



**Leech Lake Tribal College
Clery, Annual
Security Report, Drug and
Alcohol Prevention Plan
2016**

Table of Contents:

Page 1.	Cover Page
Page 2.	Table of Contents
Page 3.	Continued Table of Contents
Page 4.	Continued Table of Contents
Page 5.	Leech Lake Tribal College Mission & Vision
Page 6.	Leech Lake Tribal College Philosophy
Page 7.	Continued Philosophy
Page 8.	Welcome Message & Act Compliances
Page 9.	Geography of the College
Page 10.	Campus Safety Report
Page 11.	Campus Safety Report Continued
Page 12.	To Report a Crime
Page 13.	Daily Crime Journal and Log
Page 14.	Emergency Response
Page 15.	Emergency Response Continued
Page 16.	Emergency Alert & Notifications
Page 17.	Non-Emergency Notifications
Page 18.	Emergency Shelter & Evacuation
Page 19.	Continued Emergency Shelter & Evacuation
Page 20.	Fire Alarm & Drills
Page 21.	Continued Fire Procedures
Page 22.	Special Consideration Evacuation
Page 23.	Reunification & Aftermath
Page 24.	Continued Reunification & Aftermath
Page 25.	Continued Reunification & Aftermath
Page 26.	Reporting Suspicious Person / Activity
Page 27.	Voluntary Confidential Reporting
Page 28.	Campus Access and Security
Page 29.	Continued Campus Access and Security
Page 30.	After-Hours Access Policy
Page 31.	Continued After-Hours Access Policy
Page 32.	Campus Access & Security
Page 33.	FOB & Key Replacement Policy
Page 34.	Mandatory Reporting

Page 35.	Continued Mandatory Reporting
Page 36.	Personal Safety & Security
Page 37.	Continued Personal Safety & Security
Page 38.	Security Awareness Programs for Students and Employees
Page 39.	Policy & Law Violations
Page 40.	Drug & Alcohol Abuse Educational Programs
Page 41.	Victims of Sexual Assault
Page 42.	Continued Victims of Sexual Assault
Page 43.	Sexual Assault Training & Awareness for Staff
Page 44.	Reducing Risk of Sexual Assault
Page 45.	Continued Reducing Risk of Sexual Assault
Page 46.	Jeanne Clery Act
Page 47.	Jeanne Clery Act Requirements
Page 48.	Continued Jeanne Clery Act Requirements
Page 49.	Family Educational Rights and Privacy Act
Page 50.	Continued FERPA
Page 51.	Policy Authority of Students, Staff and Others.
Page 52.	Policy Definitions
Page 53.	Continued Policy Definitions
Page 54.	Continued Policy Definitions
Page 55.	Continued Policy Definitions
Page 56.	Continued Policy Definitions
Page 56.	Continued Policy Definitions
Page 57.	Continued Policy Definitions
Page 58.	Continued Policy Definitions
Page 59.	Campus Disciplinary Action for Sex Offenses
Page 60.	Continued Campus Disciplinary Action for Sex Offenses
Page 61.	Continued Campus Disciplinary Action for Sex Offenses
Page 62.	Continued Campus Disciplinary Action for Sex Offenses
Page 63.	Public Grievance, Rights & Services
Page 64.	Continued Grievances / Complaints / Petitions
Page 65.	Continued Grievances / Complaints / Petitions

Page 66.	Continued Grievances / Complaints / Petition Processes.
Page 67.	Student Code of Conduct.
Page 68.	Continued Student Code of Conduct.
Page 69.	Disciplinary Actions
Page 70.	Student Grievance Process
Page 71.	Drug & Alcohol Free Policy, Drug & Illegal Substances, Alcohol Use
Page 72.	Smoke Free Campus Policy
Page 73.	Sexual Harassment Policy
Page 74.	Computer Network & Software Policy
Page 75.	Computer Usage, Internet Usage, Storage of Personal Data
Page 76.	Confidentiality and Privacy, Violations of Policy, Social Media Policy
Page 77.	Academic Integrity
Page 78.	Leech Lake Tribal College Departments and Service Providers
Page 79.	Student with Disabilities, Library, Extension, Student Dining.
Page 80.	FERPA
Page 81.	Academic Records
Page 82.	Student Identification Cards, Student Organizations, Bookstore.
Page 83.	Student Senate
Page 84.	Student Organizations
Page 85.	Contact Phone Numbers & Address
Page 86.	Clery Act Report 2016
Page 87.	Clery Act Report 2016 Continued.
Page 88.	Violence Against Women Act Report
Page 89.	Campus Safety Department Statistics
Page 90.	Continued Campus Safety Department Statistics



Our Mission

Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.

Our Vision

To be recognized as a center of academic excellence that advances the Anishinaabe worldview and empowers life-long learners who are fully engaged citizens, stewards, and leaders.

Objectives

- Provide associate degree programs
- Prepare students to transfer to other institutions of higher education
- Provide academic credentialing programs of varying lengths
- Assist students in developing and pursuing holistic lives (physically, intellectually, and aesthetically)
- Attain and maintain appropriate accreditation and certification of LLTC degrees and programs
- Maintain and measure quality learning in all classes
- Provide a means of maintaining and enhancing Anishinaabe culture, values, language, and knowledge
- Honor and respect women as the sacred life-givers of the Nation and to empower them for leadership roles in their communities
- Serve as a cultural and educational center for community development
- Encourage and support the professional development of faculty and staff.

Our Philosophy

We observe and value the Seven Grandfather Teachings.

According to the Anishinaabe worldview, humans did not weave the web of life, we are merely a strand in it. Whatever we do to the web, we do to ourselves. Therefore, kinship among all of creation, not the mastery of our relatives (other humans, animals, plants, etc.) is vital to harmonious living. To adhere to this philosophy is to be guided by the following values:

Gwayakwaadiziwin (Honesty)

- Maintain truthfulness, sincerity, and fairness in all one's actions
- Possess the ability to manage confidential information
- Communicate with others fairly and truthfully

Debwewin (Truth)

- Speak as honestly as one can according to one's perception
- Be loyal in all relationships
- Avoid hypocrisy

Inendizowin (Humility)

- Recognize oneself as an equal part of creation
- Be careful what one says around others
- Demonstrate empathy to others
- Be respectful of the thoughts and ideas of others
- Recognize one's weaknesses and acknowledge the capacity for self-growth
- Develop and practice good listening and observation skills

Zaagi'idiwin (Love)

- Work cooperatively and harmoniously with others
- Show kindness and compassion
- Demonstrate acceptance and the empowerment of others
- Offer hope, encouragement, and inspiration

Continued Philosophy:

Nibwaakaawin (Wisdom)

- Seek guidance from elders and advisors
- Take time to reflect upon experiences
- Acknowledge the opportunity to learn from others
- Persist in acquiring knowledge and improving skills
- Strive to accomplish goals and dreams

Zoongide'iwin (Courage)

- Face difficult situations with bravery
- Acknowledge one's personal weaknesses and develop strength to combat them
- Demonstrate the ability to take initiative and speak when asked

Manaaji'idiwin (Respect)

- Accept cultural, religious, and gender differences
- Maintain high standards of conduct at all times
- Safeguard the dignity, individuality, and rights of others
- Practice ethical behavior at all times

Welcome to the Leech Lake Tribal College

The Leech Lake Tribal College is designated by the people of the Leech Lake Band and surrounding communities to create a culture of success with an education based upon traditional Anishinaabe values and principals.

The Leech Lake Tribal College is dedicated in providing a safe and healthy learning environment for our students, their families and children, our staff, faculty members and the public. In accordance with numerous local, state, tribal and federal requirements this report will detail our continuing efforts to make the Leech Lake Tribal College a better, safer and healthier place to live, work and learn.

There are several services, resources and information available to assist our students and the public relating to the Leech Lake Tribal College in this annual Security & Clery Report. This information is distributed to our registered students annually in compliance with the numerous federal and state laws including but not limited to; the Drug-Free School and Community Act, the Campus Security Act, the Family Educational Rights and Privacy Act, the Drug-Free Workplace Act and the Student Right to Know. This report and any and all information provided in this report is also available upon request with the Leech Lake Tribal College Campus Safety Office.

In accordance with the Americans with Disabilities Act, alternative formats of this report can be arranged.

This report and previous annual reports can be found on our website:

<http://lltc.edu/safety-security/>

If you have any questions, comments or need to report a crime or express a concern for the public safety please feel free to contact the Leech Lake Tribal College Campus Safety Office.

218-766-7237 Cell

218-335-4260 Office

218-335-4200 Reception

delmar.jones@lltc.edu

Leech Lake Tribal College Campus (2016)



The Leech Lake Tribal College Campus comprises of three primary buildings:

Oak Hall (2005)

Cedar Hall (2006)

Library (2014)

Secondary Buildings:

Construction Trades Building (2007)

Clem Nason Class Building (2007)

Birch Building (2009)

Address:

6945 Littlewolf Road NW

Cass Lake MN 56633

Campus Safety Report

The Leech Lake Tribal College employs one Campus Safety Officer within the Campus Safety Department as part of the Operations Division. The Campus Safety Office is the primary governing body that monitors, regulates and enforces the Leech Lake Tribal College Security Policies and Procedures as well as numerous compliance requirements on a Federal, State, Tribal and Local level. Such as Jeanne Clery Act, Crime Statistics Act 1998, Student Right to Know. This Safety report has been prepared with the cooperation with local law enforcement on a Federal, State, Tribal, County, Local agencies.

Additionally, the Leech Lake Tribal College deploys several methods for collection of data relating to these required reporting statistics that occur within and on campus property. The Campus Safety Office monitors any criminal activity, publishes this report and maintains a minimum of three years of historical statistical data of the main campus and any off campus installations owned or used by any educational processes by the Leech Lake Tribal College.

The Campus Safety Report includes reported crimes alleged to have taken place on Leech Lake Tribal College property. The Campus Safety Office is the primary department for the reporting of possible crimes or safety concerns. Followed by the Director of Operations, Bill Fredrickson and continued by any employee of the Leech Lake Tribal College. Our faculty, staff and students are strongly suggested to contact the Campus Safety Office if they have any suspicions of a crime or violations of any safety measures or public safety.

Included in this report are the following reported major crimes:

Murder and non-negligent manslaughter

Negligent Manslaughter

Sex Offenses

Forcible

Non-Forcible

Robbery

Aggravated Assault

Burglary

Arson

Motor Vehicle Theft

Continued Campus Safety Report

As well as the following crimes and referred disciplinary actions violations:

- Liquor Law violations
- Drug Abuse violations
- Weapons possession
- Hate Crimes
- Prejudice
- National Origin or Ethnicity
- Gender Identity or Sexual Orientation
- Non-prejudice
- Domestic Violence
- Stalking

In addition to the crimes described above, other reported crimes involving bodily injury to any person, and reported crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim must be reported as hate crime statistics, and are recorded as such in this report whether it is an on or Off campus crime.

To Report a Crime

If you are experiencing an emergency please dial 9-1-1 and then the Campus Safety Office immediately with your name, location and emergency.

Contact the Campus Safety Office immediately.

Campus Safety Officer, Delmar Jones III

218-766-7237

Campus Safety Office, Oak Hall Room 119

218-335-6240

Email,

delmar.jones@lltc.edu

Leech Lake Tribal College

Campus Safety Office

6945 Littlewolf Road NW

Cass Lake, MN 56633

If unable to contact the Campus Safety Office contact any Leech Lake Tribal College Employee and that employee will obtain the assistance required.

If the Campus Safety Office is unable to respond contact:

Director of Operations,	Bill Fredrickson	218-368-0009	Oak Hall 112
Mechanical Engineer,	Karl Humphrey	218-308-0681	Oak Hall 121
Senior I.T. Specialist,	Kris Kolkin	218-556-1782	Oak Hall 112
Main Reception		218-335-4200	Oak Hall 101

Campus Safety Report Compliance Officer:

Campus Safety Officer, Delmar Jones III

Daily Crime Journal and Log

The Campus Safety Office of the Leech Lake Tribal College keeps ongoing records of any suspected crime that takes place on campus. This data is updated as needed when reports are made to the or relayed to the Campus Safety Office. The Crime Log and Journal documents the date, time, incident type, person or persons involved, what type of offense has been report and if any of the persons involved are students or members of the general public. The Crime Journal and Log is secured within the Campus Safety Office and all entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection during normal business hours.

Monday – Friday, 08:00am – 04:00pm.

It is standard practice to maintain these records for a minimum of three years from the date of occurrence but, may be stored for additional time. These records are considered both public and private records of the Leech Lake Tribal College and can be used in association with Law Enforcement or in disciplinary actions in regards to student conduct or violations of safety & security policies.

Emergency Response

The Leech Lake Tribal College has various response plans currently in place and the Campus Safety Office is constantly, searching for better responses and reactionary plans to help prevent, contain, resolve any emergency that takes place on the Leech Lake Tribal College campus or within the Leech Lake Tribal College. Currently, the Campus Safety Office is creating an updated Active Threat on Campus Response Plan based upon the ALICE system of training and preparation.

Upon enrolling with the Leech Lake Tribal College, new and returning students will undergo an orientation during which the Campus Safety Office provides a detailed presentation of our Active Threat on Campus Response Plan as it reflects the student's immediate courses of action to better help increase the survivability of a mass casualty incident on campus. The Leech Lake Tribal College has used the traditional Lockdown system and during the last three years under the reformatted Campus Safety Office we adopted the Run – Hide – Fight doctrine of combating an Active Threat on Campus. Very recently, the Campus Safety Office underwent an updated Active Threat Training called ALICE.

Alert, Lockdown, Inform, Counter, Evacuate.

The Campus Safety Officer for the Leech Lake Tribal College was certified as an Instructor in the ALICE system and is in the process of creating a training program for Leech Lake Tribal College employees to help everyone to gain a better understanding of what can be done to prevent, contain, counter and resolve an Active Threat on Campus. The Leech Lake Tribal College employs a policy that restricts the expression of the 2nd Amendment of the United States Constitution on Leech Lake Tribal College property. This greatly reduces the ability for immediate containment, counter action and lifesaving response that is needed in the world today.

If an Active Threat is on campus, immediately report the threat to the nearest Leech Lake Tribal College employee and then contact 9-1-1 and report the threat and then leave the area, seek shelter, or if faced with immediate life threatening danger – fight. The Leech Lake Tribal College does not encourage, support or suggest attempting to engage physical contact, establish communication or try

address the Active Threat in any shape or form. The Leech Lake Tribal College realizes and understands that a person can and will make their own choices regardless of policy, suggestion or legality and in the case of immediate life threatening danger the Leech Lake Tribal College will not hold any person responsible for any damage to equipment, campus property or measures taken to defend your life in the case of immediate life threatening danger.

The Leech Lake Tribal College does not employ “Rally Points” based upon numerous incidents of Active Threats knowing the locations and causes that would initiate the use of a designated Rally Point during an Active Threat on Campus. Therefore, the Leech Lake Tribal College asks students and staff to evacuate campus and check in once safe elsewhere. The Leech Lake Tribal College suggests contacting the Leech Lake Tribal Police with their name and contact information while registering as safe. Also, contacting the Leech Lake Tribal College via social media is also suggested. Contacting instructors or employees is another method of checking in safely.

When moments count, help is only minutes away.

Emergency Notification Alerts

The Leech Lake Tribal College deploys several communication methods to alert and inform students, staff and the public of an emergency on campus or near campus property. These methods have been tested and proven to be very reliable and effective based upon the size of our institution and volume of people on campus at any given time.

The methods listed below are readily accessible as part of our Emergency Notification system:

- Campus wide Public Address System
- Individual Campus Hall Public Address Systems
- Exterior Alarm Notification Systems
- Mass Text Message Notification System
- Mass Email Notification System
- Social Media Notifications
 - Facebook
- Direct Notification from Staff
- Campus Safety deploys a vehicle with the ability of alerting areas.

In order to issue an alert a threat must be reported to the Campus Safety Office or Director of Operations, Bill Fredrickson. Once, reported based upon the threat an alert can be immediately trigger from:

- The Campus Safety Office
- The Campus Safety Mobile Remote Station
- The Campus Safety Vehicle
- The Director of Operations Office
- The I.T. Office
- Main Reception in Oak Hall
- Student Services Reception
- Administration Reception
- Any of the five Maintenance offices

Once an alert is issued another alert will follow with updates or stating the emergency has ended and it is safe to return to campus or resume activities.

Non-Emergency Notifications

The Leech Lake Tribal College will not only alert students, staff and the public of emergencies on campus but, will also notify students, staff and the public of the following incidents or precautions:

- Campus Closures
- Severe Weather Conditions
- Power Outages
- Communication System Failures
- Infrastructure Failures
- Safety and Security System Failures

These notifications must be approved by the President of the Leech Lake Tribal College or designated person of Authority. These notifications are solely based upon the immediate ability to conduct normal operations within the Leech Lake Tribal College.

A third level of notifications is also employed and these notifications are not based upon an emergency or inability to perform normal duties. These notifications are called, Internal Advisements.

Internal Advisements often relate to:

- Maintenance Operations
- Trainings or Events that impact campus
- Special Events or Activities
- Closure of a roadway
- Closure of an area of campus
- Possible nearby activities that impact campus

Internal Advisements are strictly directed to Leech Lake Tribal College employees and can be disseminated to students and the public as needed. As such, all information shared in an Internal Advisement will not contact confidential information or information that would violate any policy.

Emergency Shelter and Evacuations

In the event of severe weather triggering an Emergency Alert of the Leech Lake Tribal College, everyone in Oak and Cedar Halls should immediately seek shelter in the restrooms. This centrally located room are lined with tile and have far fewer unsecured items that could become dislodged or airborne in the event of severe weather. Additionally, both series of restrooms in both Cedar Hall and Oak hall are between floor to ceiling “smoke walls” structural load bearing walls, giving an extra layer of protection. If both male and female restrooms fails to provide enough shelter space for the populous the secondary shelter area is interior offices in the Student Services Hall and the interior offices of the Administration hall. These alternative areas should only be used in the event that both male and female restrooms are near capacity. People seeking shelter within these rooms should remain in these rooms until directed to leave. Once, the threatening situation has concluded.

The Leech Lake Tribal College Library is directed to take shelter in the restrooms as well. If the restrooms fail to provide adequate space for a large number of patrons, the secondary shelter area is the Archive Room. Everyone sheltered in these rooms should remain in these rooms until, an authority directs them it is safe to leave.

Construction Trades Building and Clem Nason Building are located on the North Western side of campus also, known as “the hill”. People within the Construction Trades building should seek shelter within the restrooms and if that is not possible the secondary shelter area is the main hallway. The Clem Nason building is very limited on its severe weather survivability but, to increase these abilities anyone caught in the Clem Nason building should seek shelter in the second classroom section of the building on the south western side of the structure. Given the physical location of these two buildings, if possible anyone in the Clem Nason that requires immediate shelter should seek shelter in the Construction Trades Building.

Continued Emergency Shelter & Evacuation

The Birch Building located east of Cedar Hall is not under the direct management of the Leech Lake Tribal College. The Birch building is owned by the Leech Lake Tribal College but, leased by the Leech Lake Band and used as a daycare facility. The Birch building is required to create and implement their own emergency response plans. The Birch Building has a response plan in place which includes:

Active Threat Lockdown

Severe Weather Shelter

Emergency Evacuation

Medical Emergency Response

The Leech Lake Tribal College has an agreement in place with all occupants of the Birch Building to seek shelter within the Cedar Hall restrooms.

For information relating to an Active Threat on Campus, please see pages 12 and 13 for detailed response plans and evacuation procedures.

Severe Weather Training Drills are conducted four times a year on the Leech Lake Tribal College campus with strict oversight of the Campus Safety Office and Director of Operations.

A log of these drills are housed and maintained by the Campus Safety Office and available for review upon request to any student, staff or member of the public.

Fire Alarms & Drills

The Leech Lake Tribal College conducts routine fire drills a total of six times per calendar year that are conducted on a scheduled and random basis. Scheduled fire drills occur campus wide and random fire drills occur in individual buildings, one at a time to measure evacuation times and better monitor motion and ease of evacuation.

These fire drills are conducted year round and require anyone on campus to report to the exterior area between the three primary buildings. At which point designated fire officials will direct evacuating persons where to go. The primary rally points for each building are:

Building	Primary Rally	Secondary Rally
Oak Hall	South Parking Lot	North lawn
Cedar Hall	South Parking Lot	North Lawn
Library	South Parking Lot	North Parking Lot
Construction Trades	Main Parking Area	Clem Nason Building
Clem Nason Building	Main Parking Area	Construction Trades
Birch Building	South Parking Lot	South Lawn

Employees should become familiar with the location of fire alarm pull stations near their work area and the proper operation of that pull station. Supervisors are responsible for knowing pull station locations in their work area and advising personnel of their locations.

If you discover a fire

- React to the situation, call 911, stay calm and answer all of the dispatcher's questions.
- Activate nearest fire alarm pull station.
- Close office or classroom doors when exiting.
- Exit building using nearest, safe exit. Do not use elevators.
- Assemble at least 300 feet from the building in one of the parking lots.

This distance is necessary for personal safety and emergency vehicle arrival and operation.

- Wait for the all clear signal to reenter the building.

When the fire alarm sounds:

- Always assume there is a fire. Don't ignore it.
- If time permits, take a jacket and shoes, and a towel to cover your face.
- Stay low and crawl to your door. Smoke fills a room from the ceiling down.
- Test the door with the back of your hand.
- If the door is hot, keep the door closed and stay in the room.
- If the door is cool, open it slowly. Walk quickly and calmly to the ground level, closing all doors behind you.
- Do not use an elevator. An elevator may open at a floor on fire or may stop working, trapping you inside.
- If there is smoke in the hallway, crawl to the stairs. Count the doors as you go so you do not get lost. If the smoke and hear are too great, try an alternate escape route
- If both escape routes are blocked, return to your room. If you are trapped

Inside your room:

- Close the door between you and the fire.
- Stop up cracks and vents to keep smoke and toxic gases out.
- Put a wet cloth over your nose and wait at a window.
- Open the window a few inches for fresh air. Do not break the glass.
- Hang a sheet or some other article out your window to sign the fire department.
- Do not panic. Do not jump.
- Wait for help.
- Once you have evacuated the area:
- Notify civil authorities of anyone that may not be able to physically respond to the fire alarm or use sound judgment to evacuate the area (e.g. persons using wheelchairs or someone under the influence of alcohol or drugs).
- If your clothes catch fire: Stop, do not run. Drop to the ground or floor immediately and cover your face with your hands. Roll over back and forth to smother the flames.

A record of all Fire Drills are maintained in and by the Campus Safety Office and are available for review upon request by any student, staff or member of the public.

Special Consideration Evacuations

The Leech Lake Tribal College often has children of students on campus as well as a daycare facility on campus. These children require special consideration during evacuations and emergency response plans. The Leech Lake Tribal College has coordinated with the Birch Building – daycare facility on campus to better provide immediate and effective evacuation procedures to help insure the safety and security of the children within. This same procedure also applies to elders on campus and people with disabilities.

During Orientation students and staff are informed of these procedures and asked to assist children, elders and persons with disabilities when possible during emergencies. The Leech Lake Tribal College is fortunate to have a higher number of young adults being an institution of higher education which provides a better ability to aid people with special considerations during emergencies.

Special considerations

- If you are outside when the alarm sounds, stay outside and assemble with your workgroup.
- If your clothing is on fire, drop to the ground and roll to extinguish the flame.
- If you are injured by smoke or fire, inform a coworker or your supervisor, and seek medical attention immediately.
- Do not attempt to extinguish a fire unless it is blocking your egress path or you are properly trained and equipped. Use common sense.

Mobility-impaired employees, students, or guests

If an employee, student, or guest needs assistance in evacuating the building, notify an emergency evacuation coordination team member immediately upon your exit from the building. Follow the established procedures outlined elsewhere in this document.

Reunification & Aftermath

Once, an emergency on campus has ended. Students, staff and the public will find themselves facing a series of other challenges and concerns. Many of these scenarios do not cover the aftermath of emergencies on campus much less reunification efforts and requirements. A massive struggle for responders is containing and organizing reunification. The Leech Lake Tribal College deploys several response plans for several possible emergencies on campus. These plans are rather simple and traditional with the notable exemption of the Active Threat on Campus response plan.

The aftermath of severe weather can be drastically varied. Once, the All-Clear is issued the aftermath could be as simple as returning to the classroom or office. There is a chance that it could be far worse and in that event, students, staff and the public will be directed to the treatment needed at the time. The Leech Lake Tribal College will inform people if the campus must remain closed for an extended period of time due to everything from storm damage and clean up to loss of life. In the event of severe weather inhibiting the ability of students, staff and member of the public to freely leave campus, the Leech Lake Tribal College will formulate escorted walks to the nearby casino.

The casino is roughly one half of a mile north of the Leech Lake Tribal College and the casino has electric generators the supply emergency power to the casino and hotel facilities. In prior incidents of severe weather recovery the casino has been used as a staging area for responders and the displaced population as emergency shelter and as a reunification point. The Leech Lake Tribal College will do everything within its power to provide any and all immediate aid to anyone on campus in the event of a widespread emergency.

The aftermath of an active threat on campus is vastly different than severe weather and be highly charged and deeply emotional. The Leech Lake Tribal College is within Cass County and approximately one mile south of Beltrami County, one mile east of Hubbard County and is within the Leech Lake Reservation and within Pike Bay Township. Additionally, the Leech Lake Tribal College campus is roughly one and one half miles north of Minnesota State Highway 371.

Continued Reunification & Aftermath

Once, an active threat is reported to law enforcement there could be officers responding from the three counties listed above, the Leech Lake Tribal Police, Minnesota State Patrol, Leech Lake Conservation Law Enforcement, Pike Bay Police, U.S. Forestry Officers, U.S. Border Patrol, Bemidji Police, Beltrami Emergency Manager's Office, Cass County Emergency Manager's Office, Leech Lake Office of Emergency Management and any other law enforcement agencies.

Along with a law enforcement response there will be a medical emergency response. The Leech Lake Indian Health Service Hospital is four miles east of the Leech Lake Tribal College and will dispatch possibly up to three ambulances and several other emergency medical vehicles and personnel. The Cass Lake Fire Department will respond to campus to provide further medical aid and combat any possible fires. The Bemidji Ambulance Service located in the Nymore neighborhood of Bemidji will respond with two ambulances, Northern Memorial Ambulance Service will respond with two to three ambulances, Bemidji Fire Department may be dispatched as well. If there are critical injuries, one or more Life-Flight Air Ambulances can be expected to touch down on or near the Leech Lake Tribal College Campus.

When the public is made aware of an active threat on campus, parents, families, relatives, children, wives and husbands can be expected to arrive on campus to bring their loved ones to safety. These understandably concerned people will not only the traffic detaining emergency responders but, they may attempt to enter campus buildings, document the carnage or engage the active threat. This creates an additional danger to responding law enforcement officers that are there to stop the threat and save lives. Often times, the emergency responders do not know who the active threat is or where they are. The officers will enter campus forcefully with weapons drawn. They will direct survivors to vacate the buildings, they will not tend to the wounded, they will seek out and end the threat.

The reunification process will vary infinitely. Students, staff and members of the public should expect to keep their hands up in the air or on top of their heads for their own and the officer's safety. Survivors will be gathered in a safe area and kept there until the emergency has concluded. This is called the reunification

point of survivors. There will be numerous reunification areas, there may be several reunification areas for survivors, media, family, the public and then staging areas for law enforcement, medical responders, fire responders.

A series of perimeters will be created around the campus and may extend outward several miles. There will be an inner most perimeter called the red line, red zone, active area. It will be followed by an outer perimeter that stops the entry and exit of persons from that area. Another, perimeter will go outside of that called the exterior perimeter, this is where the public will be held as well as media. The exterior perimeter will extend to a point away from the threat that has been deemed safe from danger. These perimeters may extend dramatically if the active threat leaves campus or flees the area.

Reunification after an active threat can take several hours. Students, staff and the public within these perimeters can expect to wait several hours to be reunited with their families and released from the scene.

When the treat has been stopped and the reunification process has concluded. The Campus may be closed for an extended period of time or possibly permanently. The event will have impacted hundreds if not thousands of lives. It will have impacted the family and friends of the victims, the emergency responders, the surrounding communities, state, nation and possibly the world.

These events scar communities forever, that is why it is extremely important for us all to do our best to prevent, report and survive these horrific events if we are ever faced with one. Noticing any small sign of instability or mental, emotional distress could prevent an active threat and save countless lives.

Suspicious Person / Activity Reporting

To report a suspicious person or activity taking place on or near the Leech Lake Tribal College immediately contact:

Campus Safety Office:	218-766-7237	218-335-6240
Director of Operations:	218-308-0009	218-335-4234
Main Reception:	218-335-8200	

Verbally Report to any Leech Lake Tribal College employee.

When reporting suspicious activity or a crime, state your name, contact information, location of crime or suspicious person or activity and any other relevant information.

1) Suspicious activity:

- a) If you see any suspicious activity on or near campus, call the Campus Safety Office immediately. Do not assume that what you observe is an innocent event or that it has already been reported.
- b) Do not assume the person is a visitor or college employee that you have not seen before.

2) Suspicious people may be:

- a) Loitering about at unusual hours and locations; running, especially if something of value is being carried, going from room to room trying door handles.
- b) Exhibiting unusual mental or physical symptoms. The person or persons could be under the influence of drugs or otherwise needing medical or psychiatric assistance.
- c) Selling of goods for personal profit is not permitted on the campus of the Leech Lake Tribal College and any violations should be reported to the Campus Safety Office immediately.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the Leech Lake Tribal College campus or law enforcement, you may still want to consider making a confidential report. With your permission, the above listed employees or local law enforcement can file a report on the details of the incident without revealing your identity.

The purpose of a this report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Leech Lake Tribal College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

To confidentially report a crime contact the Campus Safety Office of the Leech Lake Tribal College or to the appropriate law enforcement agency. The Campus Safety Office can assist the complainant in completing reports.

These reports may be forwarded to the appropriate police department. Reports will also be shared with other departments on campus as appropriate.

Campus Safety Office of the Leech Lake Tribal College will assist any police department with investigations as required. Depending on many factors of crime reporting the Leech Lake Tribal College may be required by law to release information based on the events or nature of the crime.

Campus Access and Security

All students, staff, vendors, guests and invited parties must enter through the main entry area and register with main reception in Oak Hall.

The Leech Lake Tribal College utilizes an automated Security Access Control System that is operated from the Campus Safety Office. The Access Control System is based upon the internal employee calendar as well as, the class schedule, scheduled activities and special events that place on the Leech Lake Tribal College campus.

Normal hours of operations of the Leech Lake Tribal College during the academic year is 8:00am – 8:00pm unless, a scheduled class extends beyond the 8:00pm. When a class extends beyond the 8:00pm closure time, the Access Control System will be set to remain open until, the class, activity or event concludes.

For example:

Day	Entry Doors Unlock	Class End Time	Entry Doors Lock
Monday	8:00am	7:00pm	8:00pm
Tuesday	8:00am	8:15pm	8:15pm
Wednesday	8:00am	7:00pm	8:00pm
Thursday	8:00am	8:45pm	8:45pm
Friday	8:00am	5:15pm	5:15pm
Saturday	Closed unless otherwise scheduled.		
Sunday	Closed unless otherwise scheduled.		

To gain access to campus and campus buildings outside of normal hours of operations, file a request in writing to the Campus Safety Office or the Director of Operations.

Campus Safety Office	218-335-6240
Campus Safety Officer	218-766-7237
Campus Safety Office, Oak Hall room 119	
Campus Safety Email	delmar.jones@lltc.edu

Director of Operations Office, Oak Hall room 113 218-335-4234
Director of Operations Email bill.fredrickson@lltc.edu

All requests for after-hours access to campus requires justification and sponsorship by a faculty advisor if the activity includes numerous persons entering or using the Leech Lake Tribal College Campus and or property, equipment or spaces, grounds or on Leech Lake Tribal College property. These requests must be submitted to either the Campus Safety Office or the Director of Operations in advance of the requested date of activity and campus access. This excludes Leech Lake Tribal College departments and programs that utilize the internal employee calendar also known as the Intranet.

Leech Lake Tribal College employees are subject to numerous Campus Safety Policies and procedures relating to accessing campus before or after normal hours of operations. In order to access campus after-hours an employee must:

1. Gain approval from immediate supervisor.
2. Submit an After-hours Access Request with the Campus Safety Office.
3. Gain approval of after-hours access from the Director of Operations.
4. Submit a Security Alarm Code request to the Campus Safety Office.

Once an employee has after-hours access to the Leech Lake Tribal College campus that employee assumes responsibility for their own personal safety and security as it is outside of normal operating hours. As well as, the security and access control of the building or buildings they are accessing. An employee approved for after-hours access is forbidden from allowing other people into the buildings under the After-Hours Access Policy.

The Campus Safety Office has established the "After-Hours Call for Service" policy. This policy was designed to reduce the number of trips the Campus Safety Office and other employees must make to campus during after-hours. This policy applies to all Leech Lake Tribal College employees with After-hours access to campus and has the authority to issue disciplinary actions against the employee responsible for causing a call for service.

10.13.15 Effective Date: 10.20.15 per President Carney.
After-Hours Policy

Proposal Purpose: The purpose of this proposal is to reduce after hours calls for service.

Definitions:

After Hours: Any events, classes or activities taking place after scheduled hours of operation.

Calls for Service: Staff returning to campus after scheduled shifts and hours of college operation.

Emergencies: Incident that jeopardizes the public safety or may cause damage to the Campus.

Employee: Any person or persons being paid for services (regular employee or contracted employee) by the College.

Activity: Any activity, including classes, trainings, working after hours conducted by any employee.

Improper Call for Service:

Any request for service or alarm activation not meeting the requirements of an emergency.

Proposal:

- Any Leech Lake Tribal College employee that requires after-hours access to campus for any reason must have authorization from their immediate supervisor before having after-hours access.
- This access must be approved by the Director of Facilities and Maintenance as well as the Campus Safety Office, in efforts to coordinate the logistics (Safety, Security, Information Technologies requirements) of after-hours access.
- The same authorization is required in order to be issued an alarm system code.

Proposed Progressive Discipline Process:

Any accidental alarm activation / triggering will be considered an improper call for service.

If an employee triggers an alarm during after-hours activity, that employee is required to immediately contact Campus Safety or the Director of Facilities and Maintenance in order to resolve the alarm activation.

If an employee requests a call for service for anything other than an emergency, this will be considered an improper call for service.

If any employee, or employee responsible for an activity that results in one improper call for service will be given written warning.

If the same employee or employee responsible for any activity that results in a second improper call for service will have their after-hours access removed for the academic year and will be restricted to hold these activities during regular hours of operations or during other approved after hours activities by other employees / trainings or events held on campus without exceeding the other activity scheduled times. In other words, the employee that has had their after-hours access removed may piggy back activities onto other employees in good standings in regards to after-hours access as long as they don't start before or continue after the other approved event.

Class Cancellation:

If and when a person responsible for scheduling or hosting a class / training / event or activity is forced to cancel the class that person is required to contact Campus Safety and or the Facilities Maintenance Director should be notified at least 24 hours before scheduled events. Plus the person is required to be on campus in order to place cancellation signs and handle possible attendee's attempting to attend the activity until Campus Safety and or Facilities and Maintenance is able to secure the building and make the logistical arrangements. If the person responsible for the class / training / event or activity fails to contact Campus Safety or Facilities Maintenance or does not properly handle on campus logistics, it will be considered an improper call for service and fall within the progressive discipline process listed above.

LLTC CSO –

D.L. Jones III

Campus Access & Security

The Leech Lake Tribal College deploys a key FOB access system for primary exterior doors and interior entry doors. These key FOBs are issued to Leech Lake Tribal College employees at the time of their hire or return to campus for the academic year. Leech Lake Tribal College employees are responsible for the FOB issued to them by the Campus Safety Office. The FOB and Hard Key Replacement Policy signed by all Leech Lake Tribal College employees at the time of FOB and Key issuance requires that employee to pay for replacement FOBs and Hard Keys if lost or damaged.

The FOB system is operated from the Campus Safety Office. Each employee is part of an Access Control Group that grants access of that employee in authorized areas of campus. These Access Control Groups can overlap and be amended as required by the employee. In order to change or amend an employee's Access Control Group, the employee must gain the approval of their immediate supervisor followed by, the Campus Safety Office before access is granted. This is to help coordinate access to departments, programs and areas of campus that may not fall under the direct control of membership of that department, program or area of campus.

For additional safety and security all classroom, office and room doors are kept locked at all times and can be opened using a FOB and or hard key designated with access to those specific areas. This constant locked status is to provide our students, staff and the public additional safety from an active threat on campus and to aid in preserving life during emergencies. All secured doors equipped with a FOB locking unit can be overridden to lock or unlock by the Campus Safety Office from the Campus Safety Office computer terminals located on and off campus. This provides the Leech Lake Tribal College an additional layer of security controls from on and off campus.

Facilities and grounds are regularly inspected to evaluate the function of all safety and security access control systems and these systems are tested bi-annually by the Campus Safety Office. The FOB and Hard Key Issuance Policy is attached on the next page or pages.

08-11-15

Key & FOB Replacement Policy:

Due to the frequency of some LLTC Employees continuously misplacing their FOBs and Keys, it is strongly recommended that a new policy be established before the Fall 2015 Academic Year begins. The Campus Safety Office is running out of replacement FOBs and has exhausted several copies of specific hard keys for offices.

These replacements are not cheap by any means. Keys need to be rekeyed and disassembled by a certified locksmith at the price of a Service Call, Labor, Replacement Components, Replacement Key blanks and the lost functionality of that Office holder, the Campus Safety Office and the general working environment.

Replacement Process and Prices:

Upon hire, issue one FOB and a Key if required.

Replacement 1. A replacement FOB will be \$10 and a Key replacement will be \$10.

Replacement 2. A replacement FOB will be \$20 and a Key Replacement will be \$20.

Replacement 3. A replacement FOB will be \$40 and a Key Replacement will be \$40.

Replacement 4. No replacement will be given and the person must adhere to the Public Hours of campus.

If a person loses three sets of keys within one academic year, they will not be issued another set of keys or FOB replacement until the next Fiscal year (July 1).

Mandatory Reporting

All employees who become aware of an allegation or violation of college policy, student code of conduct, civil or criminal law should report the allegation to their immediate supervisor and to the Campus Safety Office. Any person with significant responsibility for student and campus activities, must report potential criminal activity of which they are aware to the Campus Safety Office. These individuals should not attempt to investigate, but should instead report the allegations to the Campus Safety Office and allow the Campus Safety Office to investigate. Other Campus Safety Authorities can receive incident reports of crimes on and off campus and is defined as:

Other Campus Safety Authorities; or any individual or individuals who have responsibility for campus safety and security but, who do not constitute a campus safety officer.

The Leech Lake Tribal College, Campus Safety Office notifies campus security authorities on an annual basis of their reporting requirements and documents such notification in the Campus Safety Office.

Individuals considered Campus Security authorities include:

Leech Lake Tribal College President	218-335-4267
Director of Operations	218-335-4234
Financial Aid Director	218-335-4270
Wellness Center Director	218-335-4254
Library Director	218-335-4240
Director Institutional Advancement	218-335-4262
Dean of Academics	218-335-4255
Chief Financial Officer	218-335-4202
Dean of Student Services	218-335-4276
Human Resources Director	218-335-4261
Director of Assessment & Institutional Research	218-335-4280
Director of Athletics	218-335-4246

Any official of the college who has significant responsibility for student and campus activities, including, but not limited to, student services and conduct, student discipline, and campus judicial proceedings.

If such an official is a spiritual advisor or professional counselor, the official is not considered a campus safety authority when acting as a spiritual advisor or professional counselor.

As a result of the negotiated rule making process which followed the signing into law, the 1998 amendments to 20 U.S.C.

Section 1092 (f), clarification was given to those considered to be campus safety authorities. Campus "Spiritual Advisor" (pastoral counselors), when acting as such, are not considered to be a campus safety authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Counselors are asked to provide information relating to crimes on campus but may continue to honor the confidentiality of victim.

Personal Safety & Security

The Leech Lake Tribal College encourages students and employees to take measures to help increase your personal and the safety and security of others at all times. The Leech Lake Tribal College is unable to provide 24 hours a day, 7 days a week, 365 day per year Safety and Security coverage. The Leech Lake Tribal College Campus Safety Office employs one single Campus Safety Officer and the hours of that Officer reflect the heights of population on the Leech Lake Tribal College campus.

Personal Safety Recommendations:

- Protect yourself.

Be aware of your surroundings at all times.

Do not walk with your phone in front of your face.

Hold your head up, look around as you walk.

Know your escape routes.

Closely examine your vehicle as you approach, look for strange vehicles parked around your vehicle, look for odd shadows from behind your vehicle, flash the lights and beep the horn as you approach, look in the back seat before getting in your vehicle.

Do not walk alone at night, always walk with classmates, friends, instructors or anyone. If you are alone find a staff member and ask them to walk with you. If you cannot find someone, call the Campus Safety Office and ask for an escort.

Keep your cell phone charged and turned on. Call a friend or family member while you walk. Tell them what you are doing just in case something happens they know where you are and that you are in trouble.

Keep your car keys in your hands, hold them firmly, make a fist with a key protruding from your fist as a makeshift defensive weapon.

Do not take shortcuts when walking, walk in paved well lit areas and sidewalks.

Continued Personal Safety & Security

- Protecting yourself off campus

Always lock your door when leaving your residence even, if you are stepped out for a minute.

Leave lights on that are visible from the outside of your home.

Check window and door locks before leaving or going to bed.

Have an escape plan for yourself and others while in your home.

Do not leave valuables in plain sight.

Do not accumulate large sums of money in your home, open a bank account for safe keeping.

Do not answer the door late and night when not expecting someone.

Do not exit your home at the request of a stranger for any reason.

Consider hiding places, rooms that can be isolated and secured from the rest of the house, plan your escape route.

These tactics can be applied anywhere, not only in the home or on campus. In the event of an emergency you will need to know how to escape, where to go for help, what you can do to protect yourself and protect others. The proper mindset can prevent you from becoming a victim to numerous horrific crimes. It is also encouraged that you teach your children the same suggestions listed here. Children, family, grandparents everyone can benefit from taking a moment to plan and prepare mentally, emotionally and physically for an emergency and it could easily make the difference between life and death.

The overall goal of the Leech Lake Tribal College Campus Safety Office is to provide a safe learning environment for our students, families and communities.

Security Awareness Programs for Students and Staff

The Leech Lake Tribal College, Campus Safety Office, in cooperation with the other departments, provides assistance in presenting programs on campus security and public safety at least once each year. Educational programs are presented in the area of crime prevention, sexual assault awareness, personal safety, protection against theft and other subject areas. The Campus Safety Office will invite various speakers, including members of city and county law enforcement agencies to discuss public safety and the prevention of crime. All members of the Leech Lake Tribal College and public are encouraged to attend. Program dates and times will be announced in the All Student and All Staff mass emails, on the electronic message boards, and via flyers well in advance of the scheduled event.

During orientation in August students are informed of services offered by the Leech Lake Tribal College Campus Safety Office and area resources. Presentations cover ways to maintain personal safety and security. Students are told about crime on-campus and in the community. Similar information is made available to new employees by the Human Resources Director and or the Campus Safety Office. Crime prevention programs and sexual assault prevention programs are offered to all staff, students, and faculty via numerous means available to the Leech Lake Tribal College and is strongly encouraged.

Periodically during the academic year the college organizations and departments present crime prevention awareness session on sexual assault (rape, harassment, crime prevention, bystander training, drug/alcohol abuse prevention as well as personal safety). A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to presentation, information is disseminated to students and employees through packets, posters, displays, videos, articles, and television monitors throughout the campus.

When time is of the essence, information is released to the college community through alerts posted prominently throughout campus, voluntary text alerts, and campus computer email system.

Policy & Law Violations

Illegality of Alcoholic Beverages on Campus and Enforcement of Under-Age Drinking Laws the Leech Lake Tribal College forbids the use (consumption), possession, manufacture, sale, transportation or furnishing of alcoholic beverages on campus. The Leech Lake Tribal College also forbids the maintenance of unlawful drinking places on campus. This prohibition of possession or consumption of alcoholic beverages on campus applies regardless of age.

The Leech Lake Tribal College enforces the Minnesota drinking laws, including the prohibition of use by persons less than 21 years of age. Possession or consumption of alcohol on campus is prohibited by the Leech Lake Tribal College and may result in a student/employee suspension or termination of employment. If the accused is not cooperative or is underage, local law enforcement agencies will be called to begin the criminal charge process.

Illegality of Drugs on Campus and the Enforcement of Federal and State Drug Laws the Leech Lake Tribal College forbids the possession, use, or sale of illegal drugs on campus. This includes but is not limited to possession, sale, use, growing, manufacturing and making of narcotic drugs. Exceptions would be drugs prescribed by a doctor's order legally possessed and administered by the prescribed person.

The Leech Lake Tribal College enforces both Minnesota and Federal drug laws regarding the use, possession, and sale of illegal drugs. The Leech Lake Tribal College has been designated "Drug Free". The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Leech Lake Tribal College Campus Safety Office and local law enforcement agencies. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment.

The Leech Lake Tribal College is a commercial tobacco free institution and this policy is widely enforced the Campus Safety Office. Violations of this policy result in disciplinary actions towards students and staff of the Leech Lake Tribal College. Guests and visitors will be asked to extinguish their tobacco or step off campus. This policy also includes vaporizer based delivery systems of nicotine.

Drug & Alcohol Abuse Educational Programs

The purpose of this policy is to set forth the College's policy regarding alcohol and other drug use, including unlawful drug use or abuse in the workplace in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101- 226). The possession, sale or the furnishing of alcohol on the Leech Lake Tribal College campus is forbidden by any and all Leech Lake Tribal College policy and Minnesota State Law. Laws regarding the possession, sale, consumption or furnishing of alcohol is determined by state and federal laws.

However, the enforcement of alcohol laws on campus is the primary responsibility of the Leech Lake Tribal College Campus Safety Office, Director of Operations, and local law enforcement agencies. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by numerous local law enforcement agencies and the Campus Safety Office. Violators are subject to college disciplinary action, criminal prosecution, fine and imprisonment.

It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Leech Lake Tribal College and Campus Safety Office, safety and security policies for anyone to consume or possess alcohol in any public or private area of campus or property. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the college.

The College recognizes the reality of chemical dependency and is aware of its occasional presence in the College community. As a safeguard against this dependency, numerous campus organizations provide prevention programs to the College community. The College encourages and provides reasonable assistance to any student, faculty or staff member who seeks information on chemical dependency or treatment for chemical dependency. Various offices, including area counseling and Human Resources, Wellness Center, Student Services and Campus Safety can provide information and referral to prevention programs for those seeking help with substance abuse.

Victims of Sexual Assault

If You Are the Victim of a Sexual Assault:

Go to a safe place.

If you are on campus contact the Campus Safety Office immediately at 218-766-7237. You may also report the incident to any college employee. All college employees have a duty to report knowledge of incidents of sexual violence. Timely and prompt reporting of a sexual assault within 72 hours is critical in preserving evidence important in proving a criminal case against the assailant or may be helpful in obtaining a protection order. Do not bathe, douche, use the toilet, or change clothing. If you have been the victim of a sexual assault, you should seek medical attention immediately regardless of whether you report the matter to the police.

Cass Lake Indian Health Service
475 7th Street NW
Cass Lake, MN 56633
218-335-3200

Sanford Health Services Bemidji
1233 34th Street NW
Bemidji, MN 56601
218-333-5000

You are not required, but you may file a police report with the appropriate law enforcement agency. Leech Lake Tribal College staff will be available to assist you in this process per your request. For on-campus incidents contact the Campus Safety Office and local law enforcement agencies by dialing 911.

In order to reduce contact between the survivor and the alleged assailant, the College will provide written options, at the request of the survivor, attempt to provide a change in classes, work room, or working arrangements, as applicable and take other appropriate remedial measures. These options are available to victims regardless of whether the victim chooses to report the crime to law enforcement or campus authorities.

Continued Victims of Sexual Assault

You have the right to petition for an Order for Protection (OFP) or a Harassment Restraining Order (HRO). The Leech Lake Tribal College, Campus Safety Office can obtain information on how to file for and request an OFP or HRO.

The Leech Lake Tribal College may take actions it deems necessary in response to all HRO, OFP, or non-contact orders.

You may contact the:

Minnesota Crime Victims Reparations Board at (651) 201-7300.

The Crime Victims Reparations Board provides financial help to victims and their families for losses incurred as a result of a violent crime.

You may also visit <https://dps.mn.gov> for additional information.

Minnesota Domestic Violence Crisis Line (866) 223-1111

National Domestic Violence Hotline, (800) 799-SAFE (7233)

United Way 24-hour Referral Line, 2-1-1

Link for Sexual Assault Resources:

<http://www.dr-bob.org/vpc/virtulets.html#Sexual-Assault>

Link for Sexual Harassment Resources:

<http://www.dr-bob.org/vpc/virtulets.html#Sexual-Harassment>

Find Help in Minnesota: RapeHelpmn.org.

Sexual Assault Training & Aware for Staff

The Leech Lake Tribal College educates the campus community staff, student and faculty about sexual assaults, relationship violence, bystander intervention, and stalking through presentations during new student orientation and various college-wide presentations given throughout the course of the academic year in addition to campus television monitors and student emails. The Leech Lake Tribal College designated investigator and decision maker for sexual violence receive regular training and local education programs.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some of the ways to be an active bystander. If you or someone else is in immediate danger, call 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are OK.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in the Annual Security Report or other resources for support in health, counseling, or with legal assistance.

Reducing Risk of Sexual Assault

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas, it is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as you can appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (call 911)
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink unattended, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

Continued Reducing Risk of Sexual Assault

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- b. Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- c. Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come and get you or make up an excuse for you to leave.
- d. Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgement before doing anything you may regret later.

Jeanne Clery Act of 1990

The Jeanne Clery Act of 1990 requires all college and universities that participate in the financial aid programs to fully disclose any and all criminal acts that take place on or near their respective campus or campuses, under federal statute codification at 20 U.S.C. ss 1092(f) with implementing regulations in the U.S.C. of Federal Regulations at 34 C.F.R. 668.64.

Compliance of the Clery Act is monitored and administered by the United State Department of Education which can impose civil penalties up to \$35,000 per compliance violation against the institution and the United State Department of Education can suspend institutions from participating in the federal student financial aid programs.

The Jeanne Clery act was named in honor of Jeanne Clery a 19 year old student of the Lehigh University who in 1986 was raped and murdered in her residence hall located on campus. The murder of Jeanne Clery not only went unreported but, was not publicized triggering severe and harsh backlash on numerous campuses across the country.

In response to this event the Jeanne Clery Act was introduced to the United States Senate on March 15th, 1989 and passed the Senate on February 22nd, 1990.

The Jeanne Clery Act then went to the House of Representatives as the Student Right to Know and Campus Security Act and was passed on June 5th, 1990.

The Clery Act went to the joint conference committee on October 16th 1990 and was approved by the House on October 22nd 1990 and then approved by the Senate on October 24th, 1990 and was signed into law by then President George H.W. Bush on November 8th 1990.

Clery Act Requirements

Annual Security Report:

By October 1 of each year, institutions must publish and distribute their Annual Campus Security Report to current and prospective students and employees. Institutions are also allowed to provide notice of the report, a URL if available, and how to obtain a paper copy if desired. This report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, campus crime prevention program descriptions, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

Crime Log:

The institution's police department or security departments are required to maintain a public log of all crimes reported to them, or those of which they are made aware. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. Crime logs must be kept for seven years, three years following the publication of the last annual security report.

Timely Warnings:

An institution must keep the most recent eight years (as of 2012) of crime statistics that occurred: on campus, in institution residential facilities, in noncampus buildings, or on public property. Offenses are defined by the UCR Handbook and are not the state crime definitions but rather Federal crime definitions. This has led to possible discrepancies in data reporting. Some changes have been made to further define discrepancies in recent updates to the Clery Act. In 2014, new amendments were made to require reporting on domestic violence, dating violence and stalking. In cases of forcible sexual offenses, there have been reports of colleges questioning accounts of alleged victims, further complicating documentation and policing of student assaults.

Continued Clery Act Requirements

Crimes required to be reported:

- Murder (including nonnegligent and negligent manslaughter)
- Sex offenses (forcible/nonforcible, domestic violence, dating violence, and stalking)
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Arrest

Institutions are required to report on persons referred for campus disciplinary action for:

- Liquor law violations
- Drug-related violations
- Weapons possession

Institutions are required to report on crimes or bodily harm related to/caused by:

- Hate crimes

Reports on complaints of Clery Act noncompliance are available from the Federal Student Aid (FSA) website.[11] Federal Student Aid, an office of the Department of Education, conducts reviews to evaluate compliance with the Clery Act.[12] According to the Federal Student Aid (FSA) page on Clery Act Reports, "The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information. The U.S. Department of Education conducts reviews to evaluate an institution's compliance with the Clery Act requirements....Once a review is completed, the Department issues a Final Program Review Determination. Although regular program reviews may contain Clery Act findings, this page includes only those program reviews that were focused exclusively on the Clery Act. Below, you can access these reports as well as accompanying documentation which may include the complaint, school response, or fine action that resulted from the program review.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law that governs the access of educational information and records.

FERPA gives parents access to their child's education records, an opportunity to seek to have the records amended, and some control over the disclosure of information from the records. With several exceptions, schools must have a student's consent prior to the disclosure of education records after that student is 18 years old. The law applies only to educational agencies and institutions that receive funding under a program administered by the U.S. Department of Education. Other regulations under this act, effective starting January 3, 2012, allow for greater disclosures of personal and directory student identifying information and regulate student IDs and e-mail addresses.[2]

Examples of situations affected by FERPA include school employees divulging information to anyone other than the student about the student's grades or behavior, and school work posted on a bulletin board with a grade. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

This privacy policy also governs how state agencies transmit testing data to federal agencies. For example see Education Data Network.

This U.S. federal law also gave students 18 years of age or older, or students of any age if enrolled in any post-secondary educational institution, the right of privacy regarding grades, enrollment, and even billing information, unless the school has specific permission from the student to share that specific type of information.

Continued FERPA

FERPA also permits a school to disclose personally identifiable information from education records of an "eligible student" (a student age 18 or older or enrolled in a postsecondary institution at any age) to his or her parents if the student is a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally, if either parent has claimed the student as a dependent on the parent's most recent income tax statement, the school may non-consensually disclose the student's education records to both parents.[3]

The law allowed students who apply to an educational institution such as graduate school permission to view recommendations submitted by others as part of the application. However, on standard application forms, students are given the option to waive this right.

FERPA specifically excluded employees of an educational institution if they are not students.

The act is also referred to as the Buckley Amendment, for one of its proponents, Senator James L. Buckley of New York.

The Leech Lake Tribal College requires all employees to attend a FERPA based training at least once a year for any updated information or changes to the act.

Policy Authority of Students, Staff and Others.

This policy applies to all Leech Lake Tribal College students and employees and to others, as appropriate, where alleged incidents of sexual violence have occurred on the Leech Lake Tribal College property. Incidents of sexual violence, dating violence, domestic violence, sexual assault, and stalking alleged to have been committed by a student at a location other than the Leech Lake Tribal College property are covered by this policy pursuant to local, tribal, state and federal laws and the Leech Lake Tribal College Safety & Security Policies and Human Resources Policies. Incidents of sexual violence alleged to have been committed by a Leech Lake Tribal College employee at a location other the Leech Lake Tribal College property are covered by this policy.

Individuals alleged to have committed acts of sexual violence on the Leech Lake Tribal College property who are not students or employees are subject to appropriate actions by the Leech Lake Tribal College, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination and harassment are governed by the Leech Lake Tribal College Campus Safety Office and when appropriate the Leech Lake Tribal College President and Administration as directed or deemed necessary.

Policy Definitions

Leech Lake Tribal College property.

“Leech Lake Tribal College property” means the facilities and land owned, leased, or under the primary control of the Leech Lake Tribal College, subordinate programs, departments, offices, actions or activities including but, not limited to the Leech Lake Tribal College Board of Trustees

.

Employee.

“Employee” means any individual employed full-time, part-time or contracted by the Leech Lake Tribal College excluding interns, student workers and volunteers.

Student.

The term “student” includes all persons who:

Are enrolled in one or more courses, either credit or non-credit, through the Leech Lake Tribal College, Withdraw, transfer or graduate, after an alleged violation of the student conduct code; Are not officially enrolled for a particular term but who have a continuing relationship with the Leech Lake Tribal College. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.

On-Campus—Defined as

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 Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), 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 Building Or Property—Defined as

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.

Continued Policy Definitions

Public Property-Defined as

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

Definitions.

The following definitions apply to this policy and the Leech Lake Tribal College

Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

As a general rule, any death caused by injuries received in a fight, argument, quarrel, assault, or commission of a crime is classified as Murder and Non-negligent Manslaughter (1a).

Criminal Homicide – Negligent Manslaughter

The killing of another person through gross negligence.

As a general rule, any death caused by the gross negligence of another is classified as Criminal Homicide— Manslaughter by Negligence (b).

Sex Offenses – Defined

Forcible Sex Offenses.

Any sexual act directed against another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent.

Reported offenses may include:

Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent

because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will where in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Note: An object or instrument is anything used by the offender other than the offender's genitalia.

Examples include but are not limited to a finger, bottle, handgun, or a stick.

Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Note: Forcible Fondling includes Indecent Liberties and Child Molesting. Because Forcible Fondling is an element of Forcible Rape, Forcible Sodomy, and Sexual Assault with an Object, it should be reported only if it is the sole Forcible Sex Offense committed against a victim.

Sex Offenses, Non-forcible.

Unlawful, non-forcible sexual intercourse.

Reported offenses may include:

Incest - non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape - non-forcible sexual intercourse with a person who is under the statutory age of consent.

Note: If force was used or threatened, or if the victim was incapable of giving consent because of his/her youth or because of his/her temporary or permanent

mental incapacity, then the offense should be classified as forcible rape, not statutory rape.

Sexual Violence

Sexual violence includes a continuum of conduct that includes sexual assault, and non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

Sexual Assault

“Sexual assault” means an actual, attempted, or threatened sexual act with another person without that person’s consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under student conduct codes and employee disciplinary standards. Sexual assault includes but is not limited to:

Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.”

This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.

Involvement in any sexual act when the victim is unable to give consent. The intentional touching or coercing, forcing, or attempting to coerce or force another to touch an unwilling person’s intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast).

Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

Dating and Relationship Violence

Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

Stalking

Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

Consent

Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, and the condition was known or would be known to a reasonable person, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear that force will be used.

Robbery is a vicious type of theft in that it is committed in the presence of the victim. The victim, who usually is the owner or person having custody of the property, is directly confronted by the perpetrator and is threatened with force or is put in fear that force will be used. Robbery involves a theft or larceny but is aggravated by the element of force or threat of force.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon (or displays weapon in a threatening manner) or by means likely to produce death or great bodily harm (e.g. victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness).

Burglary

The unlawful entry of a structure with the intent to commit a felony or theft.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Note: A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails and that fits one of the following property descriptions:

Automobiles - sedans, coupes, station wagons, convertibles, taxicabs, or other similar motor vehicles that serve the primary purpose of transporting people

Buses - motor vehicles that are specifically designed (but not necessarily used) to transport groups of people on a commercial basis

Recreational Vehicles - motor vehicles that are specifically designed (but not necessarily used) to transport people and also provide them temporary lodging for recreational purposes.

Trucks - motor vehicles that are specifically designed (but not necessarily used) to transport cargo.

Other Motor Vehicles - any other motor vehicles, e.g., motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, or golf carts.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Liquor law violations

Arrests or referrals for the violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, or possessing of intoxicating liquor.

Drug law violations

Arrests or referrals for the violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Weapons law violations

Arrests or referrals for the violation of laws or ordinances dealing with weapon offenses.

Larceny-theft –

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another person.

Simple Assault –

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation –

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack. Note: This offense includes stalking.

Destruction/Damage/Vandalism of Property –

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Campus Disciplinary Action for Sex Offenses

Victims of sexual assaults or those witnessing any type of sexual violence or relationship violence are encouraged to report the incident to the Leech Lake Tribal College, Campus Safety Office, any other Campus Security Authority or any faculty or staff. The Campus Safety Office is the office of official record for reports of sexual assault, as it is in all reported law violations. A report with the Campus Safety Office can ensure that proper steps are taken to ensure the safety of the survivor as well as the safety of the campus community as a whole. Filing a report with the Campus Safety Office can also initiate the college disciplinary process, and is an option for any person wishing to report a case of student misconduct.

If filling a Sexual/Relationship Violence report as completely as possible. This report can be obtained from the Leech Lake Tribal College, Campus Safety Office or created in any format that best serves the victim. Be as specific as possible with the information, listing person(s) involved, time(s), date(s), and location(s) of the incident(s) and details regarding the behavior, actions, or statements by the alleged assailant.

The Leech Lake Tribal College will normally not take any disciplinary action against a member of the campus community without a written complaint and the assistance of the complainant in the disciplinary process, unless the College determines there is a clear immediate danger to the victim or the College community.

If the Leech Lake Tribal College determines that continued threat exists, information about the reported sexual assault will be released to the campus community. Taking care to protect the identity of the survivor, the Campus Safety Office will release information regarding the location, date and time of the assault, and any information that might help identify the assailant. The Campus Safety Office will inform the campus community of the reported sexual assault and may use such resources as email notices and social media to communicate this information.

Continued Campus Disciplinary Action for Sex Offenses

In order for the Leech Lake Tribal College to proceed with a prompt, fair and impartial process from the initial investigation to the final report, a written complaint (whether by the victim or a third party) must be filed with the Campus Safety Office. Reports made through the Campus Safety Office will be forwarded to an investigator who receives annual training on the issues related to dating violence, domestic violence, sexual assault and stalking in addition to how to conduct an investigation and hearing processes that protect the safety of the victim and accountability. After receiving a report/complaint, the investigator shall take the steps listed below:

Conduct a prompt, fair and impartial fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings; Per the Student Code of Conduct both parties are allowed to have an advisor or attorney of their choice present during any disciplinary proceedings including any meeting.

The college will not limit the choice of advisor or presence for either. However the advisor/advocate or attorney may not participate in any questioning or advocate on behalf of the student.

The Leech Lake Tribal College procedures ensure that the institution or employee does not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities.

Investigate the complaint without identifying the complainant if, in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint;

Inform the complainant, respondent, witnesses and other involved individuals of the prohibition against retaliation and reprisal;

Create, gather and maintain investigative documentation as appropriate which will be conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused;

Continued Campus Disciplinary Action for Sex Offenses

Disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice (Tennessee warning) in accordance with state law;

Inform the complainant and respondent of the status of the investigation at reasonable times until final disposition of the complaint. Including timely notice of meetings at which the accuser or accused or both may be present.

Conduct further investigation as deemed appropriate by the designated officer; prepare an investigation report for review by the decision-maker;

Take additional investigative measures as requested by the decision-maker;

Provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint; and

Notify both the victim and the accused party of the outcome of the investigation simultaneously in writing that the result of the disciplinary proceedings that arose from the allegation. If there is any change to the result of the disciplinary proceedings both accuser and the accused will be promptly notified.

The possible sanctions and protective measures that Fond du Lac Tribal and Community College may impose following the results of any investigation may include but are not limited to: reprimand, counseling, suspension, community service, social probation, letter of apology, no contact order, housing ban, and/or expulsion.

Provide the investigation report to the complainant or respondent upon request unless the information is protected under state or federal law consistent with the institution's policies and transparent to the accuser and the accused.

Continued Campus Disciplinary Action for Sex Offenses

The Leech Lake College, Campus Safety Office will complete an investigation and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The Leech Lake Tribal College, Campus Safety Office will notify the complainant and respondent if the written response is not expected to be issued within the 60-day period.

The complainant and the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision.

The College uses a preponderance of evidence standard of evidence in determining violations of the Student Code of Conduct and Sexual Violence policy. Students who are found to have violated the Sexual Violence policy could face suspension or expulsion from the College.

During and upon the completion of the complaint process, the complaint file shall be posited in a secure location in the office of the Campus Safety Office of the Leech Lake Tribal College. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Public Grievances, Rights & Services

The Leech Lake Tribal College is dedicated to a policy of nondiscrimination in employment and educational opportunity. No person or persons shall ever be discriminated against in the terms, conditions and practices of employment, personnel practices, access to and participation in, any programs, services, roles, activities or offices in regards to gender, age, color, creed, religion, nationality or ethnicity, disability, marital status, sexual orientation, public assistance, membership or activity in any legal social, private, public group or groups, political affiliation as defined by any local, tribal, state, federal, international, or maritime law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Leech Lake Tribal College and the Campus Safety Office, shall work to eliminate violence in all forms.

Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed towards verbal and physical conduct that constitutes discrimination/ harassment under state and federal law and is not directed at the content of speech.

In cases in which verbal statements and other forms of expression are involved, the Leech Lake Tribal College and the Campus Safety Office will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges and universities have implemented a process to review complaints of discrimination/harassment or sexual violence. This policy supersedes all existing system, college, and university nondiscrimination policies.

Affirmative Action Officer:	Cindy Jackson Kingbird
American with Disabilities:	Cindy Jackson Kingbird
Sexual Harassment Officer:	Cindy Jackson Kingbird

Zero Tolerance of Campus Violence: Cindy Jackson Kingbird

Complaints

A complaint is an informal claim by a student, group of students, or the student government regarding alleged improper, unfair, arbitrary, or discriminatory treatment. A complaint may become a grievance if it is not mutually resolved and if the complaint falls within the definition of a grievance.

Any student or group of students may present or discuss a complaint with the employee(s) whose actions give rise to the complaint, and/or with the administrator to whom the employee(s) reports. The student may have a representative in attendance for any such discussion.

Complaint Procedure

This procedure is to be used when a student has a concern about her/his education at the college. The procedure an accuser should follow is to complete an incident form, or contact the Campus Safety Office. The objective of the procedure is to resolve problems as quickly and efficiently as possible at the level closest to the student so the student's educational progress can continue. Nothing within this process precludes a student from seeking legal counsel at any step. Both the accuser and accused may be accompanied throughout the campus process by an advisor of their choice. The accuser has the option to notify and seek assistance from law enforcement and campus authorities but is not required to do so.

The student should bring the concern to an appropriate staff or faculty member. If the student is uncomfortable with approaching the college employee directly, he/she may select an advocate inclusive of a counselor, minority advisor, or other staff member. The staff member or members attempt to work with the student and any other persons who are involved to respond to the problem within seven (7) days, not including weekends and holidays. If the complaint is not answered satisfactory, the student may follow a grievance using the following procedure.

Continued Grievances / Complaints / Petitions

Complaints

A complaint concerning sexual or relationship violence is a report for the application of the specific provision of a rule or regulation, the application of a rule or regulation in other than a uniform manner, or the application of a rule or regulation other than in accordance with the provisions of the rule or regulation. All evidence will be preserved and handed over to the proper authorities until the complaint is resolved.

In all instances that follow, the term “days” does not include Saturdays, Sundays, holidays or breaks in the academic year.

Student Complaint Process:

Any student attending the Leech Lake Tribal College has the right to file a complaint under the Jeanne Clery Act. A student may file a complaint, which is a written claim raised by a student or group of students alleging sexual or relationship violence by a student or an employee of the Leech Lake Tribal College, an incident of sexual or relationship violent in nature on the college campus or off campus college activity. No retaliation of any kind shall be taken against a student for participation in the filing of a complaint. These procedures shall also protect and honor the confidentiality of the victim and alleged assailant.

Complaint Step Procedures and Time Lines

1. A student may file a complaint at any time.
2. Any student can file a Complaint with the Campus Safety office.
3. Be very specific, listing person(s) involved, time(s), date(s), and location(s) of the incident(s) alleging any improper, unfair, arbitrary, or discriminatory action by any employee involving the application of a specific provision of a college or university rule/regulation or board policy or procedure. If the student chooses to have a designee, a signed release of information form must be attached to the complaint.
4. Return the completed to the Campus Safety Office. The Campus Safety Office has seven working days in which to respond to the complaint. If the complaint is of academic nature the Vice President of Academic Affairs will be consulted for input into the situation. A written explanation will be given to the student and student designee giving notice of the Administration’s decision within seven days.

If not resolved to the satisfaction of all parties involved, the complaint will proceed to the appeal process. Students found to be responsible for a conduct violation shall be provided an avenue of appeal within the institution.

In addition, in cases involving sanctions of suspension for ten days or longer, students shall be informed of their right to be contested case hearing.

5. The Campus Safety Office and the student designee will schedule meetings to talk to the complainant and the person who is the subject of the complaint.

Written notification will be provided to the accuser regarding options available such as changes to: academic schedules, on-campus housing, transportation, and on campus work situations. For the accused protective measures, refer to the Student Code of Conduct due process section. A student has the right to representation at any meeting and may request a mediator of their choice: student, instructor, Student Senate Complaint coordinator, or other.

6. Records and minutes agreed upon by all parties involved will be kept on all meetings and discussions and may be consulted for future reference.

7. Written summaries/agreements of the parties involved will follow any discussion.

8. The complaint procedure shall include an opportunity to appeal a complaint decision. The individual to whom an appeal is directed should be identified by the college for the issue(s) in question. If the complaint involves a college rule or regulation, a student may appeal an official complaint through procedural steps up to the President or designee. The decision of the President or designee is final and binding. If, the complaint involves a policy or the actions of the college President, a student may further appeal the college or universal decision through the Board of Trustees. The decision of the Board is final and binding.

The Campus Safety Office will make sure that confidentiality of the report is maintained throughout the process. Incident reports shall be kept under the direction of Campus Safety Office for a period of time as defined by college document retention policy. The incident reports, the referral process, actions taken and incident closure will be assessed on a regular basis by the Campus Safety Office or the Dean of Student Services for accuracy, proper procedure, and timeliness. The report will be issued a control number and will be stored either electronically or on paper depending upon the submittal source and will be the responsibility of the Campus Safety Office.

Student Code of Conduct

Leech Lake Tribal College expects students to conduct themselves in a manner that is conducive to learning and respectful to others. This applies both on-campus and at college-sponsored or otherwise related activities off-campus. In addition, all students at Leech Lake Tribal College must comply with applicable laws that govern the Leech Lake Reservation. Students who do not comply with college regulations or commit violations of a serious nature may be suspended or dismissed from Leech Lake Tribal College. Persons who are not students or employees of the college are required to abide by the Leech Lake Tribal College policies and student-conduct regulations while on campus property. Each student is responsible for becoming familiar with and complying with the standards of conduct at Leech Lake Tribal College and reporting the actions of others, including, but not limited to:

☐ Obstruction/disruption of teaching, research, administration, discipline, or any other college duty or function, including public service functions. This includes participation in demonstrations on campus which materially and substantially disrupt or obstruct normal college function, including unauthorized occupation of the premises.

☐ Falsification, forgery, alteration or use of college documents, records, and instruments of identification with intent to defraud the college or perpetrate an act of academic dishonesty (See Academic Integrity).

☐ Failure to comply with orders or directives of college officials, faculty, security officers, or any other law enforcement/fire department personnel acting in the performance of their duties.

Unauthorized entry into/onto or use of college facilities or equipment.

☐ Disorderly conduct or lewd, indecent behavior, conduct or expression, including abusive and profane language.

☐ Conduct which is physically abusive to others or threatens to endanger the health, life or safety of others or oneself on college property.

☐ Sexually abusive or harassing conduct towards others, including but not limited to sexual intimidation, unwanted touching, sexual contact/assault, or any other uninvited behavior of a sexually explicit nature.

☐ Hazing and initiation activities in all forms, including but not limited to striking, laying hands upon, treating with violence, or threatening to do bodily harm to another person with the intent to punish or injure.

☐ Unauthorized use or possession of firearms, other weapons, explosives, firecrackers, or chemicals within or upon the grounds, buildings or any other facilities of the college.

☐ Theft or attempted theft of, on or from college property/activities or individuals.

☐ Vandalism, including but not limited to defacing, graffiti, and trashing or attempting to damage property of the college or of another individual.

☐ Excessive noise or any act occurring on the college campus which intentionally disturbs the peace and quiet of any person or group of persons.

☐ Illegal gambling activities.

Misuse of college telephones, including but not limited to charging any long-distance calls and making telephone calls of an offensive, obscene, or illegal nature to or from any telephone on campus.

Disciplinary Actions

Appropriate disciplinary action will be enforced upon any student guilty of violating regulations governing conduct at Leech Lake Tribal College. The following sanctions are consistent with Tribal, State and Federal laws, and may be imposed for violation of the standards of conduct cited in this policy. These standards may include, but are not limited to:

1. Warning.
2. Loss of privilege.
3. Restitution.
4. Mandatory participation in an approved drug/alcohol abuse treatment, rehabilitation and/or re-entry program.
5. Probation.
6. Suspension.
7. Dismissal.
8. Where appropriate, referral for prosecution may be made. One or more other sanctions may be imposed for violation of college regulations in relation to the offense.

Student Grievance Process

Leech Lake Tribal College will afford all students the right to a fair hearing. These procedures are designed to address student complaints and grievances, which include, but are not limited to, discrimination or other areas of college policy violation.

1. All student grievances/complaints must be submitted in writing to the Dean of Student Services and must contain the following information:
 - a. Name, address and phone number of person filing the grievance.
 - b. Nature of the grievance in full detail.
 - c. Place, date and time of alleged incident.
 - d. Name of person(s) accused of the violation.
 - e. Requested action.
 - f. Any background information the student(s) filing the complaint believes to be relevant.
2. The Dean of Students will attempt to resolve the complaint with the student(s) in question. If the complaint cannot be resolved, the Dean of Students will take the following actions and inform the Vice President of Academic Affairs and Student Services:
 - a. Meet with all persons involved in in a further attempt to resolve the complaint.
 - b. If the complaint is not resolved, the Dean of Students will notify an ad hoc Student Grievance Committee to review the complaint and make recommendations for resolution of the student's complaint.
 - c. The Grievance Committee will confer with the Vice President of Academic Affairs and Student Services and make a decision on resolving the complaint. The Vice President of Academic Affairs and Student Services has final authority in determining the resolution of all student grievances.

Drug & Alcohol Free Campus

Leech Lake Tribal College policy fully complies with current and future requirements, regulations, or interpretations of the Federal Drug Free Schools and Communities Act/Amendments of 1989 and the Drug-Free Workplace Act of 1988. (34CFR Part 85, Sections 85.610).

Drugs & Illegal Substances

Leech Lake Tribal College Drug and Alcohol policy prohibits students and college staff from manufacturing, possessing, using, delivering, buying, selling or distributing substances prohibited by the Leech Lake Tribe, the State of Minnesota and/or the Federal Government.

Students, faculty, or staff violating this policy will be reported to the Dean of Students or Dean of Instruction. Students, faculty or staff violating this policy will also be reported to the local police and prosecuted to the full extent of the law.

Alcohol Use

Leech Lake Tribal College students, faculty, or staff under the influence of alcohol during classes or during college events will be removed from college property. Students, faculty, or staff who violate this policy will be subject to suspension or termination from the college.

Leech Lake Tribal College sanctions for students, faculty, or staff who violate the drug and alcohol Policy are:

- Suspension from the college for up to 30 days
- Possible termination of employment
- Expulsion from the college
- Possible legal action

Other possible legal sanctions:

- Alcoholic beverages, possession by a minor: Charge.
- Alcoholic beverage unlawfully delivered to a minor: Charge.
- Minor furnishing money for the purchase of alcoholic beverages: Charge.
- Possession of an illegal or controlled substance: Charge.

Leech Lake Tribal College will not hesitate in bringing charges and legal action against any student, faculty or staff member who violates the College's Drug and Alcohol Policy.

Smoke Free Campus Policy

As of August 2014, Leech Lake Tribal College is a proudly commercial tobacco free campus. We are committed to providing students, employees and the general public with a safe and healthy work and school environment.

The use of commercial tobacco, including but not limited to pipes, cigars, cigarettes, and all forms of smokeless tobacco, is not permitted anywhere on campus, other school property, or in association with school activities. Students, staff, or faculty desiring to use commercial tobacco must leave school property or activities to do so. Violations may result in disciplinary action.

However, as an Anishinaabe institution of higher learning, LLTC does allow, support, and encourage the use of asema or tobacco for spiritual or ceremonial purposes associated with Ojibwe or other Native American culture, including but not limited to pipe and drum ceremonies, smudging, and prayers.

Sexual Harassment Policy

Leech Lake Tribal College is committed to maintaining a safe, comfortable learning environment for all students. Sexual harassment undermines the mission of the College, offends the integrity of the College community, and will not be tolerated.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, stalking, or other verbal or physical conduct of a sexual nature that interferes with an individual's educational performance or otherwise creates an intimidating, hostile or uncomfortable environment.

Sexual harassment is prohibited by both state and federal law. Any student who engages in sexual harassment is subject to disciplinary action up to and including suspension from LLTC.

If you believe you have been subjected to sexual harassment, you are asked to report your concerns immediately to Security, an instructor, Dept. Chair, Dean of Instruction, Dean of Students, or any other member of the College staff with whom you feel comfortable filing such a report. To the extent permissible, all such reports will be treated confidentially and will be investigated in a prompt and responsible manner.

Computer Network & Software Policy

I. COMPUTER USAGE

- ☐ It is the computer user's responsibility to obtain or remember any passwords or other information required for the use of LLTC computers.
- ☐ College computer workstations are provided solely for academic use.
- ☐ Be respectful of other computer users and the computer equipment.
- ☐ Computer users are expected to clean up the area around their computer workstation before leaving. This includes retrieving any removable storage devices. Leech Lake Tribal College is not responsible for any materials left behind.
- ☐ Please properly store or dispose of any food or drink items before entering the computer labs or using LLTC computers. Food and drink aren't allowed at any LLTC computer workstation.
- ☐ Users are not allowed to install or uninstall software of any kind without prior approval from LLTC IT personnel or your technology instructor.
- ☐ All software installed on LLTC computers is the intellectual property of Leech Lake Tribal College; copying and duplication are prohibited.
- ☐ Computer workstations are not to be removed, relocated, or modified in any way without explicit approval from the LLTC IT Department.
- ☐ Using computer workstations for recreational purposes is not permitted. These computers are provided for academic or professional use only.
- ☐ Use of any LLTC computer workstation constitutes agreement to abide by any and all LLTC policies governing computer use.

II. INTERNET USAGE

- ☐ Internet is provided solely for academic and professional use. Accessing websites inconsistent with this purpose (e.g. pornography, gambling sites, or illegal software pages) will be considered a severe violation of acceptable use policy and may result in suspension or loss of computer privileges.
- ☐ The IT Department reserves the right to block web sites that are irrelevant to or may pose dangers to the campus computer network.
- ☐ The IT Department reserves the right to monitor internet usage to ensure it is in keeping with college policies. Use of any LLTC computer workstation constitutes acknowledgement and acceptance of this monitoring.

- ☐ Using LLTC computers/internet to distribute SPAM (unsolicited e-mail) or harassing messages is prohibited and may result in the loss or suspension of computer/internet privileges.
- ☐ LLTC computers/internet may not be used for illegal or disruptive purposes, including but not limited to sending computer viruses, monitoring electronic communications, launching Denial of Service (D.O.S.) attacks, cyber-stalking, and distributing or downloading copyrighted material.
- ☐ LLTC computers/internet may not be used to provide internet-based services without explicit approval from the LLTC IT department. Examples of Internet-based services include, but are not limited to: FTP servers, Web servers, P2P file servers, IRC servers, and Game servers.

III. STORAGE OF PERSONAL DATA

- ☐ Personal files should ONLY be saved to personal storage devices or disks. The college is not responsible for personal data saved on LLTC computers.
- ☐ Any files saved on LLTC computers will be lost when the workstation is reset.

IV. CONFIDENTIALITY AND PRIVACY

- Leech Lake Tribal College will treat all information stored on computers as confidential. Disclosure of this information will be honored under one of the following conditions:
 - When authorized by the President or Vice President of Academic Affairs.
 - When requested by the owner of the information.
 - When required by local, state, tribal or federal law.

IV. VIOLATIONS OF POLICY

- ☐ The College may take disciplinary and/or legal action against any individual violating LLTC computer policies.
- ☐ Minor infractions may be handled in an informal manner such as e-mail or in-person discussion.
- ☐ For major infractions, the IT department may temporarily or permanently suspend a student's computer & e-mail account. A second violation will result in suspension of computer services for one semester. Additional violations may result in charges being filed against the student by the Student Services Department.
- ☐ An individual suspected of violating LLTC computer/internet policy will be notified via a formal written letter from the IT Director. The individual must

respond to the notice within 10 working days by contacting the IT Director to discuss the violation in question and appropriate corrective action. If no response is made, the case will be forwarded to Student Services for disciplinary action.

Social Media Policy

Leech Lake Tribal College students should assume that when using any form of social media, you are representing the College, as well as your own viewpoints; therefore, each student should exercise discretion, thoughtfulness, and respect for your peers, faculty/staff, and LLTC supporters/community members in everything you post.

LLTC Student Hand Book 16

Above all, our online actions should be governed by the seven Anishinaabe values upon which LLTC was founded: humility, truth, courage, honesty, respect, love, and wisdom.

Coping with Personal Emergencies

In the event of an emergency (e.g. illness, accident, family problem) that requires your absence, you should contact each of your instructors as soon as possible. If this is not possible, you should contact the Dean of Instruction for assistance. If the emergency will cause an extended absence, it may be possible to make arrangements with your instructors to complete your work at a later date. This is called an “incomplete.” If your absence has caused specific academic concerns for you, it is strongly recommended that you request assistance from the Dean of Students or your advisor.

Academic Integrity

Honesty in academic matters is expected of all students. Actions that are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as your own, to receive credit for assignments you did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity. Acts of academic dishonesty include, but are not limited to:

- ☐ Obtaining, disseminating, or using unauthorized materials for the completion, by you or another student, of an examination paper or assignment.
- ☐ Unauthorized collaboration with another student in completing an assignment.
- ☐ Allowing your work to be submitted for credit by someone else.
- ☐ Copying from another student's paper or an assignment.
- ☐ Computer theft, such as unauthorized duplication of software and/or unauthorized access to accounts other than your own. This includes the use of college resources for financial gain.

PLAGIARISM:

The representation of another's ideas, statements, or data, as your own. This includes copying, paraphrasing, or summarizing another person's work without the proper acknowledgement (footnoting, in-text credit, citations, etc.).

LLTC has a zero-tolerance policy on academic dishonesty. In situations where dishonesty is suspected, the concerned faculty member will meet with the student, state the charge and potential corrective action, and refer him or her to the academic appeals section of the college catalog. Copies of this notice will be sent to the appropriate Department Chair and Dean of Academics. Cheating, plagiarizing, or committing other forms of academic fraud can result in an "F" for the course, academic suspension, and/or further consequences.

Departments and Service Providers

Students with Disabilities

Student Services provides a confidential setting for the unification of services for students with a documented disability. When appropriate, services are coordinated with outside agencies such as the Minnesota State Services for Blind and Hearing Impaired, and the Department of Rehabilitation Services. For more information contact Student Services at (218) 335-4220.

Library

In early 2015, Leech Lake Tribal College opened a brand new state-of-the-art library, intended not only to facilitate greater support of the student academic experience, but to share space, resources and services with the entire community.

The new library offers a vastly increased and improved collection of books for both adults and children, current newspapers, DVD's, archived materials, multiple computer and iPad workstations, and quiet areas to study and relax.

Student services that are available here include homework help, research assistance, and the Learning Resource Center (LRC), where student mentors and tutors are available to the student body. It also includes a smart classroom with 15 student computer terminals.

Leech Lake Tribal College students also have library privileges at the Bemidji State University Library. LLTC student ID cards, with a current validation sticker, are required for use of the Bemidji State University Library. Photocopying services are available in the college library for a small fee.

Extension Office

The Extension Office serves as a vehicle for positive change in the community by providing training and educational opportunities that will link cultural and spiritual values with the best of contemporary technology, thus promoting an environment for sustainable living, community ownership and personal empowerment.

As an outreach arm of Leech Lake Tribal College, the Extension Office addresses the needs of a changing and diverse workforce with skills-based training and continuing education courses required for re-certification and licensure.

The Extension Office provides classes, open to the public, in Cass Lake and at various sites across the Reservation. Special programs in the OCCE division include the Gitigan or gardening project, and Biboonaadizoo-Kaan, or winter storytelling, as well as classes in deer processing, credit building, HIV awareness, and etc.

The Wellness Center, with breastfeeding and diaper-changing areas and supplies, also operates under the umbrella of the Extension Office. Weekly lunch and learn activities put on by the Wellness Center provide life skills development and awareness of educational/professional awareness to the LLTC student body and wider college community.

Other On-Campus Services LLTC Student Hand Book 19

Community members may take course offerings offered through the Center for Career Development and may receive Continuing Education Units and certificates of attendance. One continuing education unit is awarded for 10 hours of class. These units are not college credits, but a record of these classes is maintained by the College. Continuing education units document professional advancement as well as the enjoyment of learning together in the community.

Student Dining

Leech Lake Tribal College does not currently offer campus dining; however there are various restaurants and fast-food establishments within a short driving distance of campus. Each Monday during the Fall and Spring semesters, the College holds a drum ceremony and provides a noon meal—open to all students and staff/faculty—in the Drum Room. Various meals are also available to students who participate in lunch and learn activities, Talking Circle, and other activities.

Family Education Rights and Privacy Act of 1974 (FERPA)

FERPA applies to all colleges and universities that receive funds under any program of the U.S. Department of Education. FERPA is a federal law that gives students (and parents of children under 18 years old) the right to access their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information for the education records. Parents transfer their rights under FERPA to their child when he or she has attained 18 years of age, or is attending an institution of post-secondary education.

Leech Lake Tribal College is in full compliance with federal law pertaining to student records. A complete state-ment of Family Educational Rights and Privacy Act of 1974 is available from the Registrar's office.

Student Rights under FERPA

The student has the right to inspect and review his/her education records maintained by the institution the stu-dent attends or has attended.

Procedure to inspect and review:

1. Complete "Request to Inspect & Review" form located in the Student Services Office.
2. Submit form to the Registrar.
3. Student will be notified, by letter, of inspection and review date.

Academic Records

Education records are those, files, documents, and other materials that contain information directly related to a student, and are maintained by an educational agency; these may include:

Admission records Cumulative academic records

Financial Aid records Financial records

Placement records Progress reports

Disciplinary records Health records

Education records do not include:

- ∞ “Sole possession” records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute;
- ∞ Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement;
- ∞ In the case of persons who are employed by an educational agency or institution, but who are not in attendance at such agency or institution, records made and maintained in the normal course of business, which relate exclusively to such person in that person’s capacity as an employee, are not available for use for any other purpose; or
- ∞ “Medical Treatment” records on a student who is 18 years of age or older, or is attending an institution of postsecondary education, which are made or maintained by a physician, psychiatrist, psychologist or recognized professional or paraprofessional acting in his professional capacity, and which are made, maintained, or used solely in connection with the provision of treatment to the student, and are not available to anyone other than the persons providing such treatment, except that such records can be personally reviewed by a physician or other appropriate professional of the student’s choice.
- ∞ “Post attendance” records that only contain information about an individual after he or she is no longer a student at that institution.

The student has the right to challenge and require the school to amend any portion of the education records concerning the student that is inaccurate, misleading or otherwise in violation of the student’s privacy rights.

Student Identification Cards

All students are issued a Leech Lake Tribal College student identification card. The first identification card will be issued to the student free of charge. Duplicates are available for a \$10.00 fee. Application for duplicates must be made in the Student Services office. The \$10.00 fee must be paid at the Business office before the student is issued the new card. All cards must be validated each semester based on the student's class schedule. The Registrar will validate student identification cards with a new sticker for each semester (See Student Services for Identification Cards).

Note: An agreement with Bemidji State University allows library privileges at BSU to LLTC students possessing an ID card.

Student Organizations

Leech Lake Tribal College has many options for student involvement. For additional opportunities, talk to your faculty advisor or the Dean of Student Services. To initiate a new club or organization, contact the Dean of Student Services at 335-4220.

College Bookstore

Textbooks and related materials are available for purchase from the College Bookstore. Students with financial aid awards may charge books and College course supplies at the bookstore up to the date posted by the bookstore. After the posted date, book and supply bills are closed and submitted to the Financial Aid office. After this time, students must pay for all textbooks at the time of purchase

Student Senate

The Student Senate is composed of eight student representatives from the student body. LLTC student members, through annual elections, will select students to serve on the Student Senate. It is the responsibility of the Student Senate to conduct business according to its approved by-laws.

The Student Senate's responsibilities are:

1. To engage in and/or coordinate activities necessary for the purpose of advocating and supporting endeavors by the Student Members or by the LLTC, providing that such endeavors focus on promoting quality in American Indian Higher Education.
 2. To conduct regular and special business meetings of the Student Senate as may be deemed necessary to fulfill the purpose and responsibilities of the organization. To inform all constituents of the Student Senate of all pertinent business actions and organizational activities of the Student Senate.
 3. To communicate student concerns to Administration.
 4. To develop a yearly budget and allocate student fees.
- Student Senate officers consist of a President, Vice President, Secretary, and Treasurer. LLTC may select or appoint additional officers or assistant officers as deemed necessary and appropriate.

Membership in this organization is open to any student at LLTC. Students are encouraged to meet the Student Senate's weekly meetings, as voting privileges are granted to all students. This organization does not discriminate on the basis of disability, ethnicity, race, religion, creed or sexual orientation.

Each year, Student Senate will be assigned a faculty or staff advisor appointed by the LLTC administration.

Student Organizations

AIBL

American Indian Business Leaders organized a campus chapter in 2006. The mission of AIBL is to increase the representation of American Indians and Alaska Natives in business and entrepreneurial ventures through education and leadership development opportunities. For membership information, contact the Business Management instructor(s).

AISES

American Indian Science and Engineering Society has an active chapter on campus. The mission of the AISES is to substantially increase the representation of American Indians and Alaskan Natives in engineering, science, and other related technology disciplines. For information, contact the Department of Math, Science, and Technology.

AIHEC

The American Indian Higher Education Consortium (AIHEC) is an annual event held each spring representing 37 colleges throughout the United States and one Canadian Institution. To learn more about AIHEC, visit their website at www.aihec.org.

STEM

North Star STEM Alliance – Leech Lake Tribal College Chapter
Students enrolled in STEM areas have access to :

- Funding for undergraduate research experiences
- Student employment in leadership roles
- Stipends for participation in community and professional activities
- Connections to tutoring, mentoring and study group support
- Preparation for and support in identifying undergraduate research experiences locally, nationally, and internationally
- Exploration of post-baccalaureate opportunities
- Social networking among faculty, students and STEM professionals
- Exposure to professional opportunities and professional societies

Contact Phone Numbers & Address

Administration 218-335-4290
Dean of Students 218-335-4221
Dean of Instruction 218-335-4253
Director of Learning Center 218-335-4242
Director of CCE 218-335-4279
Security 218-335-4260
Faculty 218-335-4200
Bookstore 218-335-4250
Business Office 218-335-4250
Computer Lab 218-335-4243
Library 218-335-4240
Student Services 218-335-4220

Leech Lake Tribal College
6945 Little Wolf Road NW
Cass Lake, MN 56633
218-335-4200
www.lltc.edu
registrar@lltc.edu

Clery Act Report 2016

September 20th 2015 – September 30th, 2016 the following criminal acts and offenses have occurred within the Leech Lake Tribal College Campus.

Offense:	2014	2015	2016
Murder / Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses – Forcible	0	0	0
Sex Offenses – Non Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

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

Offense:	2014	2015	2016
Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction / Damage / Vandalism of Prop.	0	3	0

Secondary Reporting Requirements regarding the following Institutional Disciplinary Referrals for:

Offense:	2014	2015	2016
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	4
Arrests	0	0	1

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 the Leech Lake Tribal College.

Offense:	2014	2015	2016
Race Based Hate Crime	0	0	0
Gender Based Hate Crime	0	0	0
Religion Based Hate Crime	0	0	0
Sexual Orientation Based Hate Crime	0	0	0
Ethnicity Based Hate Crime	0	0	0
Disability Base Hate Crime	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 Woman 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
Forcible Sex Offenses	0	0	0
Non Forcible Sex Offense	0	0	0
Aggravated Assault	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Family Violence	0	0	0

Campus Safety Office Statistics

The Leech Lake Tribal College publishes the Annual Safety and Security Report on the Leech Lake Tribal College website every October as it is updated annually. Any person or persons that desire additional inform regarding criminal statistics will be provided a copy of the Annual Security Report as well as the Annual Clery Report from the Leech Lake Tribal College Campus Safety Office.

Additionally, the Leech Lake Tribal College 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 the Leech Lake Tribal College. These activities vary in nature but, help to illustrate the role and work load of the Campus Safety Office.

For Example, Leech Lake Tribal College Campus Safety Office call statistics:
September 30th, 2015 – September 30th, 2016:

	2015	2016
Campus Safety Calls for Service:	264	258
Animal Complaints	5	22
Health and Welfare Check	9	19
Intoxicated Person	17	30
Parking Violation	13	66
Medical Emergencies	4	7
Attempt to Local Lost Items	41	17
Personnel Safety and Security	61	41
Smoke Free Campus	69	39
Campus Alarm Calls	45	17

As the statistics display, during the 2016 summer months we had a pack of non-aggressive local dogs touring campus regularly. The animals were not a threat but, caused numerous calls for service.

Health and Welfare Checks increased but, this can be direct contributed by an increase of staff awareness of possible emergency or concern.

Intoxicated Persons increased slightly due to a longer warm weather season and did not require any law enforcement involvement as most incidents were people walking across campus.

Parking Violations jumped considerably and will continue as efforts are made to address parking issues.

Personal Safety calls has decreased sharply and steadily over the last year. This is a wonderful sign of the overall safety and security of our campus. It has decreased and generally became a safer, healthier, happier environment.

Campus Alarm Calls is critical and dropped enormously. This decrease displays the continued education of our staff and faculty relating to campus security and safety during after-hours operations. It also highlights our teamwork to make our campus a safer place at all hours of day.

Thank you for making our Campus a safer environment to live, work and learn. It is truly appreciated by all.

Delmar L. Jones III
Leech Lake Tribal College Campus Safety Director
Cell: 218-766-7237
Office: 218-335-6240
Email: delmarjones@lltc.edu