



The College of *St. Scholastica*

Grand Rapids Campus

Located on the
Itasca Community College's Campus
1851 E. Highway 169
Grand Rapids, MN 55744

2015 Safety and Security Information Report

Issued 2016

Annual Safety and Security Information Report

The Department of Safety and Security publishes this report to inform the St. Scholastica community about campus security policies, initiatives to prevent and respond to crime and emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and uses information maintained by Campus Security, information provided by other college offices such as Student Affairs, Residence Life, and other Campus Security Authorities, and information provided by local law enforcement. Each of these offices provides updated policy information and crime data.

The information in this brochure is provided in compliance with the Crime Awareness and Campus Security Act (CACSA) of 1990 and the Higher Education Opportunity Act (Public law 110-315). Please be aware that these offenses are only those that the law requires colleges to report. Sadly, no community is immune to crime and that is also true of our campus. Incidents such as petty theft and vehicle break-ins do occur on campus. Even though CACSA 1990 does not require reporting these "less serious" crimes, the College administration believes that it is important to do so to ensure that everyone takes proper precautions to prevent such occurrences.

The College believes it is important that members of our campus community view this data realistically and remain vigilant to the possibility of criminal activity on campus. We ask that everyone make use of the security awareness and crime prevention programs mentioned in this brochure and report suspicious persons or activities to the Security Department. If you become the victim of crime on campus, please report this as soon as possible to campus security. Not only may the criminal be apprehended, but your report might also save someone else from being victimized.

Questions or concerns about any of the policies or procedures outlined herein may be directed to the Safety and Security Manager (218) 723-6387 mturner@css.edu or to the Vice President for Student Affairs (218) 723-6167 slyons@css.edu.

About The College of St. Scholastica

The College of St. Scholastica is an independent, coeducational, comprehensive college with programs in the liberal arts and sciences and professional career fields. Founded in the Catholic intellectual tradition and shaped by the Benedictine heritage, the College stresses intellectual and moral preparation for responsible living and meaningful work.

The curriculum serves the mission of the College by providing undergraduate and graduate education that is grounded in the liberal arts and sciences. The entire College is committed to an educational process requiring students to meet rigorous academic standards, to broaden the scope of their knowledge, and to be accountable to both self and society.

The College is committed to providing a quality education through programs and services on the main campus in Duluth and extended sites throughout the state that accommodate diverse needs.

About Accelerated Learning Program

The Accelerated Learning Program meets the lifelong learning needs of today's busy adults by offering courses in an accelerated eight-week term format. Classes meet one night per week from 5:30 to 9:30 p.m. Full-time students take two classes per term. Courses are offered in six eight-week terms per year. Campuses are conveniently located at sites in Brainerd MN, Duluth MN, St. Cloud MN, St. Paul MN, Inver Hills MN, Grand Rapids MN, Cloquet MN, and Mesa AZ. New students can enroll at any time.

Each campus site offers complete assistance with degree planning, financial aid and registration. Undergraduate college credit can be requested for prior learning and life experience that may reduce the time to complete the degree.

Campus Safety

Campus Security encourages college community members to be fully aware of the safety issues on the campus and to take action to prevent and report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community.

Reporting of Crimes or Emergencies

Our CSS campus is located within the Itasca Community College campus. Members of the St. Scholastica community are urged to notify the program Director immediately of any criminal activities or other emergencies that they may observe on campus. If an emergency requires 9-1-1 response for police, fire or ambulance assistance, call 9-1-1 first and then Itasca Community College Campus Security by at 218-259-6322.

Maintenance and Security of Campus Facilities

The College of St. Scholastica maintains a strong commitment to campus safety and security. Working together with Itasca Community College, any safety and security related problems, such as exterior and interior lighting, malfunctioning locks or card readers, exit doors, and windows are promptly repaired.

Security Awareness and Crime Prevention

It is the goal of The College of St. Scholastica to take a preventive rather than reactive approach to reducing crimes. The primary approach to accomplishing this goal is the College's crime prevention program. This program is based upon the dual concepts of eliminating or minimizing criminal opportunities, and encouraging students, faculty and staff to be responsible for their own security and the security of others. The following is a list of crime prevention programs and projects employed by The College of St. Scholastica.

- **New Student Orientation:** Welcomes new students into our community, sets expectations for behaviors based on our values, and all students to respect others.
- **Campus Escorts:** Members of the campus community can receive a security walking escort to their vehicles, Sunday through Thursday from 5:00 p.m. to 12:00 a.m., Friday and Saturday from 6:00 p.m. to 2:00 a.m. through the Itasca Community College's Campus security. To request an escort, call the Camps Security Duty phone at 218-259-6322
- **Inspections:** Inspections of exterior lighting and exterior doors and grounds are conducted by building management on a regular basis. Building management correct any deficiencies noted.
- **Sexual & Gender Based Misconduct Intervention & Prevention:** The College provides a confidential Gender Equity and Anti-Violence Allies (GEVA) Team to campus community member needing more information about sexual and gender based misconduct. The College's Violence Intervention & Prevention Project (VIP) provides awareness, education, prevention, and bystander intervention programs about sexual and gender based misconduct throughout the campus. The VIP Project Coordinator also coordinates the College of St. Scholastica Community Coordinated Response Team to work on our prevention efforts and response/intervention for those who have experienced sexual or gender based misconduct.
- **Reporting Sexual or Gender Based Misconduct:** The College provides three options for reporting sexual or gender misconduct. See the Sexual & Gender Based Misconduct Policy for more in depth information regarding requirements. <http://www.css.edu/vip>
- **Campus Crime Reporting:** Contact the Program Director, Grand Rapids Police Department (911 for emergencies or 218-326-3464 for non-emergencies) and the Itasca Community College campus security to report any criminal activity. This is a confidential reporting process that allows the campus community to report any criminal activity.
- **Itasca Community College Emergency Numbers:**
 - Fire, Police, Ambulance: 911 (9-911 from campus phones)
 - ICC Security Director: 218-322-2319 / 218-838-3803
 - ICC Campus Security: 218-259-6322 (afternoon/evenings during school year)
 - ICC Safety / Physical Plant Director: 218-322-2444
 - ICC Switchboard: 218-322-2300
 - ICC Maintenance (cell): 218-244-3191 / 218-259-1722
- **Saints Alert – (Rapid Emergency Notification System):** The College of St. Scholastica has implemented a Web-Based system (Saints Alert) that allows communication via cell phone voice and text messages, emails, and-line phones, PDA's and the Web. This is used in emergency situations demanding communication as near to immediate, and comprehensive in reach, as possible, such as natural or man-made disasters, severe weather, or crime events.
- **Timely Warning Alerts:** Notice is given to the campus community of any criminal activities on campus that might affect the safety of others. This is done by posting notices throughout the campus using the campus e-mail announcements.
- **Daily Crime Log:** The Daily Crimes Log is for recording all criminal incidents reported to the Campus Site Director and the Itasca Community College's Security Office. The Daily Crime Log for the last 60 days is open to public inspection and posted outside of the Campus Site Director's Office. This log is maintained by the Campus Site Director or their designated representative.

If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

If new information about a particular incident becomes available, the new information will be recorded.

The following information is required to be listed in the Daily Crime Log:

1. Incident number – The CSS Security incident number.
2. Location – The location where the incident occurred.
3. Offense – The classification of the offense that was reported. In the event that more than one offense is reported, all the offenses will be listed under this category.
4. Disposition – The disposition is the current status of the reported incident.
 - Active/Open – The case is not cleared and has a reasonable solvability factor. The matter will be investigated further.
 - Inactive – No current solvability factors present.
 - Arrest – The individual or individuals involved in this case were arrested for the alleged offense.
 - Conduct Referral – The individual or individuals involved in this case were referred to the Student Conduct Officer for sanctions.
 - Closed – The case has been investigated and closed out.
 - Unfounded: A determination is made through investigation that a reported offense or attempted offense is false or baseless.

Emergency Response and Notification

The College encourages all community members who become aware of any threat or dangerous situation, to immediately call 911 and Itasca Community College's Campus Security.

Saints Alert – (Rapid Emergency Notification System): The College of St. Scholastica has implemented a Web-based system that allows communication via cell phone voice and text messages, emails, and-line phones, PDA's and the Web. This is used in emergency situations demanding communication as near to immediate, and comprehensive in reach, as possible, such as natural or man-made disasters, severe weather, or crime events.

The college tests its Saints Alert twice per academic year, once each semester.

The following positions oversee the dissemination of the Saints Alert messages:

Program Director
Communication Specialist for Web Marketing
Executive Director of Marketing, Communications and Media Relations
Director of Facilities Services
Safety and Security Manager
Telecommunications Manager
Vice President of Finance

Timely Warning Alerts

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, The College of St. Scholastica issues timely warning reports to notify the campus community of Clery Act crimes or other serious incidents that the College determines represent a serious and ongoing threat to the campus. The College may distribute timely warning reports using a variety of means, including e-mails, flyers, and website announcements posted on the College's internal Cor website (<http://cor.css.edu>).

To report an incident that may warrant the issuing of a timely warning, immediately contact the campus Program Director. They in turn will work with the college's Safety and Security Manager and the Itasca Community College's Security Office.

A. What circumstances require issuing a timely warning?

Timely warnings are issued on a case-by-case basis for Clery Act crimes or other serious incidents reported to campus security, campus security authorities or the Grand Rapids Police Department and that pose "serious and ongoing threats" to students and employees on campus or in the immediate campus community. In deciding whether to issue a timely warning, the College considers all of the facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning include the following Clery Act crimes:

- Murder

- Criminal homicide

- Negligent manslaughter

- Forcible sex offenses

- Nonforcible sex offenses

- Robbery

- Aggravated assault

- Burglary

- Motor vehicle theft

- Arson

B. When will timely warnings be issued?

The College will issue a timely warning as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information the Program Director, Itasca Community College's Security or the Grand Rapids Police Department has available to it at the time.

C. What department or individual is responsible for issuing the timely warning?

The Program Director or their designee is responsible for preparing and distributing timely warning reports.

D. How are timely warnings distributed?

In most instances, the timely warning will be issued through the College's e-mail system to students, faculty and staff. Depending on the particular circumstances of the crime or threat, the Campus Director may also post a notice through flyers posted in the academic buildings or through a Saint's Alert notification.

E. What is included in a timely warning?

The intent of a timely warning is to enable members of the campus community to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Composite drawing of the suspect, if available
- Date and time of the incident
- Other relevant information

F. How should a crime be reported?

Anyone with information about a Clery Act crime or other serious incident should report the circumstances to Campus Program Director and the Itasca Community College Security Office.

Alcohol and Drug Policy

<http://css.edu/studenthandbook>

This section of the CSS Student Handbook includes policies, procedures and resources related to:

- Alcohol Policy and Sanctions
- Drug Policy and Sanctions
- Parental Notification Policy
- Medical Amnesty Policy
- Information about Alcohol Poisoning and When to Call for Help
- Advertising, Promotion and Merchandising of Alcoholic beverages and/or Drugs
- Drug Related Convictions and Federal Student Aid

Related: See the section of this CSS Student Handbook: Tobacco-Free Policy

Alcohol Policy and Sanctions

Philosophy:

The goal of The College of St. Scholastica is to create an environment in which both the responsible use and nonuse of alcoholic beverages are respected and in which the lines existing between responsible drinking, problematic drinking and abuse are recognized. Within the Benedictine tradition of hospitality, the College seeks to foster a healthy environment and one in which all people can pursue healthy, respectful relationships with oneself and others, and are able at all times to embrace and live into the value of Love of Learning. The College supports those who choose a lifestyle free of chemicals and offers support to those in recovery through our CLEAN program and WELLU via support groups and ongoing programming.

Statement of Alcohol Use:

Students who are 21 years of age are, by state law, allowed to drink alcoholic beverages; however, we only grant that right on our campus to those who also adhere to and uphold the Benedictine values of Community, Hospitality, Respect, Stewardship and Love of Learning.

As an independent educational institution, The College of St. Scholastica extends the same right to members of the campus community who are of legal drinking age under strict conditions. Minnesota statutes section 340A.101 (2) defines “alcoholic beverage” as any beverage containing more than one-half of one percent alcohol by volume.

Inappropriate behavior usually falls into a violation of one of the Benedictine values: a failure to live well in community, a violation of hospitality, respect, stewardship, or a hindrance on the ability to learn well.

This includes actions both on and off campus which violate the rights or property of others as defined by the Jurisdiction statement in the Code of Conduct in this handbook. Behavior following consumption of alcoholic beverages which violates College policy and/or state law will be considered an offense subject to review by the Code of Conduct for Students.

The College is committed to providing resources, counseling, education and other opportunities for responsible use to all students. Drug counseling and recovery support for students is available through Recovery Services and more specifically the CLEAN Program, RESTORE, and SCHAWB. Students interested in further information, counseling, and/or support services are urged to refer to the [drug and alcohol counseling resources](#).

Use Guidelines:

The College allows absolutely no public consumption of alcohol, except at approved College events. Events involving students with alcohol must be approved by Program Director, Dean of Students or their designee and meet with the approval of the Itasca Community College. Alcohol is not allowed in any classroom setting.

Alcohol Related Violations:

Every student is responsible to be familiar with the CSS Student Code of Conduct and the statement of sanctions in the Student Handbook.

Possession and consumption of alcohol by those not of legal drinking age and consumption by those of legal drinking age which results in behavior that endangers or is detrimental to self or others are a violation of the College alcohol policy. Other violations involving alcohol not expressly stated here, but which violate the rights or property of member(s) of The College of St. Scholastica community, will be considered violations of this policy. Violations which are violations of city and/or state law may also be referred to the proper city and/or state authorities in conjunction with or in addition to any College sanctions which may be imposed.

Alcohol Sanctions

	<u>First Offense</u>	<u>Second Offense</u>	<u>Third Offense</u>	<u>Fourth Offense</u>
<u>Category A:</u> <u>Underage Consumption/</u> <u>Underage Possession</u>	<ul style="list-style-type: none"> ● Meet with designee of Dean of Students ● \$50 fine ● Additional restitution for any damage to the community ● AlcoholEDU course ● RESTORE meeting if determined by Dean of Students 	<ul style="list-style-type: none"> ● Meet with designee of Dean of Students ● \$100 fine ● Additional restitution for any damage to the community ● AlcoholEDU course ● RESTORE meeting or other wellness based sanction, determined by designee of Dean of Students 	<ul style="list-style-type: none"> ● Meet with designee of Dean of Students ● \$150 fine ● Additional restitution for any damage to the community ● AlcoholEDU course ● RESTORE meeting or other wellness based sanction 	<ul style="list-style-type: none"> ● Meet with a designee of the Dean of Students ● RESTORE meeting ● Possible alcohol assessment ● Suspension from the College and other restrictions or sanctions will likely be considered.

<p>Category B: Hosting Public Intoxication Container Policy</p>	<ul style="list-style-type: none"> • Meet with designee of Dean of Students • \$100 fine • Additional restitution for any damage to the community • AlcoholEDU course and/or RESTORE meeting or other wellness based sanction determined by designee of Dean of Students 	<ul style="list-style-type: none"> • \$200 fine • Additional restitution for any damage to the community • AlcoholEDU course or RESTORE meeting or other wellness based sanction determined by designee of Dean of Students 	<ul style="list-style-type: none"> • \$400 fine imposed • Additional restitution for any damage to the community • AlcoholEDU course or RESTORE meeting or other wellness based sanction determined by designee of Dean of Students 	<ul style="list-style-type: none"> • Meeting with a designee of the Dean of Students • Suspension from the College and other restrictions or sanctions will likely be considered.
<p>Category C: Dangerous Consumption</p>	<ul style="list-style-type: none"> • Handled on an individual basis by Dean of Students designee: • referral to the RESTORE team; • possible required alcohol assessment and parents/guardians are likely to be notified as a health and safety concern 			

Appeals:

All appeals of alcohol violations will follow the process outlined in the general Code of Conduct.

Drug and Controlled Substance Policy

Drug abuse on campus is a danger and a detriment to all members of The College of St. Scholastica community, including students, faculty, and staff. It is therefore the intent of this policy to maintain a drug-free campus.

This policy covers the unlawful manufacture, purchase, sale, distribution, possession, or use of an illegal drug or controlled substance. All of these are prohibited on The College of St. Scholastica property and as part of any activity sponsored by the College. Violations include, but are not limited to:

- unlawful manufacture, purchase, sale, distribution, possession, or use of an illegal drug or controlled substance
- being in the presence of illegal drug use, sale, or distribution
- possession of drug paraphernalia
- any involvement in the exchange of money, goods or services for an unlawful drug or controlled substance
- reasonable suspicion of unlawful drug use (odor, behavior, environmental factors) that in the judgement of College officials constitutes a preponderance of evidence.

Drug use can be characterized as but is not limited to the following: smoking, swallowing, snorting, intravenously ingesting, or otherwise consuming illegal drugs or excessive or wrongly administered use of legal drugs. All of the aforementioned behaviors will be considered violations of the drug policy, and those not listed but relevant as decided through the discretion of College staff will be considered violations.

- Students can be held accountable for a violation of the drug/controlled substance policy if there is reasonable suspicion that drug use is occurring or has recently occurred. This includes odor, such as the smell of marijuana, behavior that indicates that drug use has occurred, or other environmental factors.
- Drug paraphernalia is not allowed anywhere on The College of St. Scholastica campus. Those who possess, manufacture, deliver, or advertise drug paraphernalia on campus will be in violation of both campus policy and Minnesota Statutes 152.092-.095. This includes hookahs or other drug paraphernalia which will be confiscated and not returned to the owner.
- Students are cautioned that the College does not provide sanctuary from the law, nor are students immune from legal investigation or arrest by civil authorities resulting from the possession, use and sale of any dangerous drugs. The sale or transfer of illegal drugs will likely result in suspension or dismissal from the College and possible prosecution under state and federal law. The College of St. Scholastica cannot and will not protect students or staff from prosecution under federal, state, or local laws. (See Drug Related Convictions and Federal Student Aid later in this policy)

Legal or Prescribed Drugs

It is a violation of College policy and Minnesota Statute 152.11 to distribute, manufacture, or advertise legal or prescribed drugs and substances in a manner that may be considered excessive or wrongly administered. Substances such as prescription drugs may not be sold or distributed. Each student is expected to maintain possession and to be the sole consumer of their lawfully prescribed medication.

Synthetic Drugs

Students found to be in possession of, distributing, manufacturing, consuming, or advertising synthetic marijuana also known as K2, spice, or bath salts will be found in violation of The College of St. Scholastica's drug policy and Minnesota Statute 152.027 subdivision 6.

Drug and alcohol consultation and support services

The College is committed to providing resources, counseling, education and other opportunities for responsible use to all students. Drug counseling and recovery support for students is available through Recovery Services and more specifically the CLEAN Program, RESTORE, and SCHAWB. Students interested in further information, counseling, and/or support services are urged to refer to the [drug and alcohol counseling resources](#).

Drug/Controlled Substance Violation:

Students found to be in violation of the drug policy will receive College issued violations at the discretion of the Dean of Students and, in many cases, will be held accountable to local, state, and federal law as well.

Possible College sanctions include but are not limited to the following:

- meet with Dean of Students designee,
- educational experience,
- fine(s) ranging from \$100-\$500,
- restitution for damage to community,
- suspension or dismissal from the College,
- substance abuse assessments,
- treatment mandates,
- Any student who is determined to be manufacturing or distributing will likely be suspended or dismissed from The College of St. Scholastica.

Drug Sanctions: General Guidelines for Use/Possession Violations

These are a general guideline for sanctions, but are not limits, minimums or requirements. Sanctions for each case will be determined according to the facts and circumstances of the particular case, the needs of the individual(s) involved and the community impact.

Violation Category	<u>Class D or E</u> small quantity	<u>Class D or E</u> large quantity
1st Offense	<ul style="list-style-type: none">• Fine of \$100• Marijuana 101 course	<ul style="list-style-type: none">• Fine of \$200• Marijuana 101 course• RESTORE referral
2nd Offense	<ul style="list-style-type: none">• Fine of \$200• College probation for minimum of 1 year• Substance use assessment, follow through on recommendations• RESTORE referral• Urinalysis 30-60 days from dismissal or probation (must pass to remain in or return to housing)	<ul style="list-style-type: none">• Dismissal from college• Fine of \$500

3rd Offense	<ul style="list-style-type: none"> • Suspension or dismissal from college • Fine of \$500 	
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Violation Category	<u>Class A, B, or C</u> small quantity	<u>Class A, B, or C</u> large quantity
1st Offense	<ul style="list-style-type: none"> • Fine of \$200 • Alcohol/Drug assessment, follow through on recommendations • RESTORE referral 	<ul style="list-style-type: none"> • Suspension from college for 1 year • Fine of \$400 • Alcohol/Drug assessment, follow through on recommendations • RESTORE referral • Urinalysis within 30 to 60 days of suspension from college and 30 days prior to return to college (must pass UA in order to return)
2nd Offense	<ul style="list-style-type: none"> • Suspension from college for minimum of 1 full semester • Fine of \$500 • Minimum of outpatient treatment, in-patient treatment preferred • Urinalysis within 30 to 60 days of suspension and 30 days prior to return to return to college (must pass UA in order to return) 	<ul style="list-style-type: none"> • Dismissal from college
3rd Offense	<ul style="list-style-type: none"> • Dismissal from college 	

The following are examples of drugs in each class. It is at the discretion of the Dean of Students or the Dean's designee to determine the classification of drugs not listed, what constitutes a large or small quantity, or for violations involving more than one drug.

Class A: Heroin, Bath Salts, K2

Class B: LSD, Cocaine, MDMA/Ecstasy

Class C: Mushrooms

Class D: Marijuana

Class E: Non-prescribed use of prescription drugs, miscellaneous pharmaceuticals

Medical Amnesty Policy

The priority and hope of The College of St. Scholastica with regard to alcohol and other drugs is the safety and health of students, staff, and faculty. The College is committed to providing education, support services, and the availability of both campus and community resources to encourage and assist students in making responsible decisions. Students are expected to comply with campus policies outlined in the student handbook and code of conduct, and also local, state, and federal laws in their behavior surrounding alcohol and drug use.

Nevertheless, the College acknowledges that occasional medical emergencies arise as a result of excessive or hazardous drinking/drug use (alcohol poisoning, overdose, and other adverse reactions and effects). Students are expected to call for help when such emergencies occur. To encourage responsible action and the utilization of assistance when needed, the College has a Medical Amnesty policy that applies to the following:

- A student seeking medical attention for him or herself
- A student seeking medical attention for another person
- The student in need of medical attention (whether caller or not)

Legal Context

For information purposes, please know that Minnesota Statutes 2012, section 340A.503, subdivision 8 provides immunity from legal prosecution under state law if that "person contacts a 911 operator to report that the person or another person is in need of medical assistance for an immediate health or safety concern, provided that the person who initiates contact is the first person to make such a report, provides a name and contact information, remains on the scene until assistance arrives, and cooperates with the authorities at the scene. The person who receives medical assistance shall also be protected from prosecution. 'The aforementioned immunity' also applies to one or two persons acting in concert with the person initiating contact provided that all the 'aforesaid' requirements are met."

Note that this bill applies to an act relating to public safety; providing immunity for underage possession or consumption of alcohol for a person contacting 911 to seek assistance for another. This bill does not protect an individual who has violated any other campus policy, local, state, or federal law such as those pertaining to sexual or physical assault; drugs or controlled substances; filing a false police report or acts of perjury; probation violations; or otherwise disrupting the safety, property, or well-being of the College and its community.

Application of Medical Amnesty within CSS

While the College of St. Scholastica supports Medical Amnesty and adheres to state law, amnesty implications differ from those outlined in state law. The College of St. Scholastica has determined that a student who seeks medical attention for self or another will be recognized as having exhibited responsible behavior in doing so. Therefore, the student for whom the medical attention was sought and the caller will be absolved of alcohol consumption and possession related fines (see alcohol policy and corresponding fine and other sanctions). However, the student for whom the medical attention was sought and quite possibly the caller will still be required to partake in an educational experience as delegated by a designee of the Dean of Students, and may be subject to other sanctions depending on the situation.

It will be determined by the Dean of Students or her designees whether or not the caller will be found in violation of other campus policies and code of conduct; nonetheless, the responsible action and good judgment of reporting the health or safety concern will be taken into account. In times of serious health and well-being concerns, parental notification and an educational experience still apply as sanctions for alcohol and drug violations; amnesty applies to sanctioned fines only. If it is determined by the Dean of Students or designee that

medical amnesty appropriately applies to a situation, the person(s) involved will not have their future housing placement affected.

It is important to note that this policy does not protect students who repeatedly or deliberately violate campus policy and code of conduct. If a student has received amnesty in the past and is involved in a successive incident, it will be at the discretion of the Dean of Students to determine whether or not that individual is again eligible for amnesty from college-sanctioned fines in a subsequent incident.

Lastly, The College of St. Scholastica's Medical Amnesty policy is not exclusively applicable to individuals under the age of 21, although alcohol consumption and possession violations most often apply to said demographic. Individuals of any age are subject to both amnesty from fines issued by the college and the required restitution mandated by the Dean of Students. State law regarding Medical Amnesty does however apply only to individuals under the age of 21 who have broken laws of alcohol consumption or possession. If the incident involves other infractions including but not limited to sexual or physical assault, property damage, or unlawful distribution of prohibited substances, this policy is not applicable.

Information about Alcohol Poisoning and When to Call for Help

The following information has been taken from the Mayo Clinic website: <http://www.mayoclinic.org/diseases-conditions/alcohol-poisoning/basics/symptoms/con-20029020>

Alcohol poisoning symptoms include:

- Confusion, stupor
- Vomiting
- Seizures
- Slow breathing (less than eight breaths a minute)
- Irregular breathing (a gap of more than 10 seconds between breaths)
- Blue-tinged skin or pale skin
- Low body temperature (hypothermia)
- Unconsciousness ("passing out"), and can't be roused

It's not necessary for all of these symptoms to be present before you seek help. A person who is unconscious or can't be roused is at risk of dying.

When to see a doctor: If you suspect that someone has alcohol poisoning — even if you don't see the classic signs and symptoms — seek immediate medical care. In an emergency, follow these suggestions:

If the person is unconscious, breathing less than eight times a minute or has repeated, uncontrolled vomiting, call 911 or your local emergency number immediately. Keep in mind that even when someone is unconscious or has stopped drinking, alcohol continues to be released into the bloodstream and the level of alcohol in the body continues to rise. Never assume that a person will "sleep off" alcohol poisoning.

Be prepared to provide information. If you know, be sure to tell hospital or emergency personnel the kind and amount of alcohol the person drank, and when.

Don't leave an unconscious person alone. While waiting for help, don't try to make the person vomit. Alcohol poisoning affects the way your gag reflex works. That means someone with alcohol poisoning may choke on his or her own vomit or accidentally inhale (aspirate) vomit into the lungs, which could cause a fatal lung injury.

Even if you do not observe the signs and symptoms of overdose, alcohol poisoning, or other health concerns, err on the side of caution and seek assistance so that you and/or the individual may receive proper medical attention. If you suspect yourself or the individual to be in a life-threatening situation, call 911 immediately.

Policy Regarding Advertising, Promotion, and Merchandising of Alcoholic Beverages and/or Drugs:

Without written permission from the Dean of Students, no student or student organization may promote or advertise alcohol, alcoholic brands, illegal drugs, paraphernalia, or their use. Neither is it permissible for a student or student organization to promote or advertise an event which mentions or implies alcohol and/or drugs or controlled substances will be served or present. This includes College affiliation or promotion of bars, distributors or brands of alcoholic beverages on T-shirts, posters, cups, etc. unless approved by the Dean of Students. Questions should be referred to the Dean of Students. Any alcohol-related advertising for student publications (such as the student newspaper, the Cable) must also be approved by the Dean of Students.

Drug Related Convictions and Federal Student Aid:

A federal or state drug conviction can result in lost eligibility for federal grants, loans, or work-study assistance as a result of penalties under 484(r)(1) of the Higher Education Act. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal

Student Aid-they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

A federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible. The College is not required to confirm this unless The College has conflicting information.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Possession of Illegal Drugs

First Offense

1 year from date of conviction

Second Offense

Two years from date of conviction

3 + Offenses

Indefinite Period

Sale of Illegal Drugs

First Offense

2 years from date of conviction

Second Offense

Indefinite Period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program or passes two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to the College that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, The College is not required to confirm the reported information unless The College has conflicting information.

Parental Notification Policy:

The Family Educational Right to Privacy Act, (FERPA), by the U.S. Department of Higher Education states that it is permissible for The College of St. Scholastica to notify the parents/guardian of a student when there is a concern for the health or safety of the student regardless of disciplinary status. This means that if the College has deep concern for the health and safety of a student due to overconsumption (i.e. trip to hospital or detox) or a repeated pattern or single event of high risk behavior, the College will likely contact the parents or guardians.

The Parental Notification Policy will be utilized at the discretion of the Dean of Students or designee.

Sexual & Gender Based Misconduct Policy

This set of policies includes the policies, procedures and resources related to:

- Sexual Assault, Sexual Violence and Sexual Misconduct
- Sexual Harassment
- Intimate Partner Violence (often known as Domestic Violence or Dating Violence)
- Stalking
- Consensual Relations

Notice of Non-Discrimination:

The College of St. Scholastica does not discriminate on the basis of sex or gender in its education programs and activities. Inquiries concerning the application of Title IX may be referred to one or all of the following:

- Title IX Coordinator-Human Resources: Nam Provost (218-723-7032)
- Title IX Deputy-Athletics: Stacey Deadrick (218-723-6299)
- Title IX Deputy-Student Affairs: Steve Lyons (218-723-6167)
- Title IX Deputy-Academic Affairs: Jeri Collier (218-723-6064)
- Title IX Deputy-Extended Sites: Amy Grimm (651-403-8627)

Sexual Assault, Sexual Violence, Intimate Partner Violence, and Stalking are crimes punishable by both civil and criminal legal action and are serious violations of College policy. Behaviors that contribute to or constitute Sexual Assault/Violence, Intimate Partner Violence, and Stalking have no place at the College of St Scholastica, where people are expected to learn and develop to their full potential. Through the Sexual and Gender Based Misconduct Policy and Protocol, CSS seeks to provide a consistent, caring and timely response when these behaviors occur within the College community. Support and information will be available to assist students in making reporting decisions and throughout the reporting process.

This policy applies to all members of the college community including students, employees (all staff and faculty) as well as independent contractors, vendors, volunteers who perform work for the College, alumni, and guests or visitors of the College.

Sexual Assault/Violence Definition

Behaviors that constitute Sexual Assault/Violence misconduct offenses include but are not limited to the following:

- a) Non-Consensual Sexual Penetration (commonly known as rape or sexual assault) as defined as:
 - any sexual penetration (anal, oral, or vaginal) however slight using any body part or object by a person of any sex upon another person of any sex without consent or with force
- b) Non-Consensual Sexual Contact (also form of sexual assault) as defined as:
 - any intentional sexual touching however slight using any body part or object by a person of any sex upon another person of any sex without consent or with force
- c) Sexual Exploitation as defined as:
 - when an individual takes nonconsensual or abusive sexual advantage of another individual for one's own advantage/benefit, or to the advantage/benefit of someone other than the person being exploited; the behavior may not otherwise fall under the definition of other sexual misconduct offenses.
- d) Sexual Harassment additionally can be considered a sexual assault/violence offense.

Consent: Definition

Informed and voluntary consent is free of risk, and a process which respects all partners' boundaries. Consent is a clear YES to the sexual act in question, every time. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationship or consent cannot imply consent to future sexual acts. Silence and/or body language, in and of themselves, cannot be interpreted as consent. Consent is not giving in because of fear, to gain approval, to avoid being hurt or due to coercion. Consent cannot be given if someone is mentally and/or physically incapacitated (by alcohol, drug use, unconsciousness, sleep, restraint, blackout or legal status) where someone cannot give a rational, reasonable decision. Consent is always active, not passive. For reference to Minnesota's legal statute regarding consent, please visit

www.revisor.mn.gov/statutes/?id=609.345

Sexual Harassment Definition

Sexual Harassment is defined as any unwelcome conduct of a sexual nature or that is sex or gender based which can be verbal, written, online, and/or physical conduct.

Sexual Harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment, and/or creates a hostile environment.

Behaviors that contribute to Sexual Harassment offenses include but are not limited to the following:

a) A hostile environment is created when sexual harassment is:

- sufficiently severe, or
- persistent or pervasive, and
- objectively offensive to the point that it
- reasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational and/or employment, and social programs and activities

b) Quid Pro Quo Harassment is:

- Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature
- By a person having power or authority over another's constitutes sexual harassment when
 - Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance
 - This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational or employment program. Examples include, but are not limited to: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; stalking; gender based bullying.

c) **Retaliation** is adverse employment or education action due to participation in an investigation or a reporting process

Intimate Partner Violence (IPV) Definition

Intimate Partner Violence, also referred to as Domestic/Dating/Relationship Violence, is defined as a pattern of behaviors used to exert power and control over someone else in an intimate relationship (whether opposite- sex or same-sex, current or former) such as dating, living together, domestic partnerships or marriage.

Behaviors can include, but are not limited to:

- **Physical Violence**: hitting, slapping, pushing, kicking, biting, pinching, holding or restraining, choking, or burning
- **Sexual Violence**: forcing sex or specific sexual acts or behaviors and rape
- **Intimidation**: breaking items, throwing things, hurting animals
- **Threats and Coercion**: suicidal threats, threats of violence, threats to report the victim for misconduct or destroy their reputation and social connections, coercion under threats to make the victim do things they normally would not and use those activities as further threats
- **Isolation**: keep victim away from your friends and family, monitor and/or limit phone calls, texts, emails, Facebook or other forms of communication, monitor interactions and activities throughout the day, not allow participation in activities or hobbies, use jealousy as an excuse for all of these behaviors

- Emotional Abuse: name calling, put downs in front of others, humiliate and degrade victim through words and behaviors, require victim to look or dress a certain way
- Minimize, blame and deny the controlling behavior and abuse: blame the victim for the abusive behavior; define the abusive behavior as loving behavior, describe the abusive behavior as normal
- Use of Privilege: use male privilege and social roles to justify behavior; use status as a citizen, certain religious faith, race, ethnicity, sexual orientation or other privilege of status to threaten, coerce or justify behavior
- For same-sex partners: “outing” or the threat of “outing” can be a strong element of control.

A person in an abusive relationship may experience some but not all of these behaviors. They work together in any combination to create power and control from one over another in an intimate relationship. Some aspects of intimate partner violence are illegal such as physical and sexual violence, threats of violence and destroying property. All of these behaviors indicate a relationship that is unhealthy and potentially dangerous.

Stalking Definition:

A pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear of imminent physical, sexual, or emotional harm or causes substantial impairment of the other person’s ability to perform the activities of daily life. Stalking is against the law in every state. Stalking across state lines or in federal territories is illegal under federal law.

Behaviors can include but are not limited to:

- Repeated, unwanted, intrusive, and frightening communications by phone, text, mail, and/or email.
- Repeatedly leaving or sending unwanted items or presents.
- Following or lying in wait at places such as home, school, work, or recreation place.
- Making direct or indirect threats to harm someone, his or her children, relatives, friends, or pets.
- Damaging or threatening to damage property.
- Harassment through the internet.
- Posting information or spreading rumors on the internet, in a public place, or by word of mouth.
- Obtaining personal information of someone by accessing public records, using internet search services, hiring private investigators, going through their garbage, following them or contacting their friends, family work, or neighbors, etc.
- Technology can be used to stalk. Although newly-developed technology enhances our lives, it can also empower criminals. Cell phones, computers, networking sites, social media sites, and surveillance equipment are just some of the technologies stalkers now use.

To an outsider, stalking behavior can appear friendly and unthreatening. These acts, however, are intrusive and frightening if they are unwelcome.

Reporting Options

There are multiple options of reporting, on and off campus if you have experienced sexual and/or gender based misconduct. All options are viable and open to campus community members. You are the only person who will be able to make a decision regarding the best reporting option for you and your healing. We strongly encourage campus community members to use the [Gender Equity & Anti-Violence Allies \(GEVA\) \(www.css.edu/geva\)](http://www.css.edu/geva) who are trained confidential campus resources who can help you to navigate options, resources, and support. Campus community members may access campus resources regardless of which report they make and the campus they utilize.

Additionally, campus staff and faculty would like to aid and support student victims/survivors of violence in the best way that we can. In an effort to create a victim centered response, we would like to keep the choice and power of reporting in the hands of the victim/survivor as much as we can. However, certain staff and faculty members of the College may be required by state and federal law to report disclosures of sexual and gender based misconduct of campus community members to/by campus community members to our Title IX Coordinators to ensure safety of all its community members; such requirements are outlined below. Regardless of a person's confidentiality and reporting requirements, we will make every effort to keep your information and the information regarding the incident as private as possible; with information only being shared with a tight group of trained staff and faculty involved with the investigation of the incident.

Please be advised about reporting options and the requirements of staff/faculty to report disclosures. If you are unsure about a staff or faculty member's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you their responsibilities and help you make decisions about who can help you best in your healing.

To Report Confidentially: (All reports can be found on www.css.edu/vip)

Campus community members, who desire to keep the details of an incident confidential, should speak with members from Counseling Services, Health Services, the GEVA Team, and/or other off campus resources. Campus counselors and many of the off campus agencies services are available free of charge. To ensure the College is keeping and portraying accurate accounts of disclosures of sexual and gender based violence, these campus community members are asked to fill out a CSS Confidential Report Form to help keep accurate statistics about issues of sexual and gender based violence which will be recorded by our Title IX Coordinator. This option does not prompt a thorough formal campus investigation. This document contains no personally identifiable information, solely provides statistical data. These resources are not required to fill out any other information unless a victim/survivor desires or we find a greater need to protect the campus community. If a victim/survivor chooses, one of these confidential members can aid you in filling out a CSS No Name Report or CSS Formal Report for Investigation, however this is not a requirement. These members may suggest a campus community member speak with a member of the GEVA Team (Gender Equity & Anti-Violence Allies Team) who can aid in the understanding, clarification, and choosing of various reporting options. To connect with a GEVA, see this link: www.css.edu/geva

CSS No Name Report (Quasi Confidentiality) (All reports can be found on www.css.edu/vip)

Many members of the campus community can be resources who are not required to tell anyone your private, personally identifiable information unless there is cause for fear for your safety or the safety of others, however are required to fill out a CSS No Name Report. These resources include those without supervisory responsibility or remedial authority to address sexual and gender based misconduct, such as Faculty Members, Admissions Officers, Student Activities Personnel, and Student Affairs Staff. These members are required to make a CSS No Name Report within 24 hours of the disclosure of sexual and gender based misconduct to the Title IX Coordinator(s). Information on this report does not contain any personally identifiable information of the victim, except in the rare event that the incident reveals a need to protect you or other members of the campus community. This report does contain personally identifiable information about the reported parties.

In addition to the requirement to fill out a CSS No Name report based on professional role at the College dictated by state and federal law, campus community members may also choose this reporting options as it provides campus community members who experience or witness a violation of the policy a way to report the incident without disclosing their identity (if they don't want to.) If a campus community member wishes, staff and faculty can aid in making a CSS Formal Report for Investigation however this is not required. Additionally, these members may suggest you speak with a member of the GEVA Team (Gender Equity & Anti-Violence

Allies) who can aid in the understanding, clarification, and choosing of various reporting options. To connect with a GEVA, see this link: www.css.edu/geva.

If this option is chosen for reporting purposes, the College's ability to thoroughly investigate and adjudicate the matter may be limited. However, the victim/survivor can always decide on a later date, providing all members of the incident(s) are still a part of the campus jurisdictions to make a CSS Formal Report for Investigation which would allow the college to conduct a thorough investigation and adjudication process. Regardless of the report, the College is committed to keeping the community safe and free from sexual and gender based misconduct.

CSS Formal Report for Investigation (Non-Confidential Reporting Option): (All reports can be found at www.css.edu/vip).

Campus community members are encouraged to speak to officials of the institution to make a CSS Formal Report for Investigation of incidents should they choose. Speaking with Deans, Presidents, Vice Presidents, Campus Security, Human Resources, and other administrators with supervisory responsibilities will initiate a formal on campus internal investigation of the incident(s). These members are considered responsible employees based on Title IX and are required to disclose your information to the Title IX Coordinator. Filing a CSS Formal Report for Investigation prompts a thorough campus investigation. Formal reporting doesn't mean that your report won't be confidential, but it does mean that people who need to know will be told and information will be shared as necessary with investigators, witnesses, and the reported party. The circle of people will be kept as tight as possible, to preserve your rights and privacy. Campus community members who are unsure about whether they would like to make a formal report are strongly advised to speak with a confidential resource or a member of the GEVA Team (Gender Equity & Anti-Violence Allies) to aid in understanding, clarification, and choosing of various reporting options. To connect with a GEVA, see this link : www.css.edu/geva.

Off Campus Reporting: Grand Rapids Police Department

Campus community members wanting to make an external report to law enforcement can report to the Grand Rapids Police Department by calling 911. This is an off campus process, but students are entitled to this option should they choose. A campus community member can choose to complete both an on campus formal investigation and an off campus report to police. A campus community member needing assistance making a report to the police should connect with a member of the GEVA Team. It is advisable for campus community members who have experienced sexual and/or gender based misconduct wishing to make an external report to save any evidence of the case that they can. Evidence that would be helpful includes but is not limited to: clothes at the time of the incident, bedding, pictures, texts, etc. Such evidence may be important in on campus investigations as well. Lack of such evidence should not deter any person from making any type of report they desire. It is advisable to consult with a member of the GEVA Team (Gender Equity & Anti-Violence Allies) should you have questions or need/want assistance through the process. To connect with a GEVA, see this link: www.css.edu/geva.

Investigation

Following the disclosure of an incident(s) of sexual and/or gender based misconduct, the College will provide prompt, thorough, and impartial investigations and remedies to address and prevent the recurrence of sexual and gender based misconduct on our campus. All CSS Formal Reports for Investigation will be investigated by the Sexual & Gender Based Misconduct Investigation Team under the guidance of the Title IX Coordinator(s). The Title IX Coordinator(s) will conduct a preliminary investigation (Little I) to determine the appropriate charges to be investigated. The Sexual & Gender Based Misconduct Investigation Team will then conduct an investigation sharing the results with only the Title IX Coordinator(s) who will make a finding of whether

sexual and/or gender based misconduct has taken place. The Title IX Coordinator(s) will then consult with appropriate adjudication bodies for sanctioning. Both the victim/survivor and reported party will be informed of all outcomes in person and in writing. Witnesses will not be informed by Title IX Coordinator(s) of the results and outcomes of an investigation.

The College's investigative process of sexual and/or gender based misconduct is not a legal process and is not a substitute for making formal legal charges to the police. If a civil or criminal suit is filed, the College reserves the right to conduct its own investigation and proceedings regardless of the status or resolution of any civil or criminal litigation.

Sanctions

Temporary sanctions and/or accommodations for immediate safety concerns may be implemented during the course of an investigation. Interim action may be imposed as outlined in the Judicial Disciplinary Procedures and Process section of this larger handbook (www.css.edu/studenthandbook). Victims/survivors will be provided with information regarding accommodations and assistance. To get temporary accommodations, please visit the GEVA Team (Gender Equity & Anti Violence Allies), Title IX Coordinator(s), Vice President of Human Resources, Vice President of Student Affairs, Dean of Students, or their designees.

Final sanctions for violating this policy with the evidentiary standard of "more likely than not" that a policy violation occurred will be determined by the Dean of Students for students. When the reported party is an employee or third party with a business/financial relationship with the College, the Vice President of Human Resources shall determine appropriate sanctions. To protect the federal privacy rights and identify of victims and witnesses as well as the integrity of the investigation, the Vice President of Human Resources may consult with supervisors but they are not entitled to review the investigative report.

Final sanctions for students includes but is not limited to the possibility of requiring counseling, transferring departments, probation, warnings, suspensions, expulsion, dismissal, and/or termination from the College. Final sanctions for employees or third party, includes but is not limited to suspension or dismissal from the college, immediate termination of employment, issuance of no-trespass orders, revocation of tenure, and cancellation of any previously agreed upon financial contracts or arrangements

A campus community member charged with violating the sexual and gender based misconduct policy can be prosecuted under Minnesota Criminal Statutes and/or disciplined under the Campus Code of Conduct. Even if criminal justice authorities choose not to investigate or prosecute, the College may pursue disciplinary action. For additional information on campus investigation and sanctioning procedures, refer to the judicial procedures of this handbook.

No Retaliation

Retaliatory or intimidating conduct is prohibited against any individual who has made a report of sexual and gender based misconduct or who has testified or assisted in an investigation. Retaliatory or intimidating conduct may include, but is not limited to; the use of texts, emails, conversations, phone calls, or other contact directly or through third parties; friend or acquaintance. The College of St. Scholastica will investigate and take appropriate action against any student, faculty, or staff member who retaliates against any person for their report of sexual and gender based misconduct. Temporary sanctions and/or accommodations for immediate safety concerns may be implemented during the course of an investigation of retaliation and/or under further final sanctions are imposed.

Charges against Student Organizations or Departments

When there is reason to believe that a campus organization (such as a student club, athletic team, campus academic department, staff/faculty committee) has committed or promoted behavior involving sexual and gender based misconduct of another campus community member, the organization may be disciplined. Sanctions may include but are not limited to loss of funding, loss of recognition by the college, and individual members of the organization in question may be held responsible for their actions which violate this policy and subject to further sanctions. All campus organizations/departments are responsible for the actions of its members when they are operating on behalf of the organization/department.

Release of Information

Timely warnings must be issued to the campus community if the reported campus community member(s) involved in the incident(s) is/are believed to pose a substantial threat of bodily harm or danger to members of the community. The victim's name and other identifying information will not be disclosed, but there will be enough information for students, faculty, and staff to make personal decisions for their own safety.

In cases in which the reported party is believed to pose no substantial threat of bodily harm or danger, the College must still report statistical information regarding the type of incident and the general location for publication in the Annual Campus Security Report. No further information regarding the victim or the incident may be related to the campus community in these cases.

All documentation regarding a formal report of sexual and gender based misconduct will be kept on file in the Title IX Coordinator(s) Office. No disciplinary documentation will remain in the student's permanent record at the campus, with the exception of incidents resulting in college expulsion, which are on student records permanently.

Rights of Both Parties

Rights of a Victim of Sexual and Gender Based Misconduct

Campus community members who have been victims of sexual and gender based misconduct will receive an explanation of their rights in person and in writing. These rights include but are not limited to the following:

- To have an advocate or support person present at all meetings or hearings.
- To receive private and confidential medical treatment
- To receive information about and access to all campus accommodations available, including assistance in making changes to academic, work or living environments.
- To receive information on how the reporting and investigation process proceeds.
- To choose whether they would like to participate or not in police and/or campus investigations and judicial procedures.
- To be notified when a report has been made by a third party naming the person as the victim.
- To expect that if they make a formal report, a Title IX Coordinator shall initiate an inquiry and determine whether an investigation is required within three weeks of filing the report.
- To expect that if a Title IX Coordinator determines that sufficient information exists to conduct a formal investigation, the investigative process and any imposition of sanctions will be concluded within no less than 90 days of the campus community member making a formal report.
- To receive a timely, written, formal notice of the charges
- To have safety issues addressed throughout the investigative and judicial process, and no expectation or requirement of participating in mediation.
- To have prior mental health or incidents of violence against the person (except those which establish a pattern i.e.: sexual harassment, intimate partner violence, stalking) excluded from a campus hearing.
- To be exempt from charges of other lesser secondary violations of policy in making a report (see "Amnesty for Gender-Based or Sexual Misconduct/Violence Complainants and Witnesses).
- To be informed of the outcome and sanction of any disciplinary hearing or adjudication decisions

- To request an appeal, although appeals will only be granted in the event that there exists a preponderance of evidence that the investigation process was significantly flawed such that the findings were erroneous.

Rights of a Person Accused (Reported Party) of Sexual and Gender Based Misconduct

Campus community members who have been named as reported parties of sexual and/or gender based misconduct will receive written notification of their rights and have an opportunity to receive a verbal explanation as requested. These rights include but are not limited to:

- To have a support person of their choosing present during any meetings, interviews or hearings, although support persons are not allowed to speak or participate in the proceedings.
- To receive information on how the reporting and investigation process will proceed
- To receiving a timely written, formal notice of the charges.
- To know the identity of the accuser. If the victim is not the accuser, the victim will not be named. Reported parties do not have the right to confront the accuser or named victim personally.
- To expect that if a Title IX Coordinator determines that sufficient information exists to conduct a formal investigation, the investigative process and any imposition of sanctions will be concluded no less than 90 days of the campus community members making a formal report
- To receive written information about the outcome and sanctions of any disciplinary hearing or adjudication determination.
- To request an appeal, although appeals will only be granted in the event that there exists a preponderance of evidence that the investigation process was significantly flawed such that the findings were erroneous.

Dissemination of Sexual and Gender Based Misconduct Policy

The College of St. Scholastica Sexual and Gender Based Violence Policy will be reviewed annually and as needed with the College's Community Coordinated Response Team. A copy of the policy will appear annually in the student handbook and online at the St. Scholastica website at www.css.edu/studenthandbook. All students, staff, and faculty are expected to be knowledgeable of this policy and to adhere to campus policy therein.

Resources/Support

If you have experienced sexual and/or gender based violence, resources and support are available to you. The [GEVA Team \(www.css.edu/geva\)](http://www.css.edu/geva) can help clarify options, connect you to resources, and provide support. Additionally, the College of St. Scholastica has events and programming related to sexual and gender-based misconduct. [Click here for further information about resources, programming and support \(www.css.edu/vip\)](http://www.css.edu/vip)

CONSENSUAL RELATIONS

The purpose of this policy is to ensure that the College of St. Scholastica's academic, living and work environment remains free from real or apparent conflicts of interest when individuals in positions of unequal power at the college are involved in consensual romantic or sexual relationships. When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the college, there is the potential for a conflict of interest, favoritism, exploitation and gender-based or sexual misconduct. In order to protect the integrity of the college academic, living and work environment, this policy outlines limitations on consensual romantic or sexual relationships between faculty, staff and students at the College of St. Scholastica.

A. Definitions:

For the purpose of this policy, the following definitions apply.

- **Consensual romantic or sexual relationships:** Relationships of a romantic, dating, and/or sexual nature entered into with consent of both parties.
- **Consent:** Informed and voluntary consent is free of risk, and a process which respects all partners' boundaries. Consent is a clear "yes" to the sexual act in question, every time. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Silence and/or body language, in and of themselves, cannot be interpreted as consent. Consent is not giving in because of fear, to gain approval, to avoid being hurt or due to coercion. Consent cannot be given if someone is mentally and/or physically incapacitated (by alcohol, drug use, unconsciousness, sleep, restraint, blackout or legal status, where someone cannot give a rational, reasonable decision, if one party is under 18 years of age and the other party is more than 24 months older, or if one party is 18 years of age and the other party is more than 48 months older. Consent is always active, not passive. Non-consensual sexual contact is addressed in the Gender-Based and Sexual Misconduct Policy.
- **Supervisory or evaluative authority:** The power to control or influence another person's employment, academic advancement, or extracurricular participation, including but not limited to, hiring, work conditions, supervision, compensation, promotion, discipline, academic advancement, academic advisement, admission, grades, assignments, work placement, conduct adjudication, supervision of academic work, recommendations, financial support, or participation in extracurricular programs.
- **Employee:** All full and part-time faculty and all full and part-time staff whose employment is not otherwise connected to their primary status as a student. For purposes of this policy, "employee" does not include students employed by the College in a part-time capacity in connection with or due to their primary status as a student.
- **Gender-Based and Sexual Misconduct:** Gender-based and sexual misconduct includes but is not limited to sexual harassment, gender discrimination and intimidation, sexual exploitation, non-consensual sexual contact or attempts to commit the same, non-consensual sexual intercourse or attempts to commit the same and any violations of this Consensual Relations policy. See the College's Gender-Based and Sexual Misconduct policy.

B. Romantic or Sexual Relationships Between Faculty/Staff and Undergraduate Students:

Consensual romantic or sexual relationships between faculty or staff and students, even absent any supervisory or evaluative authority, may lead to unanticipated conflicts of interest. Due to the institutional power differential in the employee-student relationships, there is the inherent risk of coercion and the perception by others of exploitation. Due to the emotional, physiological, cognitive and other developmental stages/changes typical of the majority of the traditional undergraduate population, there exists a high risk that relationships that may have been willingly entered into at the time might later be deemed by the student or former student to have been coerced or exploitative. When undergraduate students are involved, the difference in institutional power and inherent risk of coercion are so great that no employee shall enter into a romantic, dating, or sexual relationship with a college undergraduate student, regardless of whether there is a supervisory or evaluative relationship between them. Further, no employee shall enter into or attempt to enter into a romantic, dating or sexual relationship with any person who is 18 years of age or younger.

Exceptions: In the case of prospective or current non-traditional aged undergraduate students with pre-existing relationships with a faculty or staff member (such as with spouses utilizing tuition benefits to complete their undergraduate degree), accommodations will be made on a case-by-case basis, and, when possible and if

necessary, will lead to development of a management plan in consultation with the department chair, dean, supervisor and Vice President of Human Resources.

This policy does not preclude students employed by the College in a part-time capacity in connection with their student status from engaging in consensual relationships with other students, so long as the student is not in a paid role in which he/she supervises the other student.

C. Romantic or Sexual Relationships Between Faculty/Staff and Graduate Students:

Consensual romantic or sexual relationships between employees and graduate/professional students may also lead to unanticipated conflicts of interest. No faculty member shall enter into a romantic, dating or sexual relationship with a college graduate/professional student over whom he/she has supervisory or evaluative power or who is pursuing a degree in his/her school. No staff member shall enter into a romantic, dating or sexual relationship with a college graduate/professional student over whom he/she has supervisory or evaluative control or influence, or influence with regard to admission, financial aid, advisement, student conduct adjudication or other matters that can directly impact a student's academic, financial or employment status. Should such relationship be in existence as of the effective date of this policy, it must be disclosed by the faculty or staff member to his/her department chair or supervisor and the Department of Human Resources within 30 days of the effective date.

D. Romantic or Sexual Relationships Between Employees

To protect the integrity of the college academic and work environment, the College requires that when a consensual romantic or sexual relationship exists or has existed between employees in positions of unequal power at the College, the person with the greater power must not hold any supervisory or evaluative authority over the other person in the relationship, except as provided below. If such a consensual relationship exists or develops, the person in the position of greater power must immediately report the relationship to his or her supervisor, department chair, dean, and the Department of Human Resources. It is the responsibility of both the person with the greater power in the relationship and the individual to whom the relationship is reported to ensure that the party with the greater power is removed from any supervisory or evaluative authority over the other party to the relationship. Failure to comply with the notification, removal, or management plan requirement is a violation of this policy.

E. Sanctions

Violations of this policy have the potential to not only cause irrevocable harm to individuals, but endanger the college community, the college's standing in the community and the public trust and confidence in the college. Therefore, violations of this policy will result in disciplinary actions up to and including termination of employment

BIAS INCIDENT POLICY

STATEMENT OF PURPOSE

It is the goal of the College of St. Scholastica as a Catholic Benedictine community to nurture an environment that actively acknowledges and values diversity and is free from racism, sexism, and other forms of prejudice, or discriminatory harassment. Informed by our Catholic Benedictine heritage and its values of community, hospitality, respect, stewardship and love of learning, we are compelled to be open to diverse points of view and

to encourage respectful dissent while engaging in intellectual discourse. However, respectful intellectual discourse does not include bias-related conduct that assaults the dignity and worth of the individual. Protected freedom of expression ends when bias-related hate, intimidation, hostility or discriminatory harassment begins.

PROHIBITED CONDUCT

Bias Incident

A Bias Incident is defined as single or multiple acts of verbal, written, electronic or physical expressions of disrespectful bias, hate, intimidation, or hostility against an individual or group or their property because of the individual or group's actual or perceived status of being in a federally protected class. Such classes include race, color, religion/religious creed, gender, gender identity/expression, age, ethnicity, national origin, disability, veteran-status, marital status or sexual orientation. Expressions may be in the form of language, words, signs, symbols, threats, or actions that could potentially cause alarm or fear in others or that endanger the health, safety and welfare of members of the campus community. To be considered within this definition, the words or conduct must be objectively offensive to a reasonable person.

Discriminatory Harassment

A Bias Incident in which a person or group in a protected class also experience harassing behavior may rise to the level of Discriminatory Harassment, which federal law prohibits in educational institutions by federal law. Discriminatory Harassment is based on an individual's protected characteristic(s). Discriminatory harassment is defined, for purposes of this policy, as words or conduct that degrades or shows hostility or aversion towards an individual because of his or her protected characteristic(s) and which:

- Has the intent or effect of unreasonably interfering with the individual's work, living or learning environment
- Has the purpose or effect of creating an intimidating, hostile or offensive working, living or learning environment ("hostile environment")
- Otherwise adversely affects an individual's employment, living or learning opportunities.

While all incidents of discriminatory harassment are also bias incidents, a bias incident only become discriminatory harassment if the above criteria are met. Discriminatory harassment may occur in situations where there is a power differential between the parties (between any persons on campus or between any persons at any campus activities), or where the persons share the same status (i.e., student-student, faculty-faculty, staff-staff). It may occur between members of the same or opposite sex.

All forms of discriminatory harassment are prohibited and may include, but are not limited to, the following conduct:

- Verbal abuse, offensive innuendo or derogatory words or slurs, stereotyping, threats, intimidation, epithets or comments based upon or motivated by the person's protected class status;
- Making decisions about a person's employment, compensation, academic progression, admission or other determination impacting their education or employment that is based upon or motivated by the person's protected class status;

- Written or graphic materials or objects, pictures, or other media placed on or circulated within College premises (walls, bulletin boards, computer terminals, vehicles, email, text messages, etc.) that show hostility or aversion toward an individual or group or which create a hostile working/learning environment based on or motivated by a person's protected class status.
- Failure to provide religious or disability related accommodation as may be required under applicable law.
- Sexual Harassment, including unwelcome, gender-based verbal, written, online and/or physical conduct. Sexual harassment may be non-sexual conduct provided the behavior is unwelcome and based on sex or gender identity/gender expression. Sexual Harassment and sex discrimination will be addressed in accordance with the Gender-Based & Sexual Misconduct/Violence policy (Staff and Faculty Handbook or Student Handbook).

Bias Incidents/Discriminatory Harassment of a Criminal Nature:

Particular crimes, if perpetrated because of certain characteristics of the victim (as defined in the law) trigger heightened penalties. Included crimes are criminal damage to property, and assault. Bias incidents that rise to the level of criminal behavior will automatically be referred to campus and local authorities and are not covered in the "procedures" section of this policy.

Conduct and Free Speech:

Nothing in this policy should be construed as an abrogation of freedom of expression as established in the Student Code of Conduct. This policy is designed to prevent and address incidents of actual or suspected bias related to the protected classes listed in the definition above. The policy is not meant to address other kinds of interpersonal conflicts or the everyday interpersonal frictions and irritations we all experience. However, persons will be held responsible for the impact of their expression on others if it induces fear, feelings of intimidation, hatred or hostility. The conduct or expressions underlying some bias incidents might be protected speech, but still violate the College of St. Scholastica's commitment to inclusivity, diversity and civility.

REPORTING

Allegations of bias incidents or discriminatory harassment involving employee conduct toward other employees or student conduct toward employees should be reported to Patricia Pratt-Cook, Vice President of Human Resources and Chief Diversity Officer. Allegations involving student conduct toward other students under this policy should be reported to Nam Provost, Director of Inclusive Excellence. Employees or students may report incidents in person, but are encouraged to use the on-line Bias Incident Report form at <http://www2.css.edu/app/programs/diversity/biasReporting>. This on-line reporting process is only available to the St. Scholastica community, so campus community members will be required to log in with their CSS user name. Campus community members may choose to remain anonymous by making such selection when completing the report, although anonymous reports may greatly limit the ability of the college to address the issue. The identity of campus community members who select "anonymous" when filling out the report will not be disclosed to authorities who view the report, except in the rare instance when it is determined that a crime may have been committed.

INDIVIDUALS COVERED UNDER THIS POLICY

This policy applies to all members of the college community including students, employees (including all staff and faculty) as well as independent contractors, vendors, volunteers who perform work for the College, alumni, and guests or visitors of the College. All employees (faculty and staff) and students who have knowledge of a

suspected bias incident or discriminatory harassment are required to report the incident, and all are similarly required to participate in any investigation or interview process if requested.

PROCEDURE

1. If the report includes information that is specific enough to identify the identity of those involved in the incident, or includes enough information such that determining the identity of those involved is at least a possibility, the Director of Inclusive Excellence in the Department of Human Resources will conduct an investigation.
2. Investigations may include interviewing and taking statements from witnesses or others who may have knowledge of the incident. A report including accompanying evidence will be compiled and submitted to the Vice President of Human Resources and Chief Diversity Officer.
3. For all incidents investigated, the Vice President of Human Resources and Chief Diversity Officer will make a determination with regard to whether it is more likely than not that a bias incident or discriminatory harassment as defined by this policy in fact occurred. When incidents involve employees, any disciplinary measures will be in accordance with the staff and faculty handbook policies. Sanctions rising to the level of discriminatory harassment may include termination of employment.
4. When incidents involve student conduct toward other students, the CDO will consult with the Vice President of Student Affairs or Dean of Students and the Student Judicial proceedings will be followed.
5. In matters of Bias Incidents that do not rise to the level of discriminatory harassment, any student experiencing the actual or suspected bias-related incident has the option of requesting non-binding mediation services from the Department of Diversity and Inclusion in Student Affairs in an effort to resolve the matter. Similarly, employees may also request non-binding mediation services from the Department of Human Resources for bias incidents that are not determined under this process to constitute discriminatory harassment.
6. If the matter is resolved at non-binding mediation, the matter will be considered closed without any further proceedings. A determination that resolution of the matter has successfully occurred will require agreement from the victim that he/she experienced sufficient resolution and is willing to close the matter.
7. In addition to reporting the actual or suspected incident, persons experiencing or witnessing actual or suspected bias-motivated incidents are strongly encouraged to seek assistance from a campus counselor for the purpose of supporting them.

NO RETALIATION

The College of St. Scholastica strictly prohibits any retaliation against any individual for reporting, providing information, exercising one's rights or responsibilities under this policy, or otherwise being involved in the process of responding to, investigating, or addressing allegations of bias or discriminatory harassment. Therefore, any retaliation, intimidation, threats, coercion, or discrimination against any such individual will be addressed in the most serious way by the College and treated as a separate complaint and investigation under this policy. Anyone who is aware of possible retaliation or has other concerns regarding the response to a report of bias or discriminatory harassment should report such concerns to the Department of Human Resources, which shall take appropriate actions to address such conduct in a prompt and equitable manner.

Discrimination, Discriminatory Harassment, General Harassment/Bullying and Workplace Violence Policy

STATEMENT OF PURPOSE

The College of St. Scholastica is committed to fostering an environment of mutual respect among its students, staff and faculty, as well as others who participate in the College's programs and activities. As part of this commitment, the College seeks to protect the rights of all members of the College community and any other persons participating in college programs or having dealings with the College, and prohibits discrimination and harassment on the basis of gender/sex (including pregnancy), gender identity/expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status and any other category protected by law ("protected class status").

Discrimination and harassment based on an individual's participation in a protected activity (such as reporting alleged discrimination or harassment) and/or retaliation against any individual who raises a good faith report under this policy is strictly prohibited.

The College further prohibits general harassment/bullying behavior as defined by this policy against any person regardless of whether or not they are a member of a protected class.

Incidents of sex discrimination, including sexual harassment and all other forms of gender-based or sexual misconduct/violence, should be reported in accordance with the Gender-Based and Sexual Misconduct/Violence Policy.

It is the responsibility of all faculty, staff, students, vendors, contractors, alumni and guests of the College to contribute to an environment free of discrimination, harassment, bullying and violence and to promptly report any such incidences to appropriate authorities as dictated by this policy.

1. PROHIBITED CONDUCT AND REPORTING

A. Unlawful discrimination is unfavorable, unfair or inequitable treatment of a person or a "class" of people based on protected characteristic(s) such as gender/sex (including pregnancy), gender identity/expression, race, color, religion or religious creed, sexual orientation, national origin, ancestry, disability or handicap, age, genetics, marital status, veteran status or any other category protected by law.

Examples of unlawful discrimination include:

- Conscious or subconscious consideration of an applicant's protected status as a negative factor in deciding whether to offer the applicant a job interview
- Giving consideration to an individual's protected status in deciding whether to offer an employee a promotion
- Requiring that members of protected classes meet higher standards for advancement or promotion than employees who are not in protected classes
- Denying a student the opportunity to participate in an educational activity because of his or her protected characteristic(s).

B. Discriminatory harassment is harassment based on an individual's protected characteristic(s). Discriminatory harassment is defined, for purposes of this policy, as words or conduct that degrades or shows hostility or aversion towards an individual because of his or her protected characteristic(s) and which:

- Has the intent or effect of unreasonably interfering with the individual's work, living or learning environment
- Has the purpose or effect of creating an intimidating, hostile or offensive working, living or learning

environment ("hostile environment")

- Otherwise adversely affects an individual's employment, living or learning opportunities.

Discriminatory harassment may occur in situations where there is a power differential between the parties (between any persons on campus or between any persons at any campus activities), or where the persons share the same status (i.e., student-student, faculty-faculty, staff-staff). It may occur between members of the same or opposite sex.

All forms of discriminatory harassment are prohibited and may include, but are not limited to, the following conduct:

- Verbal abuse, offensive innuendo or derogatory words or slurs, stereotyping, threats, intimidation, epithets or comments based upon or motivated by the person's protected class status;
- Making decisions about a person's employment, compensation, academic progression, admission or other determination impacting their education or employment based upon or motivated by the person's protected class status;
- Written or graphic materials or objects, pictures, or other media placed on or circulated within College premises (walls, bulletin boards, computer terminals, vehicles, email, text messages, etc.) that show hostility or aversion toward an individual or group or which create a hostile working/learning environment based on or motivated by a person's protected class status.
- Failure to provide religious or disability related accommodation as may be required under applicable law

Reporting Discrimination or Discriminatory Harassment

Reports may be made anonymously, although anonymous reporting greatly limits the ability of the college to remediate the issue. Reports may also be made verbally or in person.

Allegations of discrimination or discriminatory harassment involving employee conduct toward other employees or student conduct toward employees should be reported to Patricia Pratt-Cook, Vice President of Human Resources and Chief Diversity Officer. Allegations involving student conduct toward other students should be reported to Nam Provost, Director of Inclusive Excellence. Employees or students may also use the Bias Incident Policy to report matters of discriminatory harassment if they choose, which offers an anonymous reporting option, although anonymous reporting greatly limits the ability of the college to remediate the issue.

C. Sexual Harassment is a form of unlawful sex discrimination and is governed by the Gender-Based and Sexual Misconduct/Violence policy in this handbook.

D. General Harassment/Bullying is harassment or bullying behavior that is not motivated by an individual's protected characteristics, but which degrades or shows hostility or aversion towards an individual which:

- Has the intent or effect of unreasonably interfering with the individual's work, living or learning environment
- Has the purpose or effect of creating an intimidating, hostile or offensive working, living or learning environment ("hostile environment")
- Otherwise adversely affects an individual's employment, living or learning opportunities.
- Has the purpose of causing another person to experience a reasonable fear that he or she will experience unauthorized social exclusion, humiliation, intimidation or the unlawful use of physical force.

The College of St. Scholastica considers the following types of behavior to be examples of general harassment or bullying:

- Has the purpose of causing another person to experience a reasonable fear that he or she will experience unauthorized social exclusion, humiliation, intimidation or the unlawful use of physical force
- Unwelcome physical contact or isolation that places someone in fear or apprehension of immediate harm.
- A pattern of behavior where an individual willfully, maliciously, and repeatedly follows another in his/her course of daily activities in such a way that the person's actions can reasonably be found to interfere with another person's ability to perform his or her regular duties or cause that person to feel frightened, intimidated, harassed, threatened or molested.
- Invasion of privacy or unauthorized taking and use of facts, information, and/or property not in the public domain that a reasonable person would desire to keep from the public eye.
- Intimidation through written or physical conduct directed toward an individual or individuals that unreasonably interferes with his/their full participation in the College community or that is intended to create or may be reasonably determined to have created a threatening or hostile environment.
- Spreading malicious rumors or gossip about another person
- Manipulating the workload of another person in a manner designed to cause that person to fail to perform his or her legitimate functions;
- Slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; remarks that would be viewed by others in the community as abusive and offensive; use of nicknames after being warned that the nickname is considered by the victim to be offensive; constant criticism on matters unrelated to a person's job performance or description or on matters that cannot be documented;
- Engaging in social or cyber-bullying via mail, email, text message, phone, or voicemail; deliberately interfering with mail, email, text messages, phone, voicemail or other communication

Reporting General harassment/bullying

General harassment/bullying when involving student conduct toward other students should be reported to Megan Perry-Spears, Dean of Students. General harassment/bullying when involving employee conduct toward other employees or student conduct toward employees should be referred to Patricia Pratt-Cook, Vice President of Human Resources and Chief Diversity Officer.

E. Workplace Violence

Workplace violence is unjust or callous use of force or power which has the likelihood of causing hurt, fear, injury or death. Workplace violence is prohibited and violators are subject to the disciplinary action which may include sanctions and/or dismissal. Workplace violence includes but is not limited to other prohibited activities under this policy such as bullying and harassment, intimidation, fear, threats, hostile acts, or acts of violence toward an individual or group. Workplace violence also includes physical or gesture bullying, such as pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property, non-verbal threatening gestures such as approaching another person with fists clinched or with one or more other fighting gestures, or any gestures which could reasonably be interpreted as threatening.

Reporting Workplace Violence

Non-emergency cases of workplace violence should be reported to Patricia Pratt-Cook, Vice President of Human Resources. In cases where there exists immediate threat of physical harm to any person or property, campus community members should contact the Duluth Police Department at 911 and Campus Security.

II. PROCEDURES

All reports of discrimination, discriminatory harassment, general harassment/bullying, and workplace violence will be investigated promptly, and in as impartial and confidential manner as possible. Discriminatory harassment that falls within the scope of the Bias Incident Policy will be investigated pursuant to that policy.

Allegations of sex discrimination should be reported and will be investigated pursuant to the Gender-Based and Sexual Misconduct/Violence policy.

Investigations may include interviews with the individual making the charges, the accused, and appropriate witnesses. Investigations may include interviews with the individual making the charges, the accused, and appropriate witnesses. In some circumstances it may be desirable to remove one or more of the employees involved from the workplace or to remove a student from the classroom or residence hall environment during the investigation. Such a step may be seen as the best way to protect the interests of everyone involved. In this event, their absence from the workplace or the College environment should not be interpreted as meaning he or she is guilty of any wrongdoing.

Whenever a charge of harassment, threat, violence, etc., is considered by the College Equal Employment Opportunity Officer and/or the Dean of Students sufficient to warrant investigation beyond the initial complaint, the next step will be to inform the accused that the charge has been lodged, and the accused will at that time be given an opportunity to respond to the allegations. The accused will always have the right to bring a support person to any proceeding the accused attends.

It should be the intention of every member of the community to maintain a working and learning environment free of harassment and violence. Therefore, no retaliatory action may be taken, at any point in the process, against any individual because he or she makes a good-faith complaint against any member of the community. In addition, those who harass or threaten a participant (a witness, the investigator, the complainant or the accused) after a complaint has been made will be subject to appropriate sanctions.

FALSE ACCUSATIONS

False accusations can have serious effects on innocent men and women. Accordingly, accusations which are not made in good faith may also be grounds for discipline, up to and including termination or expulsion. Discipline, if any, will be determined on a case-by-case basis after a review of relevant information.

SANCTIONS

The College has the discretion to apply any sanction or combination of sanctions to eliminate any unlawful conduct or violation of this policy and remedy the impact of any harassment or threats. Examples include but are not limited to:

- counseling the offender;
- transferring the offender to another position (if applicable);
- placing the offender on probation, with a warning of suspension or discharge for continuing or recurring offenses;
- placing the offender on suspension with or without pay;
- terminating the employment of the offender.

All documentation regarding any incident will be kept on file in the Equal Employment Opportunity Officer's office. The College will assist the victim with reporting the incident to the appropriate police department if he/she wishes to do so.

Campus Community Opportunities for Education, Awareness, & Bystander Intervention Programs Surroundings of Sexual & Gender Based Misconduct

The College of St. Scholastica offers many opportunities for students, staff, and faculty to gain awareness and skills about prevention, reduction, and intervention of sexual and gender based misconduct. Some of those programs include:

- Student Specific Programs:

- Online Orientation & Haven Program for all first year and transfer students
- Welcome Weekend: Sex Signals & VIP Program Communication
- Dignitas Programming for first year students via Dignitas Labs and classroom presentations
- Programs within Residential Life for residents
- Partnerships with Athletic Teams
- Annual education, prevention, and bystander intervention opportunities throughout the year which includes but is not limited to programs, events, and activities within the following months; Domestic Violence Awareness Month (October), Stalking Awareness Month (January), Sexual Assault Awareness Month (April)
- BEST (Be Equal Safe & Trustworthy) Party Model Programs: an environmental assessment, primary prevention focused program aimed at reducing unsafe and inequitable environments with a focus on parties that can be extended to greater campus community
- Student Leader Training—Response & Bystander Intervention conducted yearly
- HSC 1113 & 1114: Two courses offered regarding dynamics, forms, impact, and advocacy services and skills related to sexual violence. There are many other courses offered at the College of St. Scholastica that could provide students with further understanding of the dynamics, impact, and prevention of violence in our community.
- Staff/Faculty Specific Programs:
 - Online Human Resource Training for Staff, Faculty, and Supervisors
 - Departmental Presentations each semester
 - Ongoing In Person Programs offered throughout the year
 - CSS Saints Step In Bystander Program
 - Yearly and ongoing training to members of Gender Based Misconduct Investigation Team and Title IX Coordinators
- General Campus Community Opportunities:
 - Multi-disciplinary Gender Equity and Anti-Violence Allies (GEVA) Team
 - Monthly education, awareness, prevention, and bystander programs each semester open for all campus community members

For more specific information about our education, prevention, awareness, reduction, and bystander intervention programs, initiatives, or efforts, please visit the [Violence Intervention & Prevention \(VIP\) Program](#) page website or contact Lexie Generous, Safe Campus Intervention Coordinator at lgenerous@css.edu / geva@css.edu / Tower 2124 / 218-625-4485

Resources & Referrals for Sexual & Gender Based Violence

Location	Description	Phone Number
<i>Campus Support Services-Based on Duluth Campus</i>		
<u>Gender Equity & Anti-Violence Allies (GEVA) Team</u>	Clarify, support, and connect students, staff, and faculty who have experienced sexual and gender based violence.	GEVA 24 Hour Line: 218-216-4779 Specific Members Directly: Lexie Generous 218-625-4485 Missy Watschke, 218-723-6747 Jessica Johnston, 218-723-6645 Sarah Stewart 218-723-6453

		Kara Thoenke 218-723-7081 Bret Amundson 218-625-4983 Cory Kemp 218-723-6298
Title IX Coordinators	Reporting of Title IX violations which include but are not limited to: Sexual Assault, Sexual Harassment, Sexual Violence, Domestic/Dating/Intimate Partner Violence, Stalking,	HR: Nam Provost 218-723-7032 Athletics: Stacy Deadrick 218-723-6299 Student Affairs: Steve Lyons 218-723-6167 Academic Affairs: Jeri Collier 218-723-6064 Extended Sites: Amy Grimm 651-403-8627
<i>Off Campus Resources-Itasca County</i>		
<u>Support Within Reach (Itasca Alliance Against Sexual Assault)</u>	Services Include: 24 Hour Crisis Line, Support Advocacy, Free and Confidential Counseling Services, SANE Program, Law Enforcement Advocacy, Prosecution Advocacy, Support Groups	218-326-5008
<u>Grand Rapids Police Department</u>	Patrol Officers Investigations	9-11 218-326-3464
<u>Grand Itasca Clinic & Hospital</u>	24 Emergency Department	218-326-3401
<u>Essentia Health-Grand Rapids</u>	Family & Primary Care Practice	218-999-7000
<i>State & National Resources</i>		
<u>Minnesota Coalition Against Sexual Assault</u>	Connection with member programs providing advocacy and support to sexual assault victims.	651-209-9993
<u>Day One Minnesota Domestic Violence Crisis Line</u>	Crisis intervention and support and connection to available shelters.	866-223-1111
<u>OutFront Minnesota Anti-Violence Program</u>	Advocacy and support services to LGBTQA identified survivors of sexual and domestic violence and hate/bias crimes	612-822-0127

<u>RAINN National Sexual Assault Hotline</u>	Crisis intervention and support	1-800-656-HOPE (4673)
<u>National Domestic Violence Hotline</u>	Crisis intervention and support	800-799-SAFE (7233)
<u>The Network laRed</u>	Crisis intervention and support for LGBTQ victims survivors of violence	617-742-4911

Minnesota Sex Offender Registry

Access to sex offender information for the state of Minnesota is provided to the public as the result of the Jacob Wetterling Registration Act, which was passed by the United States Congress, and Megan's Law, which requires states to release relevant information about registered offenders to protect the public.

<http://www.megans-law.net/Minnesota-Megans-Law.asp>

<http://www.doc.state.mn.us/>

Crime Statistics

The College of St. Scholastica believes that an informed citizen is better able to take steps to avoid being a crime victim. The following statistics of incidents reported to Campus Security are provided for your information in compliance with the Crime Awareness and Campus Security Act of 1990 and the Higher Education Opportunity Act (Public law 110-315).

OFFENSE	ON CAMPUS			NONCAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	NA	NA	0	NA	NA	0	NA	NA	0
NEGLIGENT MANSLAUGHTER	NA	NA	0	NA	NA	0	NA	NA	0
SEX OFFENSES, FORCIBLE	NA	NA	0	NA	NA	0	NA	NA	0
SEX OFFENSES, NON-FORCIBLE	NA	NA	0	NA	NA	0	NA	NA	0
ROBBERY	NA	NA	0	NA	NA	0	NA	NA	0
AGGRAVATED ASSAULT	NA	NA	0	NA	NA	0	NA	NA	0
BURGLARY	NA	NA	0	NA	NA	0	NA	NA	0
MOTOR VEHICLE THEFT	NA	NA	0	NA	NA	0	NA	NA	0
ARSON	NA	NA	0	NA	NA	0	NA	NA	0
DOMESTIC VIOLENCE	NA	NA	0	NA	NA	0	NA	NA	0
DATING VIOLENCE	NA	NA	0	NA	NA	0	NA	NA	0
STALKING	NA	NA	0	NA	NA	0	NA	NA	0
LIQUOR LAW ARRESTS	NA	NA	0	NA	NA	0	NA	NA	0
LIQUOR LAW REFERRED FOR DISCIPLINARY ACTION	NA	NA	0	NA	NA	0	NA	NA	0
DRUG LAW ARRESTS	NA	NA	0	NA	NA	0	NA	NA	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	NA	NA	0	NA	NA	0	NA	NA	0
ILLEGAL WEAPONS POSSESSION ARRESTS	NA	NA	0	NA	NA	0	NA	NA	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	NA	NA	0	NA	NA	0	NA	NA	0

NA – Not Applicable. Prior to 2015, reporting statistics were reported in the Non-Campus category on our main campus (Duluth Campus) report.

Hate Crimes Statistics

OFFENSE	ON CAMPUS			NONCAMPUS			PUBLIC PROPERTY		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
MURDER/NON-NEGLIGENT MANSLAUGHTER	NA	NA	0	NA	NA	0	NA	NA	0
NEGLIGENT MANSLAUGHTER	NA	NA	0	NA	NA	0	NA	NA	0
SEX OFFENSES, FORCIBLE	NA	NA	0	NA	NA	0	NA	NA	0
SEX OFFENSES, NON-FORCIBLE	NA	NA	0	NA	NA	0	NA	NA	0
ROBBERY	NA	NA	0	NA	NA	0	NA	NA	0
AGGRAVATED ASSAULT	NA	NA	0	NA	NA	0	NA	NA	0
BURGLARY	NA	NA	0	NA	NA	0	NA	NA	0
MOTOR VEHICLE THEFT	NA	NA	0	NA	NA	0	NA	NA	0
ARSON	NA	NA	0	NA	NA	0	NA	NA	0
DOMESTIC VIOLENCE	NA	NA	0	NA	NA	0	NA	NA	0
DATING VIOLENCE	NA	NA	0	NA	NA	0	NA	NA	0
STALKING	NA	NA	0	NA	NA	0	NA	NA	0
OTHER CRIMES INVOLVING BODILY INJURY	NA	NA	0	NA	NA	0	NA	NA	0
SIMPLE ASSAULT	NA	NA	0	NA	NA	0	NA	NA	0
LARCENY	NA	NA	0	NA	NA	0	NA	NA	0
DESTRUCTION OF PROPERTY	NA	NA	0	NA	NA	0	NA	NA	0
INTMIDATION	NA	NA	0	NA	NA	0	NA	NA	0

NA – Not Applicable. Prior to 2015, reporting statistics were reported in the Non-Campus category on our main campus (Duluth Campus) report.

Additional links:

Itasca Community College Campus Map: Go to the Itasca Community College main page at <http://www.itascacc.edu/> and then search for campus map.

To view the Itasca Community College's Safety and Security Information report for the required three year reporting period, go to the following web page: <http://www.itascacc.edu/about/iccsecurityreport.pdf>