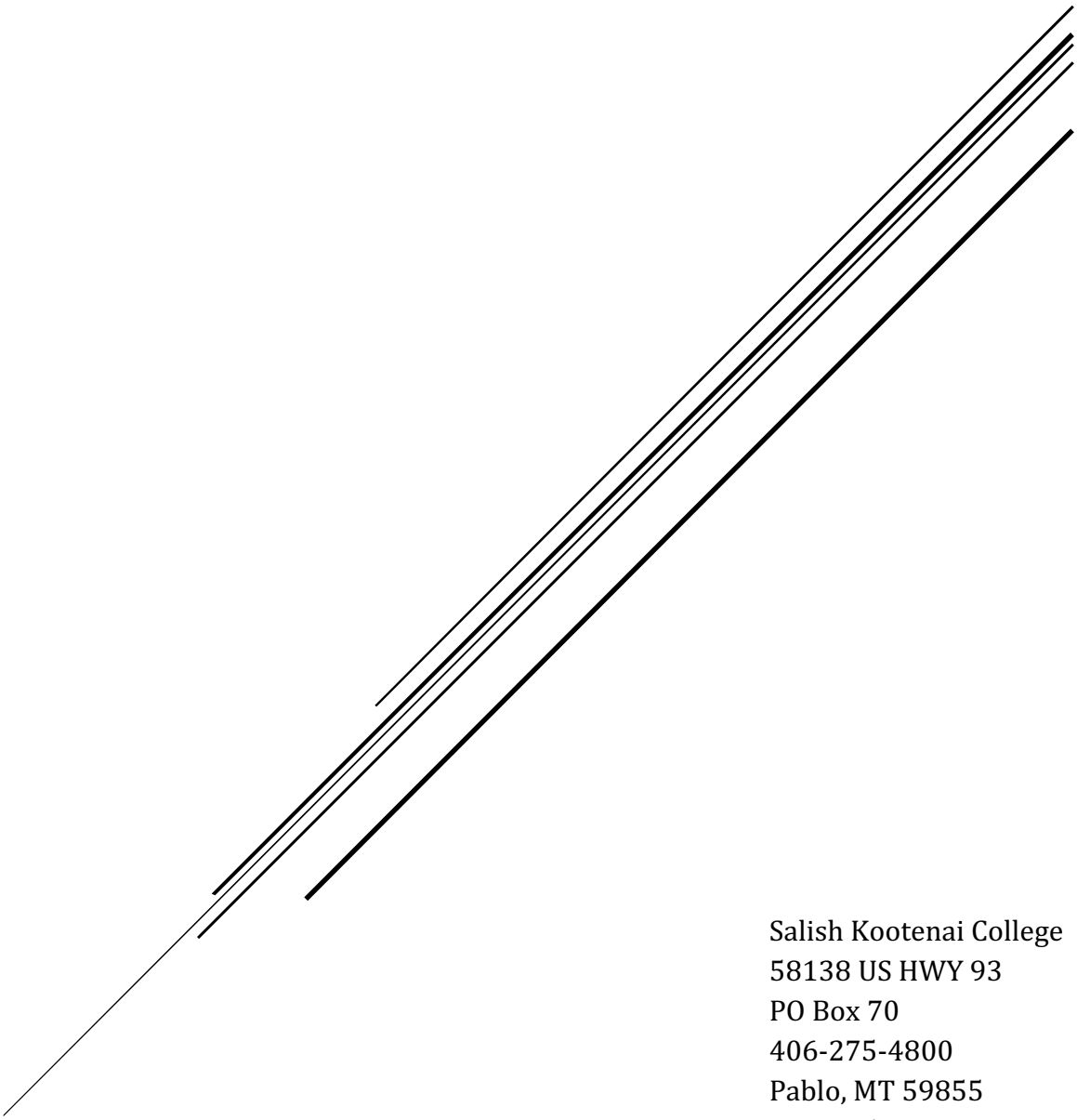


2024 ANNUAL SECURITY & FIRE SAFETY REPORT

Crime Statistics data from 2021, 2022, 2023



Salish Kootenai College
58138 US HWY 93
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406-275-4800
Pablo, MT 59855
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SALISH KOOTENAI COLLEGE



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Jeanne Clery Disclosure of Campus Security Policy

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education both public and private and is enforced by the U.S. Department of Education. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, in 1998 to expand the reporting requirements and also formally named the law in memory of Jeanne Clery. Also in 2000 to require schools beginning in 2003 to notify the campus community about where public "Megan's Law" information about registered sex offenders on campus could be obtained. Most recently, the Violence Against Women Act (VAWA) which requires institutions to reports statistics of Sexual Assault, Domestic Violence, Dating Violence and Stalking in the institution's Annual Security Report and starting in July 2015 institutions have to include these stats.

Salish Kootenai College prepares and distributes the annual the Annual Security and Fire Safety Report (ASFSR) at the beginning of each academic year as mandated by the Clery Act. The ASFSR outlines college security policies and procedures, programs, and crime statistics that are designed to keep students and employees safe and campus facilities secure.

Salish Kootenai College Campus Map



Preparation and Distribution of the Annual Security Report

The Annual Security and Fire Safety Report (ASFSR) is prepared by the College's Clery Act Compliance Officer and reviewed by the Security Review Team prior to publication. The report is published by October 1 of each year in compliance with the Clery Act. The report is prepared in cooperation with local law enforcement agencies, the SKC Student Housing Department, and the Vice President of Academic Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrest and referral statistics as well as sexual assault, domestic violence and stalking are reported to SKC Security, designated campus officials including but not limited to directors, department heads, designated campus security authorities, and local law enforcement agencies. The ASFSR and the data included in it are compiled by collecting data, programs, policies, and other information from SKC Security, and SKC Student Housing Department.

The ASFSR is published on the college website.

- All SKC employees and enrolled students receive an email notification of the availability and location of the most recent report. Additionally, faculty and staff members receive notification of the availability of the report with their paycheck following report publication. The most recent report is available at xxx.
- All prospective employees may obtain a copy from Human Resources in the Big Knife Building or by calling 406.275.4985 and the website address will be attached to SKC employment applications.
- Prospective students may obtain a copy of the report on the College website.
- Each year, a notice is placed in a new student's packet at New Student Orientation which provides the web site to access this report.
- Notification that provides the web site to access this report is printed on the current student applications and employment applications.
- A paper copy of the report may be obtained at the SKC Security Office located to the west of the Big Knife Building or by calling 406.275.4751 or 406.239.6267.

Office/Individual Responsible for this Report SKC Security Team Leader
Location where documentation is kept SKC Security Office
Date Policy and Procedures were last updated 11/30/2020

Definitions of Clery Geography

The following Clery geography definitions apply to the Crime Statistics Report on pages ***. On-campus is defined as “any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonable geographic area of the institution 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 other retail vendor).”

Non-campus building or property is defined as “any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch 6 | page campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.”

Public property is defined as “all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.”

SKC Campus Security

The SKC Campus Security personnel are noncommissioned security staff. SKC Security has the authority to issue parking tickets, authorize removal of persons and/or property, ask persons for identification and determine whether individuals have lawful business at Salish Kootenai College. Security does not have the authority to arrest. Criminal incidents are referred to the Confederated Salish and Kootenai Tribal Law and Order for enrolled members of a federally recognized tribe and the Lake County Sheriff's Office for individuals who are not tribal members.

SKC Security maintains a professional working relationship with Confederated Salish and Kootenai Tribes Law Enforcement and the Lake County Sheriff's Office without a formal Memorandum of Understanding. All crime victims and witnesses are strongly encouraged to immediately report the crime to SKC Security and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics. If an individual who is a victim of a crime, is incapacitated, and is unable to notify appropriate law enforcement agencies, the SKC Security Department will make such notification.

Campus Security Authority and Jurisdiction

Campus Security Authorities(CSA's) are individuals who are part of the campus security or public safety/security, have responsibility for campus security, but do not constitute a public safety official and an individual or organization specified in an institution's policy to report criminal offenses. Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

Security and Access to SKC Facilities and Housing

The SKC Security Department may grant access to a building. Upon granting access to a building for a person at SKC, the officer will check the ID and if the person is attempting to gain access to a unit of Student Housing, the determination will be made if the individual is a tenant of the unit.

SKC maintains an open campus. Instructors regulate access to classrooms and laboratories. Campus Security is responsible for evening access to buildings and their lockup. The SKC security system covers all of the buildings on campus. Physical Plant personnel and SKC Security personnel activate and deactivate the systems at night and in the morning or for various activities that take place for each building. SKC Student Housing is patrolled regularly by SKC Campus Security. Access to individual units is controlled in accordance with the SKC Student Housing Handbook. Keys are issued to the head of household. SKC Student Housing Department maintains the key system and enters units according to the SKC Student Housing Handbook.

If a student worker or intern needs access to a building, the Department Head supervising the student will send the name(s) to SKC Security to verify they are allowed to have access into the building without the presence of a staff/faculty member.

Student Housing Security

Access to SKC Student Dorm and Housing facilities is restricted to student tenants, authorized staff members, and hosted guests. If the person seeking to be admitted is listed as a tenant, the head of house will be contacted to verify the individual has permission to have access into the residence. If the person is a staff/faculty member looking for access into a building, ID will be checked to verify they are to be in that building.

Salish Kootenai College does not have any off-campus Student Housing locations. SKC Security only patrols the SKC campus and contiguous areas surrounding SKC.

SKC Student Housing must be notified of all personal security concerns. For instance if your bedroom or bathroom door doesn't lock, report it so it can be repaired. Report any concerns you have as this may help build a case and SKC Security is aware and can patrol campus more effectively and hopefully divert a potentially dangerous situation.

The SKC Student Housing Department hosts a welcome dinner for dormitory residents and Student Housing residents in the fall, winter and spring quarters. During this, student tenants view and sign the SKC Student Housing Handbook which encourages tenants to practice basic safety and report violations of the SKC Housing and Dorm handbook. Tenants are required to uphold the drug and alcohol free campus policy.

Student tenants may not prop open exterior doors or permit entry to unknown individuals. The security of the living environment is each student tenant's responsibility. Student tenants should report suspicious activity to SKC Security.

Student tenants should also practice basic safety and security habits, including the following:

- Keep your room and POD doors locked.
- Keep your car door locked.
- Place valuables out of sight.
- Walk with a trusted friend and stay in lit areas.
- Report suspicious people or activities.

SKC Security is available to provide an escort from any point on campus back to Student Housing.

Mandatory Reporting

All SKC employees are responsible for taking all appropriate action to prevent sex discrimination or sexual harassment, to correct it when it occurs, and must promptly report it to the Title IX Coordinator. Failure to do so may result in disciplinary action up to and including termination. All SKC employees are considered responsible employees with a duty to report any incident to the Title IX Coordinator.

Confidential Reporting

Resources are available through Montana Family Violence Prevention. Family Violence Prevention staff, counselors, victims' advocates are available to speak with any person who wishes to report an incident and remain anonymous. All forms of sexual harassment should be reported, no matter the severity. In addition, SKC should be made aware of possible threats to the campus community in order to issue timely warnings.

Reporting to the Police

SKC strongly encourages anyone to report sexual violence and any other criminal offenses to the police. This does not commit a person to prosecution, but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, College disciplinary actions and/or civil actions against the respondent.

- If an incident happens, whether on campus or off campus, report the incident to 911.
- Reporting for Faculty and Staff (Non-Student) Instances: Faculty and staff shall report any instances of sexual harassment by another faculty or staff member to the Title IX Coordinator. As stated above, SKC also strongly encourages reporting any instances to the police.

- **Employee Obligation to Report (Student Instances):** In compliance with Title IX, employees who become aware of a student instance of sexual harassment shall immediately report such instance to the Title IX Coordinator, including the name of the persons involved.

Reporting of Student Instances

Students shall report any instances of sex discrimination or sexual harassment to any SKC employee and/or the Title IX Coordinator. A complaint should be filed as soon as possible. If either the complainant or the respondent is a student, the incident will be addressed through the Title IX process. The report can be made in person, by phone, mail, or email using the contact information listed for the Title IX Coordinator or by any other means that results in the Coordinator receiving the report. The report can be made any time, even during non-business hours.

After receiving a report or notice of an incident, the Title IX Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. A complainant's wishes with respect to whether the SKC investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

SKC will promptly take necessary steps to protect the complainant and ensure safety as necessary, including taking interim steps before the final outcome of any investigation once a report or knowledge of sex discrimination or sexual harassment has occurred. Periodic updates on the status of the investigation will be provided to the complainant. If the school determines that the sexual violence occurred, SKC will continue to take these steps to protect the complainant and ensure his or her safety, as necessary. SKC will provide the complainant with any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, legal assistance, and assistance in reporting a crime to local law enforcement.

Process for Reporting an Emergency

FIRST: Dial 911 to report an incident to emergency personnel. Give the following information to 911 dispatchers:

- The exact address or building and area of campus.
- Your full name and the telephone number from which you are calling, in case you get disconnected.
- The nature of the emergency, including the number of injured people and their known injuries.
- Do not hang up as additional information may be needed.

SECOND: Have someone call campus security at extension 211 from campus phones, or 239-6267 from cell phones.

THIRD: If the emergency is occurring during the regular work day, have someone call SKC front desk ("0" from a campus phone or 275-4800 from a cell phone.)

To Report a Crime

Contact SKC Security at (406) 239-6267 or 211 from a college landline, as well as 911.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to SKC Security in a timely manner. All incident reports are reviewed and distributed to the proper authorities. SKC will prepare an annual report on campus crimes and incidents that will cover the preceding two years for which information is available by the Security Department. Crimes should be reported to SKC Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Crime Prevention and Safety Awareness Programs

Salish Kootenai College is dedicated to providing a safe campus, including campus facilities and grounds, student dorms, and Student Housing. This can only be accomplished with cooperation and students and employees exercising their personal responsibility. It is the responsibility of each employee, student, and tenants of Student Housing to be familiar with the policies and procedures designed to ensure safety and security.

SKC's educational programming concerning safety awareness, personal safety, and crime prevention, including the prevention of sexual misconduct and sexual assault, are offered through a variety of methods each year, including the Center for Prevention and Wellness, the SKC Housing Office, and the SKC Office of Human Resources. All new employees are provided with information about sexual violence prevention, SKC's Drug and Alcohol Policy, the campus emergency response procedures, and safety procedures of the individual's main building. Students in SKC Housing are provided with an orientation that includes security information, accessing facilities, personal safety considerations, drug and alcohol policies, and safety/security resources.

Missing Student Policy

This policy is established by Salish Kootenai College in compliance with the Higher Education Opportunity Act of 2008 and applies to students residing in on-campus housing. The policy applies when a student residing in on-campus housing has been reported missing for more than 24 hours.

Any individual who has information that a resident of SKC Student Housing may be a missing person must notify SKC Security immediately. If there is reason to believe the missing student is a risk to themselves or others or is the victim of a crime, employees should notify SKC Security and call 911.

SKC Security will follow written procedures for investigation and notification, including notifying the Dean of Students and the Director of Student Housing. SKC Security will notify local law enforcement after the occupant has been missing for 24 hours, unless faster response is indicated.

SKC Housing will notify emergency contacts of the missing student. Students age 18 and above will be given an opportunity during the annual housing registration process to designate an individual as an “Emergency Contact” to be contacted by the College no more than 24 hours after the time that the student is determined to be missing. The Emergency Contact designation will remain in effect until changed or revoked by the student. If a student is under the age of 18, the College is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

Emergency Notification and Timely Warnings

In the event that a situation arises that constitutes an eminent, ongoing, or continuing threat, either on campus or in close geographic relation to SKC, a campus wide “timely warning” will be issued by SKC Administration. SKC Administration will confirm the emergency or dangerous situation, determine the appropriate parts of the campus community to receive a notification, determine the content of the notification, and issue the warning. The warning will be issued through the college’s RAVE emergency alert system and delivered via email, text messaging, social media, and phone call. However, if SKC Administration is advised by local law enforcement that issuing the notification will, in the professional judgment of law enforcement, compromise efforts to assist a victim or efforts to respond to the emergency, SKC Administration will withhold the warning until advised by law enforcement that it is appropriate to issue the warning.

Office responsible:

- President
- V.P. of EMSA
- V.P. of Academic Affairs
- V.P. of Business Affairs
- Chief Information Officer

Anyone with information warranting a timely warning should report the circumstances to SKC Security 406-239-6267 or the SKC Security Office 406-275-4751. SKC also communicates with local authorities in regards to situations that may occur around campus that may warrant a timely warning to be issued to the SKC campus.

Emergency notifications may be triggered by a far broader range of potential threats including any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus but not the other Clery public property or non-campus areas. This could overlap and include a Clery crime such as a shooting, but it also covers crimes not reportable under Clery as well as non-criminal incidents such as an outbreak of a communicable illness, impending weather emergency or a gas leak. Notifications are issued without delay upon confirmation of the emergency by SKC Administration.

If there is an immediate threat to the health and safety of students or employees occurring on campus, as described in paragraph (g)(1) of this section, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.

Locations where documentation is kept: Archived in RAVE Emergency Alert System

RAVE

RAVE is SKC's Emergency Notification System. This system automatically informs all students, faculty, and staff - as well as community members who have signed up for SKC RAVE - of emergencies, warnings, and other actions such as college closure due to weather. These alerts are sent via Text Message, Email, automated phone message, and computer desktop messages on college computers. The RAVE system is tested at least annually during an emergency drill.

All SKC employees and students are encouraged to register personal cell phone numbers with the RAVE Alert System. Employees can do this by making sure Human Resources has your personal cell phone number. Students can do this by making sure that Enrollment Services has your personal cell phone. Call the IT Helpdesk at 406.275.HELP or access the website at <https://helpdesk.skc.edu/home> for more information about this system.

For more information about SKC's Emergency Response Plan, employees should contact the Building Emergency Coordinator or the IT Services Department. Students should contact the IT Services Department.

The RAVE Panic Button is also available for employees. The RAVE Panic Button functions allow individuals to press any of the five emergency buttons, triggering a preset notification to on-campus staff and safety personnel as well as 9-1-1. The RAVE Panic Button can be found in either Google Play Store for Android phones or the App Store for iPhones.

- Date policy and procedures were last updated: 11/30/2020

Emergency Response and Evacuation Procedures

In the event that SKC Administration receives information from the CSKT Tribal Police, the Lake County Sheriff's Office, and/or the Office of Emergency Management stating that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on or around campus, SKC Administration will initiate an Emergency Notification. The Emergency Notification may include notice of evacuation or other required emergency response. Upon confirmation of an emergency, the SKC President or their designee will, without delay, determine the content of the emergency and initiate the emergency notification system (RAVE), unless the notification will compromise efforts to contain, respond to, or otherwise mitigate the emergency. SKC Administration will determine which segment or segments of the campus are at risk by assessing and taking recommendations of Law Enforcement personnel and security staff.

Emergency Notification may utilize the phone intercom system, the college's email and website systems, RAVE emergency alert system, and paper postings by each building's Campus Security Authority.

In the event of a significant emergency the Campus Emergency Response Team (CERT) will respond according to established procedures. The Campus Emergency Response Team will continue to assess the emergency to determine need for updates or broader communication to the community. In the event that an emergency poses a threat to the surrounding community, the President's Office or designee will notify Lake County Emergency Services and work with county and tribal emergency services to issue information and respond to the emergency. Dissemination of emergency information to the larger community will be done via press release, radio announcements, and/or TV alerts depending on the nature of the emergency. All information will be issued through the President's Office.

Security Awareness Programs

Programs presented to staff and faculty will have the most recent statistics on reportable crimes on campus and the surrounding area. This information can be found at <http://safety.skcc.edu>, the annual SKC In-Service held every September, and at SKC Employee meetings throughout the academic year that are typically once a month on selected dates. For students, RAVE Guardian is a safety application that can be found in the Google Play Store for Android phones and the App Store for iPhones. Students enter a destination they are going to, a timeframe when they will be at the location, and when they reach it. They then check back in with the application to mark that they have made it. If they do not mark on the app that they have arrived at their location, an alert message will be sent to the person they have designated as an emergency contact to inform them of what is going on.

BYSTANDER INTERVENTION TRAINING Bystander Intervention Training is available for all new students (e.g. freshman, transfers, and graduate students) during their first quarter at SKC. “You, Me, We” is a campus-based bystander training program based on the concept that all community members have a role to play in ending harassment, violence, and discrimination. Educating our campus community about bystanders' important role in intervention is the basis for this unique and effective program. The training also reviews campus safety, Title IX definitions of sexual assault; explains consent; covers the meaning of mandatory reporters and confidential employees at SKC; presents approaches to safely prevent identity-based harm or to intervene when there is a risk of identity-based harm; explores how to overcome barriers to intervening; and provides participants with supportive campus resources.

Primary Prevention Programming

The following primary prevention programs are required online courses at SKC for all new students (e.g. freshman, transfers, and graduate students) during their first quarter. Both programs are provided by Vector Solutions, a national company that provides prevention education programs in several areas, including drug and alcohol use and abuse, and campus sexual assault.

ALCOHOL EDU AlcoholEdu provides information on the use and effects of alcohol as well as prevention and risk reduction tips and connections with healthy sexuality and sexual violence.

SEXUAL ASSAULT PREVENTION Sexual Assault Prevention for Community Colleges is designed to educate students about sexual assault, healthy relationships, consent, and bystander intervention.

Emergency Drills, Testing and Evacuation Procedures

Emergency drills are conducted annually for staff and faculty. Annual drills may include Earthquake, Evacuation, Shelter-in-Place, or other drills as determined by the SKC CERT TEAM. A fire drill is conducted in the SKC Dormitory during fall, winter and spring quarters for the students to teach and assist students with evacuating the correct way to the designated evacuation spot.

Data of Drills 2019-2021	Description	Announced / Unannounced
11/3/2021	Fire Drill	Unannounced

Annual Emergency Response and Evacuation Training

An overview of campus emergency procedures is one component of the new employee orientation provided to each employee. Annual updates on campus emergency procedures are provided to all employees during fall Inservice.

The SKC Campus Emergency Response Team (CERT) coordinates annual training and testing of the Campus Emergency Response Plan including the Emergency Notification System. Emergency Response Drills may be announced but specific date(s) of the drills will not be revealed. Documentation of the test or drill will be kept by the Security Team Leader at the SKC Security Office. Maps of evacuation locations are posted near exit doors in all buildings.

Incident Management and Recovery

Salish Kootenai College (SKC) is committed to ensuring continuation of essential functions for students, faculty and staff through an effective and comprehensive program of incident management and recovery. SKC Policy 705.00 outlines the scope and process for emergency response at the College. The purpose of this policy is to enable a rapid, coordinated and effective response to an interruption to normal activities and the recovery of SKC's critical activities. In the event of a major incident or disaster that compromise operational function, SKC's highest priorities will be:

- Health and safety of individuals
- Continuity of teaching, business operations, and other campus functions
- Preservation of facilities
- Safeguard from financial loss

The Campus Emergency Response Team (CERT) consists of individuals from SKC faculty, staff, and administration. The Team meets regularly to review campus plans, plan and evaluate training and drills, and provide oversight of campus response procedures.

Building Emergency Coordinators

The CERT will utilize an organized Building Emergency Coordinator (BEC) structure for incident-specific actions within SKC facilities. Each building will have the appropriate number of trained BECs that will act in accordance with the SKC EOP and CERT direction. SKC employees shall follow the guidance and direction of BECs during incident or exercise activities. BEC responsibilities include, but are not limited to, the following:

- Communicating with building occupants and the CERT;
- Coordinating evacuation or shelter-in-place activities;
- Maintaining accountability for building occupants during an event.

Policy on Drugs and Alcohol

Salish Kootenai College is a drug and alcohol-free campus. SKC supports Montana underage drinking laws and federal and tribal laws concerning illicit drugs.

SKC is committed to The Drug Free Workplace Act of 1988 (DFWA), which requires SKC to maintain a drug free workplace. It is unlawful for employees and students to manufacture, distribute, disperse, in possession of, or use a controlled substance on the SKC campus.

College classes away from the main campus and college-sponsored activities are also considered to be covered by the DFWA act. The unlawful manufacture, distribution, sale, possession or use of alcohol or illicit drugs by employees on SKC property or while conducting college business are prohibited. Employees who engage in such activities are subject to disciplinary action which may lead to termination of employment.

Students who enroll for classes at Salish Kootenai College agree to abide by the Student Code of Conduct, found at [student code of conduct](#)

This includes the Alcohol and Substance Abuse Policy, found at <https://www.skc.edu/myskc-students/> or <https://www.skc.edu/myskc-employee>. Attending class or working while under the influence of alcohol or drugs is reason for dismissal and or suspension from SKC. College classes away from the main campus and college-sponsored activities are also considered to be covered by the DFWA act.

If alcohol or illicit drugs – unless prescribed by a licensed health care provider – are found on SKC property, Tribal Police and/or Lake County Sheriff's Office will be contacted to assess and manage the situation, including but not limited to issuing a citation or arresting the individual(s) involved. Marijuana is included as an illicit drug, as the Confederated Salish and Kootenai Tribes do not recognize marijuana as a traditional means of medicine.

Definition of a Controlled Substance:

A drug, which has been declared by federal or state law to be illegal for sale or use, but may be dispensed under a physician's prescription.

The [National Institute on Drug Abuse](#) provides extensive information on commonly abused drugs. It includes the drug street names, commercial names, common forms, common ways taken, DEA schedule and possible health effects.

*Schedule IV and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for

research only and have no approved medical use: Schedule II drugs are available only by prescription (un-refillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some schedule V drugs are available over the counter.

** Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis and other organisms.

*** Associated with sexual assaults.

Education and Assistance for Students

The College will provide educational materials throughout the year in the areas of alcohol and substance abuse prevention. Special efforts will be directed toward each student during orientation and registration.

SKC has instituted the AlcoholEDU programming through EVERFI, an online program, and requires all new students to complete this web tutorial before they register for classes.

Assistance for students is available from the following resources: SKC Center for Prevention and Wellness. 275-4744. Provides referrals to campus and community resources.

- Sunburst Mental Health Center, Polson.
- CSKT Tribal Health Clinic at SKC, Vanderburg Building.

Education and Assistance for Employees

The Guardian Employee Assistance Program is available to SKC employees. This offers employees many resources that are available 24/7 and covers topics such as: Lifestyle and fitness (anxiety and depression, divorce and separation, drugs and alcohol) Working smarter (career development, effective managing, relocation). SKC Center for Prevention and Wellness. 275-4744. Provides referrals to campus and community resources.

- CSKT Tribal Health Clinic at SKC, Vanderburg Building.

Sexual Assault Prevention and Response

SKC Policies on Gender-Based Harassment and Related Interpersonal Violence

The College prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual or Gender-Based Harassment. Complicity in the commission of any act prohibited by this policy, and Retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy (collectively, “Prohibited Conduct”). These forms of Prohibited Conduct are unlawful, undermine the character and purpose of the College, and will not be tolerated. The College adopts this policy with a commitment to: (1) eliminating, preventing, and addressing the effects of Prohibited Conduct; (2) fostering the College Community of Trust, in which Prohibited Conduct is not tolerated; (3) cultivating a climate where all individuals are well-informed and supported in reporting Prohibited Conduct; (4) providing a fair and impartial process for all parties; and (5) identifying the standards by which violations of this policy will be evaluated and disciplinary action may be imposed. Students who violate this policy may face disciplinary action up to and including termination or expulsion. The College will take prompt and equitable action to eliminate Prohibited Conduct, prevent its recurrence, and remedy its effects. The College conducts ongoing prevention, awareness, and training programs for employees and students to facilitate the goals of this policy.

It is the responsibility of every member of the college community to foster an environment free of Prohibited Conduct. All members of the college community are encouraged to take reasonable and prudent actions to prevent or stop an act of Prohibited Conduct. Community members who take such actions will be supported by the College and protected from Retaliation.

SKC’s Policy related to Gender-Based Harassment and Related Interpersonal Violence applies to students who are registered or enrolled for credit- or non-credit-bearing coursework; College Employees, consisting of all full-time, part-time faculty and adjunct faculty, College Staff, wage(including temps) ; and contractors, vendors, visitors, guests or other third parties within the College’s control. This policy pertains to acts of Prohibited Conduct committed by or against Students, Employees and Third Parties when:

1. The conduct occurs on college grounds or other property owned or controlled by the College;
2. The conduct occurs in the context of a college employment or education program or activity, including, but not limited to, College -sponsored study abroad, research, on-line, or internship programs; or
3. The conduct occurs outside the context of a College employment or education program or activity, but has continuing adverse effects on or creates a hostile environment for Students,

Employees or Third Parties while on college grounds or other property owned or controlled by the College or in any college employment or education program or activity.

4. Questions about which policy applies in a specific instance should be directed to the College's Title IX Coordinator at (406) 275-4985.

Behavior that violates this policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, both the Confederated Salish and Kootenai Nation and the State of Montana criminalize and punish some forms of Sexual Assault, Intimate Partner Violence, Sexual Exploitation, Stalking, and Physical Assault. Behavior that violates this policy also may subject a person to civil liability.

Definitions:

Complicity is any act taken with the purpose of aiding, facilitating, promoting or encouraging the commission of an act of Prohibited Conduct by another person.

Intimate Partner Violence includes any act of violence or threatened act of violence that occurs between individuals who are involved or have been involved in a sexual, dating, spousal, domestic, or other intimate relationship. Intimate Partner Violence may include any form of Prohibited Conduct under this policy, including Sexual Assault, Stalking, and Physical Assault (as defined below).

Physical Assault is threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of any person. Physical Assault will be addressed under this policy if it involves Sexual or Gender-Based Harassment, Intimate Partner Violence, or is part of a course of conduct under the Stalking definition.

Retaliation means any adverse action taken against a person for making a good faith report of Prohibited Conduct or participating in any proceeding under this policy. Retaliation includes threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of "no responsibility" on the allegations of Prohibited Conduct. Retaliation does not include good faith actions lawfully pursued in response to a report of Prohibited Conduct.

Montana definition of sexual assault

Sexual assault. 45-5-502. (1) A person who knowingly subjects another person to any sexual contact without consent commits the offense of sexual assault. (2) (a) On a first conviction for sexual assault, the offender shall be fined an amount not to exceed \$500 or be imprisoned in the county jail for a term not to exceed 6 months, or both. (b) On a second conviction for sexual

assault, the offender shall be fined an amount not to exceed \$1,000 or be imprisoned in the county jail for a term not to exceed 1 year, or both.(c) On a third and subsequent conviction for sexual assault, the offender shall be fined an amount not to exceed \$10,000 or be imprisoned for a term not to exceed 5 years, or both.(3) If the victim is less than 16 years old and the offender is 3 or more years older than the victim or if the offender inflicts bodily injury upon anyone in the course of committing sexual assault, the offender shall be punished by life imprisonment or by imprisonment in the state prison for a term of not less than 4 years, unless the judge makes a written finding that there is good cause to impose a term of less than 4 years and imposes a term of less than 4 years, or more than 100 years and may be fined not more than \$50,000.(4) An act "in the course of committing sexual assault" includes an attempt to commit the offense or flight after the attempt or commission.(5) (a) Subject to subsections (5)(b) through (5)(f), consent is ineffective under this section if the victim is:

VAWA definition of sexual assault

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, A sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

CSKT definition of Sexual Assault

Sexual assault. 2-1-601.

- (1) A person commits the offense of sexual assault by knowingly making sexual contact with another without consent.
- (2) "Without consent", as used in this section and in section 2-1-602, means:
 - i. (a) the victim is compelled to submit by force against himself, herself, or another, or
 - ii. (b) the victim is incapable of consent because he or she is:
 1. (i) Mentally defective or incapacitated; (ii) physically helpless; or (iii) less than 16 years old.
 - iii. (c) As used in subsection (2)(a), the term "force" means:

1. (i) The infliction, attempted infliction, or threatened infliction of bodily injury or the commission of a forcible felony by the offender; or (ii) the threat of substantial retaliatory action that causes the victim to reasonably believe that the offender has the ability to execute the threat.
- (3) Except as provided in subsection
- (4) Sexual assault is a Class D offense over which the Tribes have exclusive jurisdiction. 103
(4) If the victim is less than 16 years old and the offender is 3 or more years older than the victim or if the offender inflicts bodily injury upon anyone in the course of committing sexual assault, the offender commits a Class E offense over which the Tribes have concurrent jurisdiction with the State of Montana.
- (5) An act "in the course of committing sexual assault" shall include an attempt to commit the offense or flight after the attempt or commission.

Sexual Assault consists of (1) Sexual Contact and/or (2) Sexual Intercourse that occurs without (3) Affirmative Consent.

1. **Sexual Contact** is:

- Any intentional sexual touching:
 - However slight
 - With any object or body part (as described below)
 - Performed by a person upon another person

Sexual Contact includes (a) intentional touching of the breasts, buttocks, groin or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; and (b) making another touch you or themselves with or on any of these body parts.

2. **Sexual Intercourse** is:

- Any penetration
- However slight
- With any object or body part (as described below)
- Performed by a person upon another person Sexual Intercourse includes (a) vaginal penetration by a penis, object, tongue, or finger; (b) anal penetration by a penis, object, tongue, or finger; and (c) any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

3. **Affirmative Consent** is:

- Informed (knowing)
- Voluntary (freely given)
- Active (not passive), meaning that, through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity

Affirmative Consent cannot be obtained by Force. Force includes (a) the use of physical violence,

- (b) threats, (c) intimidation, and/or (d) coercion.
- a) Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.
 - b) Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.
 - c) Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, how a person uses their size may constitute intimidation (e.g., blocking access to an exit).
 - d) Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes clear that they do not want to participate in a particular form of Sexual Contact or Sexual Intercourse, that they want to stop, or that they do not want to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the College will consider: (i) the frequency of the application of the pressure, (ii) the intensity of the pressure, (iii) the degree of isolation of the person being pressured, and (iv) the duration of the pressure.

Affirmative Consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated. Incapacitation means that a person lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity.

CSKT definition of Domestic Abuse & Dating Violence

Domestic abuse. 2-1-701.

- (1) A person commits the offense of domestic abuse by if the person:
 - a. Knowingly or purposely causes bodily injury to a family member, or partner;
 - b. Knowingly or purposely causes reasonable apprehension of bodily injury to a family member, or partner;
 - c. Negligently causes bodily injury with a weapon to a family member, or partner; or
 - d. Knowingly violates a protective order issued by the Tribal Court regarding a family member, or partner.
- (2) "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household. These relationships include relationships created by adoption and remarriage, including stepchildren, stepparents, and adoptive children

and parents. These relationships continue regardless of the ages of the parties and whether the parties reside in the same household.

- (3) "Partner" means spouses, former spouses, and persons who have been or are currently in a dating or ongoing intimate relationship.
- (4) For a first conviction for domestic abuse, the offense is classified as a Class D offense over which the Tribes have exclusive jurisdiction.
- (5) For a second conviction for domestic abuse, the offense is classified as a Class D offense over which the Tribes have exclusive jurisdiction.
- (6) For a third or subsequent conviction for domestic abuse, the offense is classified as a Class E offense over which the Tribes have concurrent jurisdiction with the State of Montana.

VAWA definition of domestic violence

Domestic Violence: A Felony or misdemeanor crime of violence committed-

- A. By a current or former spouse or intimate partner of the victim;
- B. By a person with whom the victim shares a child in common;
- C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- D. 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; or
- E. 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.

Montana definition of Domestic Violence & Dating Violence

Partner or family member assault -- penalty. 45-5-206. (1) A person commits the offense of partner or family member assault if the person: (a) purposely or knowingly causes bodily injury to a partner or family member; (b) negligently causes bodily injury to a partner or family member with a weapon; or (c) purposely or knowingly causes reasonable apprehension of bodily injury in a partner or family member. (2) For the purposes of Title 40, chapter 15, 45-5-231 through 45-5-234, 46-6-311, and this section, the following definitions apply: (a) "Family member" means mothers, fathers, children, brothers, sisters, and other past or present family members of a household. These relationships include relationships created by adoption and remarriage, including stepchildren, stepparents, in-laws, and adoptive children and parents. These relationships continue regardless of the ages of the parties and whether the parties reside in the same household. (b) "Partners" means spouses, former spouses, persons who have a child in common, and persons who have been or are currently in a dating or ongoing intimate relationship. (3) (a) (i) An offender convicted of partner or family member assault shall be fined an amount not less than \$100 or more than \$1,000 and be imprisoned in the county jail for a term not to exceed 1 year or not less than 24 hours for a first offense. (ii) An offender convicted of a second offense under this section shall be fined not less than \$300 or more than \$1,000 and be imprisoned in the county jail not less than 72 hours or more than 1 year.

Sexual Harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical, or otherwise, when the conditions outlined in (1) and/or (2), below, are present.

Gender-Based Harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined in (1) and/or (2), below, are present.

1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any College programs and/or activities or is used as the basis for College decisions affecting the individual (often referred to as "quid pro quo" harassment); or
2. Such conduct creates a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the College's education or employment programs and/or activities. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the College will consider the totality of known circumstances, including, but not limited to:
 - a) The frequency, nature and severity of the conduct;
 - b) Whether the conduct was physically threatening;
 - c) The effect of the conduct on the Complainant's mental or emotional state;
 - d) Whether the conduct was directed at more than one person;
 - e) Whether the conduct arose in the context of other discriminatory conduct;
 - f) Whether the conduct unreasonably interfered with the Complainant's educational or work performance and/or College programs or activities; and
 - g) Whether the conduct implicates concerns related to academic freedom or protected speech.

A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of Sexual Assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment.

Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear bodily injury or to experience substantial emotional distress.

Course of conduct means two or more acts, including but not limited to acts in which a person directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about another person, or interferes with another person's property. Substantial emotional distress means significant mental suffering or anguish.

Stalking includes "cyber-stalking," a particular form of stalking in which a person uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

VAWA definition of stalking

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - a. Fear for the person's safety or the safety of others; or
 - b. Suffer substantial emotional distress.
- ii. For the purposes of this definition—
 - a. Course of conduct means two or more acts, including, but not limited to, acts 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.
 - b. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
 - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Montana definition of Stalking

Stalking -- exemption -- penalty. 45-5-220. (1) A person commits the offense of stalking if the person purposely or knowingly engages in a course of conduct directed at a specific person and knows or should know that the course of conduct would cause a reasonable person to: (a) fear for the person's own safety or the safety of a third person; or (b) suffer other substantial emotional distress. (2) For the purposes of this section, the following definitions apply: (a) "Course of conduct" means two or more acts, including but not limited to acts in which the offender directly or indirectly, by any action, method, communication, or physical or electronic devices or means, follows, monitors, observes, surveils, threatens, harasses, or intimidates a person or interferes with a person's property. (b) "Reasonable person" means a reasonable person under similar circumstances as the victim. This is an objective standard. (c) "Substantial emotional distress" means significant mental suffering or distress that may but does not necessarily require medical or other professional treatment or counseling. (3) This section does not apply to a constitutionally protected activity. (4) (a) Except as provided in subsection (4)(b), for the first offense, a person convicted of stalking shall be imprisoned in the county jail for a term not to exceed 1 year or fined an amount not to exceed \$1,000, or both. (b) For a second or subsequent offense within 20 years

or for a first offense when the offender violated any order of protection, when the offender used force or a weapon or threatened to use force or a weapon, or when the victim is a minor and the offender is at least 5 years older than the victim, the offender shall be imprisoned in the state prison for a term not to exceed 5 years or fined an amount not to exceed \$10,000, or both. (c) A person convicted of stalking may be sentenced to pay all medical, counseling, and other costs incurred by or on behalf of the victim as a result of the offense. (5) Upon presentation of credible evidence of violation of this section, an order may be granted, as set forth in Title 40, chapter 15, restraining a person from engaging in the activity described in subsection (1). (6) For the purpose of determining the number of convictions under this section, "conviction" means: (a) a conviction, as defined in 45-2-101, in this state; (b) a conviction for a violation of a statute similar to this section in another state; or (c) a forfeiture of bail or collateral deposited to secure the defendant's appearance in court in this state or another state for a violation of a statute similar to this section, which forfeiture has not been vacated. (7) Attempts by the accused person to contact or follow the stalked person after the accused person has been given actual notice that the stalked person does not want to be contacted or followed constitutes prima facie evidence that the accused person purposely or knowingly followed, harassed, threatened, or intimidated the stalked person.

CSKT definition of Stalking

Stalking, 2-1-510.

- (1) A person commits the offense of stalking if the person purposely or knowingly causes another person substantial emotional distress or reasonable apprehension of bodily injury or death by repeatedly:
 - a. Following the stalked person; or
 - b. Harassing, threatening, or intimidating the stalked person, in person or by phone, by mail, or by other action, device, or method.
- (2) This section does not apply to an activity protected by the Tribal Constitution or the Indian Civil Rights Act.
- (3) For the first offense, a conviction of stalking is a Class D offense over which the Tribes have exclusive jurisdiction. A second or subsequent offense or a first offense against a victim who was under the protection of a protective order directed at the offender, is a Class E offense over which the Tribes have concurrent jurisdiction with the State of Montana. A person convicted of stalking may be sentenced to pay all medical, counseling, and other costs incurred by or on behalf of the victim as a result of the offense.
- (4) Upon presentation of credible evidence of violation of this section, a protective order may be granted restraining a person from engaging in the activity described in subsection (1).
- (5) For the purpose of determining the number of convictions under this section "conviction" means:
 - a. A conviction as defined in Section 2-1-113(9).
 - b. A conviction for violation of a statute of a state or tribe similar to this section.
- (6) Attempts by the accused person to contact or follow the stalked person after the accused person has been given actual notice that the stalked person does not want to be contacted or followed constitutes prima facie evidence that the accused person purposely or knowingly followed, harassed, threatened, or intimidated the stalked person.

Reporting Sexual Violence

Any member of the Salish Kootenai College community who believes that they have experienced harassment, discrimination, sexual assault, domestic violence, dating violence, stalking, and/or sexual exploitation is encouraged to report the incident(s) as soon as possible. A complainant may end the informal stage at any time and may initiate a formal complaint.

Students who are a victim or survivor of sexual assault/violence are strongly encouraged to report the incident. To report, students have many different resources available.

To file a complaint of sexual violence or any form of discrimination that may also be a crime, you may contact one of the offices below, and depending on whom the complaint is against (faculty/staff, visitor or student).

- SKC Security (406) 239-6267
- SKC landline: Ext 211
- Lake County Sheriff's Office 883-7301 or 911
- Tribal Police (406) 675-4700
- *an advocate can be requested

To file a complaint of sexual harassment or any form of discrimination that may be a violation of the Student Code or SKC Policies, individuals may contact one of the offices below, and depending on whom the complaint is against (faculty/staff, visitor or student):

- Vice-President of Academic Affairs Big Knife Building
- Title IX Coordinator Big Knife Building

Students who are a victim or survivor of sexual assault/violence have the option to report the incident to SKC Campus Security as well as the Lake County Sheriff's Office or Tribal Police. Individuals who are a victim of sexual assault/violence are strongly encouraged to preserve evidence that may be required in the case. Steps to do this include not taking showers, placing worn clothes in paper bags, going to the hospital to receive a rape kit. All evidence is important for prosecuting a criminal offense.

Confidential options to assist in making reporting decisions:

SAFE Harbor

676-0800 (24 hours) SAFEHarborMT.org

To file a complaint of sexual misconduct or any form of discrimination that may be a violation of the Student Code, you may contact the office below, regardless of being a faculty or staff member, student or visitor:

Informal Resolution

The Office of Human Resources will meet with the respondent, remind them of SKC policies, and seek a commitment from the respondent to comply with these policies. In addition, appropriate disciplinary action may be taken, up to and including termination, depending on the nature and severity of the conduct.

The complainant may wish to discuss the inappropriate conduct with the respondent and make it known that the behavior is unwanted and not reciprocated. –or The complainant may wish that the supervisor of the respondent help assist in stopping the inappropriate behavior.

Written Notice of Complaint

Upon receipt of a formal complaint, SKC will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. Written notice includes:

1. Notice of the grievance process, including any informal resolution process;
2. Notice of the allegations, including sufficient detail (i.e., names of known parties, the conduct alleged to be sexual harassment, and the date and location of the conduct, if known) to allow the respondent to prepare a response;
3. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
4. Notice of the parties' right to have an advisor (who may be, but is not required to be, an attorney) and to inspect and review evidence; and
5. Notice that knowingly making false statements or providing false information in the grievance process is a violation of the code of conduct and subject to disciplinary action.

Investigation

The Title IX Coordinator will make a determination to begin a formal investigation of sex discrimination or a sexual harassment incident which will lead to an institutional action. The coordinator will be available to explain to both parties the process and to notify in writing of the receipt of a complaint and the actions SKC will take. The burden of gathering evidence and the burden of proof must remain on SKC, not on the parties.

An investigation will be conducted by a SKC Title IX official. This investigation will include:

- Meeting personally with the complainant, (unless extraordinary circumstances prevent a personal meeting),
- Meeting personally with the respondent, (unless extraordinary circumstances prevent a personal meeting),
- Presumption that the respondent is not responsible for the alleged conduct until a

- determination regarding responsibility is made,
- Collecting any physical evidence,
 - Meeting personally with any witnesses, (unless extraordinary circumstances prevent a personal meeting with one or more witnesses), and
 - Reviewing any documentary evidence.

The investigation of complaints will be adequate, reliable and impartial. The investigation process can take up to 60 days. When investigating a complaint and throughout the complaint process, SKC must: (1) ensure that the burden of proof and of gathering evidence rests on SKC rather than the parties; (2) provide an equal opportunity for the parties to present witnesses and evidence (3) not restrict either party's ability to discuss the allegations or gather and present evidence; (4) provide the parties with the same opportunities to have others present during interviews or related proceedings, including an advisor; (5) provide, to a party who is invited or expected to attend, written notice of the date, time, participants, purpose, and location of any investigative interview, hearing or other meeting with enough time to allow the party to prepare and participate; (6) provide both parties and their advisors an equal opportunity to review all evidence directly related to the allegations in the formal complaint (both exculpatory and inculpatory) at least 10 days prior to the completion of the final investigation; and (7) prepare a written investigation report that fairly summarizes the relevant evidence and provide the report to both parties and their advisors for review and written response at least 10 days before a hearing or determination of responsibility. SKC will determine if a Title IX hearing is necessary. If it is determined that SKC will proceed with a hearing, the complainant and the respondent will be notified in writing of the hearing date.

Findings, Determination, and Sanction

If a settlement is not reached within 30 business days of the initial meeting, the Title IX Coordinator will make a written determination, using a "preponderance of the evidence" standard, which includes a finding of whether the alleged conduct in the complaint occurred, the basis for that determination and whether such conduct violated SKC policies. This written determination will be completed within five (5) business days of the end of the investigation or settlement, unless new information is brought forward that requires further investigation. If the Title IX Coordinator determines that the respondent violated SKC policy, Title IX shall consult with the appropriate responsible official to determine the sanction to be imposed by the College.

*** Both the accuser and the respondent must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense.

Ongoing Assistance:

In order to ensure the safety and well-being of the complainant, SKC may take interim measures such as changing living arrangements, work schedules, academic schedules, addressing transportation issues, withdraw from/retake a class without penalty, and access academic support (e.g., tutoring), leaves of absence, campus escort services, or similar measures. In addition, while an investigation is pending SKC may initiate a "no contact order" between the parties that carries

a sanction of expulsion if violated.

SKC does offer limited internal counseling options, however law enforcement officials and college representatives are available to facilitate access to additional support services, which may be obtained through the Center for Prevention and Wellness at 275-4913. Additional community resources have provided telephone numbers and made available other services for students, faculty, staff and campus community members. SKC Center for Prevention and Wellness will assist any interested person in contacting these agencies.

Bystander Intervention

Training on sexual misconduct including sexual discrimination, harassment, and violence is included in SKC's education program. (Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene)

In-person training for student groups and students will be conducted through a variety of presentations, student orientation, and other meetings. In-person training for Active Bystander Intervention skills may include: On-going campus campaigns and information at a variety of events concerning the policy and appropriate behaviors, including Bystander Intervention. Informational websites and brochures devoted to educating students will be presented at prevention workshops. When in-person training is neither practical nor safe, alternative modes of training shall be utilized.

Mandatory training for employees will be provided through in-person training on sexual misconduct: discrimination, harassment, and violence and mandatory reporting through new employee orientations and other periodic training opportunities and upon request. In-person training for Active Bystander Intervention skills may include: ongoing campus campaigns and information at a variety of events, concerning the policy and appropriate behaviors, including Bystander Intervention, and other practices for this topic, please visit a campus resource such as SKC Security or those that are located in the Kenmille building at the Center for Prevention and Wellness.

Risk Reduction

SKC requires all students to complete online prevention educational courses Sexual Assault Prevention and AlcoholEdu through Vector Solution. These platforms provide information around risk reduction.

Registered Violent and Sexual Offenders

The Salish Kootenai College Human Resources Office will maintain all pertinent information, including pictures and legal descriptions of all registered violent and sexual offenders who are employed as full-time, part-time, and emergency hires, along with full-time and part-time students and housing residents.

Employees may request the list of currently employed sexual and/or violent offenders and current enrolled student offenders from the SKC Security Department.

Individuals seeking to be hired at SKC for a full-time or part-time position must notify the Human Resources Officer of the individual's status as a registered violent and/or sexual offender. Prior to hire, the Employment Review Committee will review each case per the established procedure, and decide if it is appropriate for the registered sexual or violent offender to be hired at SKC. The Committee will recommend to the President any restrictions to the individual employee's activities or presence on campus. Any such restriction(s) will be provided in writing to the employee with a copy placed in the employee's file in the Human Resources Office.

Employees who are convicted of crime(s) leading to placement on the registration as a sexual or violent offender must notify the President within five days of conviction.

Criminal Offenses Reporting Table

Criminal Offenses Reporting Table					
Offense	Year	Geographic Location			
		on Campus Property	On Campus Student housing	Non Campus Property	Public Property
Murder/Non-negligent Manslaughter	2021			0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021			0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	1
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	1	1	0	0
	2022	0	0	7	0
	2023	0	0	0	0
Burglary	2021	1	1	2	0
	2022	0	0	6	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	1	0
	2022	0	0	6	0
	2023	0	1	0	0
Arson	2021	0	0	0	0
	2022	1	1	1	0
	2023	0	0	0	0

Violence Against Women (VAWA) Offenses Reporting Table

Violence Against Women (VAWA) Offenses Reporting Table					
Offense	Year	Geographic Location			
		on Campus Property	On Campus Student housing	Non Campus Property	Public Property
Domestic Violence	2021	0	1	0	0
	2022	1	1	0	0
	2023	1	0	0	2
Dating Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Stalking	2021	0	0	0	0
	2022	2	2	0	0
	2023	0	0	0	0

Hate Crime Reporting Table

Hate Crime Reporting Table				
Year	Geographic Location			
	on Campus Property	On Campus Student housing	Non Campus Property	Public Property
2021	0	0	0	0
2022	0	0	0	0
2023	0	0	0	0

Arrests and Disciplinary Offenses Reporting Table

Arrests and Disciplinary Offenses Reporting Table					
Offense	Year	Geographic Location			
		on Campus Property	On Campus Student housing	Non Campus Property	Public Property
Arrests: Weapons: Carrying, Possessing, etc.	2021	0	0	0	0
	2022	0	0	1	0
	2023	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arrests: Drug Abuse Violations	2021	1	1	1	0
	2022	0	0	166	0
	2023	1	0	0	3
Disciplinary Referrals: Drug Abuse Violations	2021	1	1	0	0
	2022	3	3	0	0
	2023	0	0	0	0
Arrests: Liquor Law Violations	2021	0	0	1	0
	2022	0	0	41	0
	2023	0	0	0	1
Disciplinary Refferals: Liquor Law Violations	2021	2	2	0	0
	2022	5	5	0	0
	2023	0	0	0	0

Annual Fire Safety Report

Description of SKC Student Housing

Salish Kootenai College Student Housing has two types of housing facilities. Family Housing consists of 55 units made up of 1, 2, 3, 4 bedroom units that are equipped with smoke detectors and fire extinguishers. SKC Student Housing allows tenants to use portable electrical appliances provided by SKC Student Housing.

The Lefthand dormitory has 11 pods, 42 beds and is equipped with smoke detectors, sprinkler system, fire extinguishers and emergency evacuation doors.

The new “Honor Dorms” (built during the summer of 2019) consist of 3 pods, 12 beds and equipped with smoke detectors, sprinkler system, fire extinguishers and emergency evacuation doors.

Fire Hazards

The Student Housing Handbook contains a detailed list of items and practices that are considered fire hazards and are prohibited in Student Housing.

The following items and/or practices are considered fire hazards and are prohibited:

- Candles (with or without wick), Incense, any open flame, the keeping of explosive or combustible materials or liquids (lighter fluid, fireworks, butane), hanging anything near or around life safety equipment (smoke detectors, sprinklers, etc.) and BBQs are not permitted at the dorms.
- Plumbing, electrical or gas burning equipment will not be used for any other purpose than for which it was intended. All liquid fuel appliances are prohibited in the units.
- Burning of any kind is prohibited at Student Housing.

Education on Fire Safety

Fire safety and evacuation is discussed with the dormitory students during the fall dorm meeting. Smoking is not allowed in any SKC buildings nor is open flame allowed in the dormitory or Student Housing. Any fire occurring on SKC grounds would be first reported to Security and then reported to local law enforcement and fire department if deemed necessary. Incident reports are completed by SKC Security and are forwarded to the Vice President of Business Affairs. Reports are also forwarded to the Director of Student Housing/Bookstore and the SKC Student Housing Manager if the fire happened in that area. Housing tenants must report all types of fires to the SKC

Security department who will forward the information to the Director of Student Housing, Student Housing Manager and the Vice President of Business Affairs. Other entities shall report fires to 911 and SKC Security. SKC Security will also receive a report from Mission Valley Security in regards to fire alarms and supervisory smoke alarms as well as calls from Lake County Dispatch.

Office/Individual Responsible for Fire Education for Campus Housing: SKC Housing Office

SKC Housing Office Location where documentation is kept: Robert Depoe III Office 132 & 133

Date policy and procedure was last updated: 9/2/20

Office/Individual Responsible for Fire Education for SKC Employees:

SKC CERT Team Location where documentation is kept: Chair, SKC CERT Team

Fire Safety Education and Training Programs for Employees

The CERT Team is responsible for fire safety education and training on campus. Individual Building Emergency Coordinators (BECs) provide annual fire safety training for employees in each building.

New employees are required to have fire safety education as a component of new employee safety orientation.

Process for Reporting a Fire

FIRST: Dial 911 to report an incident to emergency personnel. Give the following information to 911 dispatchers:

- The exact address or building and area of campus.
- Your full name and the telephone number from which you are calling, in case you get disconnected.
- The nature of the emergency, including the number of injured people and their known injuries.
- Do not hang up as additional information may be needed.

SECOND: Have someone call campus security. That's 211 from campus phones, or 239-6267 from cell phones.

THIRD: If the emergency is occurring during the regular work day, have someone call SKC front desk ("0" from a campus phone or 275-4800 from a cell phone.

Procedures for Evacuation

Procedures for Student Housing Evacuation

In the event of a disaster (fire, earthquake, etc.), tenants in the south side of Student Housing will evacuate to the field that is located to the north of the golf course. Tenants in the middle of Student Housing will evacuate to the parking lot south of the Student Services building. Tenants in the north end of Student Housing will evacuate to the field located west of the SKC Dorms.

Procedures for Lefthand Dorm and Honor Dorm Evacuation

In the event of a disaster (fire, earthquake, etc.), tenants will use the appropriate emergency exit door located at the individual pod common area or the emergency exit doors located at either the north, south or west access points located at the dorms. Tenants will evacuate to the field located west of the SKC Dorms.

Procedures for Employees and Students in Campus Buildings

A RAVE Alert will be issued if there is a need to evacuate campus buildings. Each campus building has an identified emergency gathering site that is identified on a map in each building's entryway. Upon receiving a RAVE Alert issuing evacuation notice, employees and students will exit the building and proceed to the emergency site. The Building Emergency Coordinators (BECs) will assist in this process.

Plans for Future Improvements in Fire Safety

Annual review of fire safety procedures and statistics did not indicate the need for improvements in fire safety at this time.

The College continues to assess and upgrade fire safety equipment as an ongoing process, to ensure that all equipment meets National Fire Safety standards. Future improvements will be made as needed as part of the ongoing assessment, budget, and strategic planning process.

Statistics on Fires in Residential Facilities

Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment at Medical Facility	Number of Deaths Related to ta Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35231	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35233	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35234	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35235	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35249	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
32250	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35251	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35267	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35269	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35286	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35287	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35288	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35289	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35291	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35294	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35296	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35301	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35340	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35342	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35344	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35346	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35347	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment at Medical Facility	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35352	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35356	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35362	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35411	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35413	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35416	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35427	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35428	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35430	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35437	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35438	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment at Medical Facility	Number of Deaths Related to ta Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35445	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35446	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35498	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
3550	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35501	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35508	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35509	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35514	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35518	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35522	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35532	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -

Statistics on Fires in Residential Facilities							
Residential Facility	Year	Total Fires in Each Building	Fire Number	Cause of Fire	Number of injuries Requiring Treatment at Medical Facility	Number of Deaths Related to ta Fire	Value of Property Damage Caused by Fire
Hewankorn Loop							
35534	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35536	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35541	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35542	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
35551	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -
Lefhand Dorms Slater Way	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	1	1	Student	0	0	\$ 800.00
	2023	0	n/a	n/a	n/a	n/a	\$ -
Honor Hall	2021	0	n/a	n/a	n/a	n/a	\$ -
	2022	0	n/a	n/a	n/a	n/a	\$ -
	2023	0	n/a	n/a	n/a	n/a	\$ -