related issues.

In Person:

You may make a report to any SCC employee, security patrol officer and/or at the local police station. Victims/survivors of sexual assault, dating violence, domestic violence and stalking have the right to file a Title IX claim. Any member of the SCC community who has questions about Title IX or wishes to report a concern is invited to contact the Human Resource office at 406-395-4313 ext. 3241 or the Campus Security officer at 406-395-4313 ext. 3276.

Required Reporters

All SCC employees are required to report to their supervisor or Human Resource Dept., if they have credible information that discrimination or discriminatory harassment, including sexual harassment, sexual assault, dating violence, domestic violence or stalking, is occurring or has recently occurred.

Stone Child College takes seriously all reports of sexual harassment, sexual assault, dating violence, domestic violence and stalking. When the college knows, or should have known, about an incident of sexual harassment, sexual assault, dating violence, domestic violence or stalking, it is required to investigate the concern to the extent possible based on available information, take steps to stop the inappropriate behavior, remedy the effects of inappropriate behavior and take steps reasonably calculated to stop future inappropriate behavior. When a sexual assault, dating violence, domestic violence or stalking is committed, the first concern is the safety and well-being of the survivor. SCC proceeds in a manner that is sensitive to the needs and impact on a survivor while also ensuring the ongoing safety of the community.

Notice to the Campus Security Officer and other SCC employees, except those with a narrowly defined privilege under the law, puts the college on notice of an incident of possible sexual harassment, sexual assault, dating violence, domestic violence or stalking and triggers a duty to investigate and stop inappropriate behavior.

Incidents of alleged sexual assault, dating violence, domestic violence or stalking by and/or against SCC students can be reported directly to Human Resource Dept.,

- When an assault of a SCC student is reported to college personnel, the Campus Security Officer meets with or otherwise informs the student of victim/survivor rights, options, services and resources available within the local community.

Confidential Reporting

Any report made to Campus Security and the identity of the reporting party is always kept confidential, whether you do or don't want to pursue action within the SCC campus system or the criminal justice system. The purpose of confidential reporting is to comply with your wish to keep the matter anonymous while taking steps to ensure the future safety of yourself and others. With such information, SCC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to particular location, method, or assailant and alert the campus community to potential danger. All reports are counted in the annual crimes statistics report for the institution.

Students and employees who wish to seek counsel and/or resources without informing law enforcement or triggering a duty to investigate by the college have options that are more confidential, while still complying with federal and state law. If a victim/survivor wishes to discuss a concern while maintaining confidence to the greatest extent possible, the following options are available:

Emergency Room Health care professionals in the Indian Health Service have a limited privilege to protect information shared with them, consistent with state and federal law. The Indian Health Service offers support, evaluation and treatment for victims of sexual assault during clinic hours. Students who have experienced sexual assault or intimate partner violence are encouraged to get medical attention as soon as possible. After-hours callers will reach the emergency room.

Medication to prevent pregnancy and sexually transmitted infections is available. Physical evidence should be collected immediately, ideally within the first 24 hours. A medical sexual assault forensic exam may be completed within 84 hours to collect evidence in case the victim decides to report the assault at a later date. Partial evidence may also be collected within one week. To preserve evidence, students who have experienced sexual assault are advised to not shower, bathe or wash. Clothes, sheets, blanket or other items of possible evidentiary value should be placed in a paper bag.

- The off-campus Domestic Violence Program is a community resource that can provide free confidential support and advocacy.

Anonymous Reporting

A victim/survivor of a crime who does not wish to pursue action within the criminal justice system or through Stone Child College, or who has chosen to pursue confidential reporting options, should consider making an anonymous report. The purpose of an anonymous report is to comply with a victim/survivor's wish to keep the matter confidential, while taking steps to ensure the future safety of those involved and others. With such information, the college can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, alert the campus community to potential danger and use the information to inform, guide and improve education, prevention and awareness efforts. Anonymous reports are counted and disclosed to the Department of Education in the annual crimes statistics for the institution and are listed in the crime statistics tables at the end of this report.

Student Misconduct

Contact the Dean of Students to file a complaint about a student's behaviors.

Student Grievance Policy & Procedures

A student with a grievance will be provided copies of appropriate policies and procedures pertaining to student complaints and grievances, the President of Student Success, Counselors, and/or Advisor shall be available to assist the student in understanding the opportunities afforded through the policies and procedures. The student may choose to have an advisor participate in any stage of the grievance procedure, unless otherwise inappropriate. Regardless of their nature, all discrimination grievances are to be filed with the Title IX Coordinator. A grievance must have been filed by a student within thirty (30) calendar days of the date of the alleged discriminatory act.

Filing a Grievance

All grievances must be presented in writing and contain the following information:

A clear concise statement of the grievance which includes the name of the person(s) against whom the grievance is made, the date(s) of the alleged discrimination and a statement describing the specific supporting evidence; A brief summary of the prior attempts to resolve the matter which includes the names of persons with whom the matter was discussed and the results of those previous discussions; A specific statement of the remedial action or relief sought.

Within five (5) working days, the original grievance form with an explanation will be returned to the student if, in the judgment of the Dean of Student Services, the statements are vague or do not meet the above requirements. The student may make the necessary corrections, and resubmit the grievance within five (5) days. Any grievance not filed within the time limits shall be deemed waived by the grievant. We may extend the time limits only if adequate cause for an extension of the time limits can be shown by the student. For informational purposes, copies of the grievance shall be forwarded to the appropriate offices and personnel who have been selected to serve on the grievance hearing committee only to serve the purpose of the grievance procedures and will be kept confidential.

Within ten (10) working days of receipt of a grievance that satisfies the requirements the consent of the parties involved may establish an informal hearing with the aggrieved student, the responding faculty/staff/organization, the respondent's supervisor and the appropriate administrative office(s) designee.

Campus Safety Policies

Stone Child College has a Security Policy Manual in place. These policies define the role of Campus Safety, the scope and authority of Campus Safety, Goals and Objectives. The policies also include Safety Priorities, compliance measures, Uniform, Information Management, Emergency Management, Reporting Procedures, Response to Crime, Crime Prevention, Medical Emergencies, Threat to Public Safety, Lockdown Policy and Procedure, and other specific policies regarding response to specific incidents on campus. Currently, the Campus Safety Office is revising the policy document and it will be presented for official approval later in the academic year. A copy of the Safety and Security Policy Manual is available upon request from the Campus Safety Office.

Campus Safety Office 406-395-4313, ext.
3276 Mailing Address: 8294 Upper Box
Elder Rd Box Elder, MT 59521
rschmockel@stonechild.edu

Stone Child College Safety and Security Policies outline the procedures for emergency notification of students and employees of SCC. These procedures include but, are not limited to:

- Public Address system that provides the ability for numerous staff members to make campus wide announcements.
- Fire Alarm system the monitors every structure on campus and this alarm may be used during a time of emergency to evacuate the buildings for situations other than a fire.
- Lockdown teams, where several staff members have been trained to direct students into nearby classrooms or out of the building, to help secure specific areas of buildings or campus, to establish and maintain contact with law enforcement to provide as detailed information as possible to response teams.
- Mass e-mail notification system. Staff, faculty, and students have the ability to e-mail the entire staff, faculty and student body of SCC.

Emergency Response and Evacuation Procedures

Departments involved in fulfilling the obligations of an emergency situation include: President's office; Campus Safety Officer; and the Information Technology (IT) Department.

In the event of an emergency situation, SCC will execute predetermined plans and procedures to accelerate communication for campus/community response services and to provide a safe evacuation of campus facilities if necessary. Examples of emergencies may include, fire, medical, adverse weather, hazardous material spills, active shooter, threats and/or acts of terror, utility and bomb threats. SCC's primary consideration is the safety, health, and security of the campus.

During an emergency or threatening situation, students, staff and faculty shall immediately contact Campus Security (406-395-4313, ext. 276) for assistance in communicating with appropriate college personnel. The Campus Security will report the emergency or threat to the personnel based on the chain of command.

Levels of Emergencies: The Emergency Management Procedure (EMP) is designed to provide guidelines for SCC to follow in response to various incidents that occur. Not all emergencies need the same level of response. Each incident is handled on a case-by-case basis.

The College President, or next designated administrator, shall:

- Confirm the emergency or threat with the Campus Security Officer by viewing the security cameras or going to the site of emergency if safe to do so. The situation will be determined as a Level 1, Level 2, or Level 3 emergency.
 - Level 1 (limited) - A campus emergency with limited impact that does not affect the overall operation and function of SCC. Examples would include small fire, hazardous material spill, or power outage.
 - Level 2 (General) – A local emergency that has disrupted or potentially may disrupt significant operation of SCC or harmfully impact a significant population of the community. Examples would include serious crimes on campus, major fires, death(s), or partial infrastructure failure.
 - Level 3 (Major) – A community-wide emergency that potentially disrupts the operations of the College and involves major damage or systems failure. This incident may impact surrounding communities. Example would be, tornadoes, natural disasters or serious acts of terrorism.
- Initiate communications with appropriate first responders, Tribal Police Department, Tribal fire and rescue, etc.;
- Determine appropriate segments of campus community to be notified regarding the emergency or threat. SCC will cooperate with appropriate city and/or county emergency response officials regarding the notification of communities which surround the college;
- Determine the content of the emergency notification announcement with professional judgement of responsible authorities; and

- Initiate the campus emergency using the Rave Mobile Alert notification system controlled by the IT supervisor and Campus Security Officer.

SCC will test the emergency response and evacuation procedures on an annual basis. The procedure will be published in conjunction with at least one test calendar year. SCC has communicated with our Tribal law enforcement requesting their cooperation in informing the institution about situations reported to them that may warrant an emergency response.

Activating the EMP Initial Notification:

- Any community member who witnesses or receives information regarding an emergency is instructed to contact the Campus Safety Department at extension 276, in person, or from off-campus at 406-395-4313.
- If the incident involves a Level 1 (Limited Emergency), the Campus Safety Officer, or the appropriate department, will take steps to remedy the situation utilizing the appropriate College Departments and outside resources.
- If the incident involves a Level 2 (General Emergency), the Campus Safety Officer will contact the appropriate local emergency response organization and the designated administrator.
- If the incident involves a Level 3 (Major Emergency), the Campus Safety Officer will contact appropriate members of the Emergency Management Team (EMT) to activate the EMP.

Declaring an Emergency:

When it appears that the incident is very serious:

- Members of the Emergency Management Team will discuss the incident and determine the level of emergency and course of action. The decision to declare an emergency will rest with the SCC President or designated administrator.
- Any other appropriate members of the community deemed necessary will be contacted to respond.
- After the EMP is activated, the process moves to a plan response phase.
-

Response to any Level of Emergency:

- 1.) Immediate emergency decisions will be managed by department supervisors until the Campus Safety Officer is able to take over responsibility.
- 2.) The SCC President or designated administrator will be notified of any College Level 3 (major) emergency situation. Notification shall be passed to the President by the Campus Safety Officer, or others, as identified by the crisis situation. The President or designated administrator, along with the proper authority (e.g., local fire and law enforcement officials), has final authority for emergency decisions and directives.
- 3.) The SCC Campus Community Emergency Response Alert System will be activated. This alert system may include campus siren sounds, text messages, cell phone messages, voice mail, local radio, e-mail, social media or the College website. Some or all of these

methods of communication may be activated in the event of an immediate threat to the SCC community.

- 4.) In a prolonged emergency situation the President, or designated administrator, will convene the appropriate staff at either an on-campus or off-campus for an emergency operations meeting.
- 5.) In a prolonged emergency situation the President and the appropriate staff will review the situation and decide appropriate actions such as evacuating the campus or specific buildings, canceling classes, closing the College, communicating with the campus and the media, and securing emergency procedures.
- 6.) An EMT with responsibility for managing emergency operations will be called to the Campus Security Office or, if that isn't possible, will contact the office by telephone. The EMT is comprised of administrators with responsibility for major department programs.
- 7.) Local tribal police, fire, rescue, medical officials will be called to campus to assist. The emergency personnel and the campus community will rely on the expertise of these professionals during a crisis.
- 8.) The EMT responsibility to carry out specific assignments will receive instructions from the administrators and will assist in implementing emergency procedures. Their duties may include communication, evacuation, directing pedestrian and vehicular traffic, and securing College property.

Communication

- 1.) Every effort will be made to communicate a clear and concise message to as many students, faculty, and staff as possible. Emergency personnel will be trained to communicate information quickly. The President, Campus Security Officer, and the IT Director will determine the content of the message and will use some or all of the systems described below to communicate the threat to the SCC campus community.
- 2.) In accordance with the requirements of the law, Campus Safety and SCC policies and procedures, SCC will take into account the safety of the campus community, determine the content of the notification and initiate the notification system; unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Safety, Chippewa Cree Tribal Police Department, Emergency Medical Technicians and Chippewa Cree Tribal Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- 3.) All decisions will likely include a directive for the most effective means of communication in light of the situation, e.g., Campus siren sounds, text messages, voice mail, KHEW radio, e-mail, the College website, flyers, or in-person announcement (however, SCC cannot warrant the successful delivery of each message to each individual recipient).
- 4.) KHEW Radio and the Tribal newspaper will be contacted, if necessary, to provide expanded communications. Depending on the crisis, voice mail, email, and the College's website may be used for official updates (although some forms of communication may not be operable in a given emergency).
- 5.) Vital information regarding the situation will be communicated and may include the following:

- a. a description of what has occurred
 - b. preliminary assessment of impact
 - c. immediate course of action
 - d. the urgency of action
 - e. emergency procedures being implemented
 - f. time of safe return to campus (after an evacuation)
 - g. emergency numbers and website access
 - h. other significant decisions or information.
- 6.) Emergency messages will be adapted for various communities, such as faculty, parents, students, and media.
 - 7.) Certain campus services and support personnel will receive specific instructions relating to their specialized duties.
 - 8.) The President, along with the IT director, and the Campus Security Officer will be responsible for transmitting the emergency decisions.

Mass Text Communication tool Rave Mobile Alert:

The Rave Mobile Alert system is regularly maintained and appropriately tested on an annual basis for overall clarity and effectiveness. The test message is directed toward one or more segments of the campus community. Documentation of the test procedures is kept on file in the Campus Security Office. The documentation includes a description of the exercise, the date and time and whether it was announced or unannounced.

Evacuation

- 1.) After the order to evacuate, the President will activate evacuation plans for their respective departments. These instructions, depending on the emergency, will include the following:
 - a. forward phones
 - b. close and lock doors
 - c. ensure that all building occupants have left
 - d. Report completed evacuation to appropriate College officials.
- 2.) Each office will develop procedures that are specific to its needs and compatible with the College emergency procedures.
- 3.) In the event of the evacuation of the entire campus, the campus community will be informed of the primary evacuation site(s).
- 4.) Alternative evacuation sites will be designated if primary sites are not available or if the situation requires a long-term evacuation.
- 5.) Safe-area evacuation sites will be designated for specific building or campus area evacuations.
- 6.) If medical assistance is needed, contact the Indian Health Service Department at 406-395-4486 or dial 911.

The lines of communication outlined in the Emergency Management Procedures are intended for use in emergency evacuation and/or shelter in place situations. They do not replace

established college-wide or departmental communication protocols that are used during other types of emergencies (e.g., weather-related closing).

Evacuation Procedures

All occupants are required to evacuate the building immediately when a fire alarm sounds or another evacuation signal is given. Individual office personnel will turn off personal computers to protect college data from possible damage. The last person to leave an office, classroom, or lab will close and lock the door.

Annual Testing

The Campus Safety Officer is responsible for testing the College's EMP at least once per year. These tests may be announced or unannounced. The Campus Safety Officer is responsible for maintaining documentation for each test including a description of the exercise; the date, time, and place of the exercise, and whether the drill was announced or unannounced.

Missing Student Notification Policy and Procedures

Stone Child College does not currently have on-campus student housing, therefore the institution is not responsible to release a missing student notification.

Personal Safety

Survivors of crimes are not responsible for their victimization, regardless of their actions. Criminals are responsible for crime. Not all crimes can be prevented with preparation and readiness, but campus community members can improve their safety taking the following precautions:

- If working or studying late, arrange to leave with a friend or call Campus Security for Safety Escort assistance. Lock doors and windows if working late alone. Must notify Campus Security of Presidential approval to work after hours.
- Refrain from getting in elevators with people who look out of place or behave in a strange or threatening way. Always immediately report suspicious people or conditions to Campus Security 406-395-4313 ext. 3276.
- If being followed, go to a populated area.
- Be alert to any suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers pre-programmed

Property Protection

- Don't leave valuables unattended (backpacks, wallets, purses, keys, computers, phones, electronic devices, etc.).
- Engrave personal property, such as electronic or sporting equipment, with a Montana Driver's License number, or student ID number.
- Keep a written record of all personal valuables, including descriptions and serial numbers. It is evidence that the property belongs to the rightful owner.

Office Security

- Never leave purses, wallets, or other valuables unattended. Lock them in a drawer or closet, or carry them.
- Do not leave keys unattended, and do not loan out college keys.
- Request authorization from persons asking for confidential information or from delivery or repair people who want to enter an area restricted to employees.

Key Control

- Those responsible for office keys should not leave them unattended, in plain sight on a desk, or in a top drawer where they could be taken or copied easily.
- Give keys only to those who have a legitimate need and make sure they are returned.
- If keys are lost or stolen, notify maintenance immediately.

Parking Safety

- Lock vehicles at all times.
- When returning to a vehicle, have the keys out while approaching. Check the interior before getting inside.
- Notify Campus Security Officer or nearest college employee immediately of any suspicious people loitering in the parking lot.
- Remove all valuables from vehicles. Leave them at home, carry them, or lock them in the trunk.

In a Threatening Situation

- If physically attacked, attract attention by yelling loudly or using a whistle.
- If using self-defense tactics or equipment such as pepper spray, run away as soon as the attacker is disabled.
- Decide what to do in various situations before they occur. Try role-playing with a friend.
- If confronted by someone who only wants property, give it to them.
- Try to get an accurate description of the assailant. If a vehicle is involved, get the license number and call 911.

Campus Safety Improvements and Modifications

The continuing goal of the SCC Campus Safety Office is to provide a healthy, safe, friendly learning environment for our students, their families, our staff and faculty members as well as the general. The Campus Safety Office assessed the entire SCC campus to create a list of suggestions and modifications to increase the Safety and Security of our campus, students, staff, faculty and the public. During that assessment period, the physical security of structures was conducted. All secured entry points have security door locks that require passwords for all the necessary staff and faculty to enter. The assessment also included all building alarm systems, fire control systems, emergency preparedness, lockdown procedures, and emergency medical response. Some suggested upgrades were made on the SCC campus; replacement of surveillance equipment, internet-based cameras, upgraded door entry system, along with the installation of more high definition cameras. These improvements will not only help to provide a safe learning environment, but they will help to prevent any and all criminal activity taking place on campus.

Stone Child College – Annual Security & Clery Report 2017

Fire Safety Report

Stone Child College is equipped with complete fire systems. Sitting Old Woman, Kennewash Hall, the Library, Vo-tech, and Little Bear gymnasium are all fully equipped with fire extinguishers, alarm pull stations and fire alarm monitoring sensors. Fire drills are held bi-annually and all information and results are documented and maintained within the Campus Safety Office. Routine monitoring of fire extinguishers are conducted in each building on campus.

Response to Criminal Acts on Campus

Once made aware of a possible criminal act taking place on the SCC campus, the Campus Safety Office will determine the risk to public safety and may, if required, contact local law enforcement before responding to the reported criminal act. The Campus Safety Office will dispatch a Campus Safety Officer to investigate the reported criminal activity and is required to provide the best possible service to the students, staff, faculty, and public during the incident. The Campus Safety Officer is charged to use their best judgement and abilities to properly handle any and all incidents on campus. This critical response to criminal activity is often based upon previous law enforcement training and experience or safety and security related experience.

If a criminal complaint is made towards a staff member, the Campus Safety Office will contact the immediate supervisor of the employee subject of the complaint to properly follow policies and begin the Campus Safety Office investigation in coordination with the supervisor while adhering to SCC Personnel Policies and Campus Safety Policies and Procedures.

SCC is equipped with numerous surveillance cameras and has the capability to record and store up to 14 days of video footage to better assist investigations, crime observation, and provide an excellent level of deterrence. This surveillance system has proven to be valuable over the years of operation and will continue to be used and upgraded to better serve and respond safely to any and all criminal acts taking place on or near SCC.

Stone Child College – Annual Security & Clery Report 2017

Student Awareness

The students of Stone Child College are required to attend an orientation event prior to their start of academic coursework on campus. During this orientation, the Campus Safety Officer addresses the students in smaller sessions where the policies and procedures are explained to the students. The students are given a brief explanation of services provided by the Campus Safety Officer and the reporting requirements of the Clery Act, VAWA, Tribal Crime Reporting, and Educational reporting requirements, as well as the specific offenses that must be reported. The students are afforded a question and answer process towards the end of the Campus Safety period of Orientation. These questions and comments are compiled following each orientation cycle and compared with other departments and services to improve our orientation information and talking points for future orientations. The Campus Safety Officer attempts to interject the importance of Campus Safety into the minds of new students as well as continuing students.

Stone Child College – Annual Security & Clery Report 2017

Public Disclosure

Stone Child College publishes the Annual Safety and Security Report on the SCC website every October and is updated annually. Any person or persons that desire additional information regarding criminal statistics will be provided a copy of the Annual Security Report as well as the Annual Clery Report from the SCC Campus Safety Office.

Additionally, the SCC Campus Safety Office keeps accurate records of calls for service of non-criminal nature and internalized duties to help document the activity and efforts of the Campus Safety Office within SCC. These activities vary in nature but, help to illustrate the role and workload of the Campus Safety Office.

SCC Policy Statements

A. A statement of current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus or at school functions and policies concerning the institution's response to such reports.

Criminal actions are reported to the Rocky Boy Police Department. Other emergencies are reported immediately to the respective College personnel and/or the Rocky Boy Police Department.

Stone Child College follows up on all incidents and emergencies to determine additional actions needed, such as, policy changes, facilities or equipment modifications, or special meetings. A log of campus incidents and emergencies is maintained in the Campus Security Office.

Stone Child College maintains the disciplinary powers to protect its educational purpose. This is done through the setting of standards of scholarship and conduct and through the regulations of the use of its instructional facilities. The following areas of misconduct are subject to disciplinary action:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, forgery, and alteration or use of SCC documents as instruments of identifications with intent to defraud.
2. Disruption or obstruction of teaching, research, disciplinary proceedings, or other SCC activities.
3. Physical or verbal abuse of any person on SCC premises or at a SCC sponsored event.
4. Theft of or damage to SCC property or property of a member of the Rocky Boy Community on College premises.
5. Failure to comply with directions of SCC officials acting in performance of their duties.
6. Violation of published SCC regulations including those relating to entry and use of institutional facilities, the rules of this code of conduct and any other regulations which may be enacted.
7. Use of alcohol or drugs on campus, selling drugs on campus and/or appearing on campus under the influence as demonstrated by impaired, inappropriate conduct.
8. Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings, or College facilities.

The following steps must be followed to report an incident:

1. A charge is filed with the Campus Security Officer (CSO) within 60 days of the incident.
2. The CSO makes preliminary investigation within 5 days of the charge being filed. This will determine if the grievance can be resolved informally or must go through the hearing process (an example of informal resolution would be a meeting of the two parties facilitated by a third party mediator).
3. If a formal hearing is required, all charges are presented to the accused student in written form and a time set for a hearing not exceeding 15 days after the charges are presented.
4. A hearing is held by the CSO and will utilize the procedures and standards listed below.

All hearings will be private if requested by the accused student. In a hearing involving more than one student, severance will be allowed if requested. An accused student has the right to be represented by an advisor of his/her own choosing from within SCC. Any party to the proceedings may request the privilege of presenting witnesses subject to the right of cross examination by the other parties.

Production of records and other exhibits may be required and a record will be kept of the proceedings. Following a hearing before the CSO, any one or more of the following may be imposed:

1. **Warning:** A written or oral reprimand for violation of specific regulations, including the possibility of more severe disciplinary sanctions in the event of other violations of any SCC regulations within stated period of time.
2. **Disciplinary Probation:** Exclusion from participation in privileged activities as specified in writing for a period of time not to exceed one school year.
3. **Restitution:** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate services or other compensation at the discretion of the CSO. This may include written or verbal apology.
4. **Suspension:** Exclusion from classes, other privileges or activities as specified in writing for a definite period of time not to exceed two years.

In case of probations or suspensions, the student may have a choice of one of the following:

1. Appear before the CSO and accept the decision.

2. Appear before a Student Rights and Responsibilities Committee made up of two students, two (2) faculty members and a chairperson from the administration. The chairperson will be a non-voting member except in case of a tie vote. The chairperson will also be someone other than the CSO.

Recommendation for the imposition of sanctions is based on the evidence in support of the charges and not on the failure of the accused students to answer charges or appear at the hearing. The decision of the CSO is final unless the student elected to appear before the Student's Rights and Responsibilities Committee.

In this case, the decision of the committee is final, subject only to the student's right to appeal to the President of the College. The President may request a review, but final decision rests with the committee.

B. A statement of current policies concerning security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.

Stone Child College maintains an open campus. Instructors regulate access to the classrooms and laboratories. Campus security personnel are immediately available for emergencies that arise on campus.

C. A statement of current policies concerning campus law enforcement, including:

- (a) the enforcement authority of security personnel, including their working relationship with federal, state and local police agencies; and
- (b) a policy which encourages accurate and prompt reporting of all crimes to the CSO and the appropriate police agencies.

Stone Child College does have a Campus Security Officer and all criminal incidents should initially be reported to the CSO, unless the incident requires immediate police action. In that case, the local law enforcement agency (Rocky Boy Police Department) should be contacted first.

The identity of persons making reports is kept confidential. Reporting incidents as a form of good citizenship is encouraged at general assemblies and staff workshops.

D. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.

Information on campus security policies and procedures will be provided during student orientation or general assembly each semester. In-service staff training on campus security will be provided by the CSO and facilities manager at least annually. The campus security policies will

be made a part of the staff Policies and Procedures Manual and the Student Handbook. The SCC Newsletter will be used as a vehicle to provide information on campus security issues.

E. A description of programs designed to inform students and employees about the prevention of crimes.

The program for students and staff will be presented by SCC administrators on reporting procedures, information from the facilities manager on campus security and fire systems, and presentations by Tribal Law and Order personnel on crime prevention and personal safety.

F. Statistics concerning the occurrence on campus, during the most recent school year, and during the two (2) preceding school years for which data are available, of the following criminal offenses reported to campus security authorities or local police agencies:

- (a) murder;
- (b) forcible or non-forcible sex offenses;
- (c) robbery;
- (d) aggravated assault;
- (e) burglary; and
- (f) motor vehicle theft

Programs presented to staff and faculty will have the most recent statistics on reportable crimes on campus and the surrounding area.

Statistics will also be presented on incidents of a more minor nature, such as, petty theft and campus accidents. The institution will prepare an annual report on campus crimes and incidents which will cover the preceding two years for which information is available.

G. A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the Institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.

We do not have off-campus student organizations and, therefore, do not have a reporting requirement for this section.

H. Statistics concerning the number of arrests for the following crimes occurring on campus:

- (a) liquor law violations;
- (b) drug abuse violations; and
- (c) weapons possessions.

Statistics will be kept through our incident reporting system on these crimes. This information will be provided in our annual report and at student and staff presentations.

I. A statement of policy regarding the possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws and a statement of policy regarding the possession, use and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education programs as required under section 1213 of this Act.

The use or possession of alcohol or drugs is prohibited at SCC. Attending class under the influence of alcohol or drugs is reason for dismissal. Under Federal regulations, SCC is required to have a drug and controlled substance code.

Students who manufacture, distribute, dispense, possess or use a controlled substance while on the SCC campus, or attending a college class away from the main campus, or participate in a college sponsored activity may be placed on probation, be suspended, or be expelled from further attendance at SCC.

A "controlled substance" is defined in Drug Free Work Place Act of 1988, Public Law 100-690, by referring to the definition in schedules I-V of section 202 of the Controlled Substance Act (21 U.S.C. 812). Any drugs listed under the Drug Free Work Place Act that are in conflict with the Indian Religious Freedom Act are exempt from this policy.

J. A statement of policy regarding the registered sexual offenders who might be present on campus.

- (a) It is the students right to know if sexual offenders are on campus or attending classes. Students may reference the website: [Hill County, MT Registered Sexual or Violent Offenders | Homefacts](#). Registered sexual offenders will be monitored via internet by campus personnel and they will contact all administrators and instructors if such person should enter the SCC campus. Registered sexual offenders who are pedophiles must stay 1500 feet from any facility where children under eighteen congregate such as grade schools, high schools, head start, day care centers, and colleges.
- (b) If a sexual offender or violent offender submits an application for employment with the college, the administration will review the application thoroughly and decide if it is appropriate for that individual to be hired at SCC. The President and administration reserve the right to thoroughly do a background check on a sexual offender that applies for a part-time or full-time position at the college.
- (c) Visitors who are registered violent or sexual offenders may be asked by SCC security to leave the College campus. If they do not comply, Chippewa Cree Tribal Police will be called and remove the individual(s) from the campus.

Any individuals who is a sexual offender or violent offender is prohibited from entering SCC property except as follows:

1. When he/she is a qualified voter and is entering SCC property solely for the purpose of casting his/her vote at designated polling station on campus.
2. To attend a public meeting designated as "open" by SCC.
3. With the express prior written approval of the SCC President in the following instances:
 - a. To transport an individual to or from SCC.
 - b. To attend a conference to discuss his/her child's educational progress, placement, or educational plan.
 - c. Other circumstances on a case-by-case basis as determined by the SCC President.

A sexual or violent offender may not access any SCC network or computer-based system at any time for any reason with express prior approval of the SCC President. Upon adoption of this policy, sexual and/or violent offenders who are already admitted for study at SCC shall be subject to immediate review by the SCC President, or his/her designee, to determine the appropriate placement within SCC.

Current Enrolled Student Appeal Process

Any current student sexual or violent offender who wishes to appeal the SCC President's determination may, within seven (7) days of mailing, submit a written appeal to a three member review panel. The review panel shall consist of three senior SCC administrators selected by the SCC President.

Any SCC student who is required by action of law to register with any tribal, federal, or state sexual or violent offender registry shall, within (7) calendar days of said required initial registration, notify the SCC Presidents office, in writing, of all registration requirements. Failure to notify the SCC President's office in writing shall subject a student SCC administration action, up to and including permanent suspension. Any current SCC student who notifies the SCC President's office in writing of his/her sexual or violent offender registration requirements will be subject to review by the SCC President's office. Such review will be subject to the same process, requirements, review, and appeal process detailed within this policy.

Future Enrolled Students

All future students shall be required to certify that he/she is not a sexual offender or violent offender as defined by this policy. No applications for admissions to SCC shall be deemed complete without such certification. All future students shall agree, in writing, to any necessary background check or investigation in order to ensure he/she is not a sexual offender or violent offender as defined by this policy. Such background check or investigation shall be done at SCC expense.

Any applicant seeking admission for study at SCC who is a sexual offender or violent offender may be refused admission or conditionally admitted with restrictions provided by the SCC President or his/her designee. Such applicants will be provided written restrictions and must agree to comply with such restrictions or be subject to disciplinary action, up to and including permanent suspension from SCC study. Any sexual offender or violent offender student applicant who refuses to agree to SCC restrictions may be denied enrollment for SCC study.

General Requirements and Notifications

- The SCC President, or his/her designee, shall inform the appropriate SCC administrators and/or departments of any restrictions granted to each student sexual offender or violent offender.
- Sexual offenders or violent offenders who are permitted access to SCC property must immediately report to the individual or location designate by the SCC President or his/her designee's written restriction.
- The SCC President may assign a chaperone to accompany the sexual offender or violent offender while he/she is on SCC property.
- Lack of notification by the SCC President does not excuse any student sexual offender or violent offender, either current or future, from abiding by the requirements and prohibitions of this policy. The SCC President shall be permitted to make inquiries with the law enforcement and other officials as needed to further this policy.
- The SCC President is also authorized to contact law enforcement and other officials anytime a student sexual offender or violent offender violates this policy.
- The SCC President and his/her designee, may, at his discretion, revoke any privileges granted under this policy at any time for any reason.

All current students shall receive a written copy of this policy. All current students who are sexual offenders or violent offenders shall receive a written copy of this policy via registered/certified mail. All future applicants to SCC shall be provided a copy of this policy along with any requisite application materials.

Campus Safety Conclusion

In conclusion, SCC is a safe and healthy learning environment. Our statistics are a good example of our tradition of success; thus safety and security are taken very seriously. This is due to many reasons, including: SCC is small in size and affords our students and staff a very close knit community setting; SCC students care about our campus and each other; and SCC staff are very proactive when they discover issues or possible issues that could impact the safety and security of our students, staff and public campus as a whole. Also, the fact that our college is a tribal college says a lot about our sense of unity and cooperation. Many of the traditional values of our Native American culture are based upon collective support and mutual interest to better ourselves, our communities and our futures.

Stone Child College – Campus Safety Officer