



**Keweenaw Bay Ojibwa
Community College**



KBCC

**STUDENT
HANDBOOK**

This version of the KBOCC Student Handbook was approved on July 9, 2018.

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Letter from the Dean of Student Services

Dear Students,

The Student Code of Conduct as outlined in this Student Handbook provides information about Keweenaw Bay Ojibwa Community College (KBOCC) policies regarding student behavior, as well as resources available to students. We hope the policies contained in this handbook provide you with a general understanding of your rights and responsibilities as a member of the KBOCC community. Additional information about academic programs and requirements can be found in the course Catalog.

We encourage you to fully read the Student Handbook and to utilize the many resources available to you at Keweenaw Bay Ojibwa Community College. We expect all students to maintain standards of personal conduct that are in balance with the educational ideals of the institution and to conduct themselves in a manner that reflects positively on the College and the Community. We also encourage you to take advantage of the co-curricular learning opportunities available on campus through academic departments, student services, student government, and other student organizations.

The policies and procedures located in the Student Handbook are subject to revision at any time with little or no advance notification, however, every attempt is made to make substantive changes between academic years. Students are held accountable to the Student Handbook policies that are in place at the time an incident is officially reported to a non-confidential source.

If you have any questions about the contents of this handbook or suggestions on how to improve it, please feel free to contact me via e-mail, studentservices@kbocc.edu or by phone at 906-524-8111.

With best regards for a rewarding academic year,

Liz Julio,
Dean of Student Services

Welcome KBOCC students!

The policies in this version of the student handbook are up-to-date as of July 1, 2018. The College reserves the right to make changes throughout the year and when feasible will notify the campus of such changes. For the most current information please download the latest handbook from our website. This is a handbook for your reference to help guide you through daily college life and provide you with answers to questions you may have.

KBOCC VISION

Keweenaw Bay Ojibwa Community College will serve as the principal higher educational institution for the L'Anse Indian Reservation and surrounding communities by providing quality academic programs rich in Ojibwa culture that empower students to fulfill their dreams of a superior education.

KBOCC MISSION

Formed out of our American Indian identity, the mission of Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition and beliefs that support life-long learning.

This mission will be accomplished by providing a professional, dedicated, open-minded, and enthusiastic faculty, teaching a challenging, intellectually rigorous and relevant curriculum in a culturally sensitive environment that is safe and conducive to learning.

KBOCC BELIEFS

The administration and Board of Regents have set forth these beliefs and are accountable to them:

- Education is a worthwhile endeavor and is the foundation for success.
- Everyone has the right to an accessible and affordable education.
- Everyone can learn.
- Everyone deserves a safe environment for learning.
- Education is a shared responsibility.
- Learning is a lifelong process.
- Those who teach must never cease to learn.
- Everyone is unique and has value.
- Everyone needs to maintain a sense of dignity.
- Strength comes from diversity.
- The earth is our community.

PROGRAM DIRECTION

Consistent with the mission and beliefs, Keweenaw Bay Ojibwa Community College sets forth these purposes:

1. Promote and preserve the Ojibwa culture by offering courses in Ojibwa language, history, and culture and an array of cultural activities.
2. Provide educational opportunities leading to certificates and associate degrees.
3. Encourage and prepare students to pursue advanced degrees.
4. Offer assistance for transfer to four-year colleges or universities.
5. Provide occupational/career programs for employment opportunities in tribal organizations, governmental agencies, and the private sector.
6. Provide instruction for students who desire to upgrade or enhance their skills.
7. Provide community educational programs that meet the changing needs of the Keweenaw Bay Indian Community and surrounding area.
8. Prepare and encourage students through guidance, advising, and counseling to meet their personal, academic, and career aspirations.
9. Offer students job placement assistance.

STUDENT SERVICES

ADMISSIONS

Information on types of admission can be found in the Course Catalog. Admission changes and directory updates can be completed by contacting the Admission's Office at 524-8304 or admissions@kbocc.edu.

BILLING CONCERNS

Anyone with a question or disagreement concerning a bill from KBOCC may direct their concern to the Bursar's Office at 524-8306 or billing@kbocc.edu.

ENROLLMENT

Registration can be completed with an Academic Advisor prior to each semester. However, questions regarding student schedules may be directed to the Registrar's Office at 524-8306 or registrar@kbocc.edu.

FINANCIAL AID

Financial aid opportunities generally available to KBOCC students are listed in the catalog. Applications and postings for current opportunities can also be found on the website, www.kbocc.edu or the Financial Aid bulletin board. For further information you may reach the Financial Aid Director at 524-8301 or financialaid@kbocc.edu.

STUDENT EMPLOYEES

Student employment opportunities are provided through KBOCC include Federal Work Study; Internal and External Internships. To be eligible, students must meet program guidelines and submit a complete Student Employment Application found at <http://www.kbocc.edu/employment/>. If chosen, the student's supervisor will coordinate with HR to complete an employment file which will contain a satisfactory background check, pre-employment drug screening, and additional screening as determined by job description.

WORK STUDY

Work study positions are available each semester and will be posted on the Financial Aid bulletin board. See Financial Aid in the College Catalog. For further information you may reach the Financial Aid Director at 524-8301 or financialaid@kbocc.edu.

INTERNSHIPS

Internships provide workplace experience for students either for credit, stipend (pay), or both in a wide variety of locations both in the U.S. and abroad. While many are summer programs, some internships are available during the spring and fall semesters. To be eligible, students must have completed a minimum of 12 credits and be in good academic standing (2.0 cumulative GPA or above) or as specified by the sponsoring agency. Internships may be required in some programs, in which case, special requirements may be specified. Detailed information about available internships can be found by visiting www.kbocc.edu/internship-opportunities/.

RECORDS

Students can print schedules, grades, bills, financial aid award letters, and unofficial transcripts directly from their student portal. Official transcript request forms can be found at <http://www.kbocc.edu/student-records/> and submitted to the Registrar's Office. For more information about records contact 524-8306 or registrar@kbocc.edu.

CAREER SUPPORT & JOB SEARCH

Student Services staff can assist students with career interest surveys and job search tips as well as connecting them with job placement services, including:

- Providing employment-related information and assistance
- Assisting with resume writing and job interviewing techniques
- Developing a credentials file
- Assisting with job searches through daily posting and internet searches

Tribal Employment Rights Office (TERO) and Michigan Works contact information is available in the Student Resource Guide and in the Student Services department for students who are seeking employment.

CLUBS & ORGANIZATIONS

KBOCC has a variety of clubs and organizations available for student participation and encourages students to form additional clubs. KBOCC has the following organizations:

- AISES (American Indian Science and Engineering Society)
- AIBL (American Indian Business Leaders)
- KBOCC Student Government
- SNOWS (Student and Native Organization of Writers and Storytellers)

COMMUNITY ENRICHMENT PROGRAMS

KBOCC offers non-credit or continuing education workshops, conferences, seminars, and short courses to meet the economic, social, and cultural development needs of the community. For more information, visit www.kbocc.edu/continuing-education-units/.

DISABILITY SERVICES

Any student in need of reasonable accommodations due to a disability will need to inform his or her instructor or the Dean of Student Services. Requests for reasonable accommodations are processed in the Dean of Student Services office and require appropriate documentation. Questions or requests can be directed to Student Services at 524-8111 or studentservices@kbocc.edu.

REFERRALS

Students are encouraged to contact the Dean of Student Services if they are seeking services or need assistance with external issues, i.e., daycare, transportation, time management, financial concerns, personal issues, etc. If there is not a college program available to meet a student's needs, contact information for community programs can be obtained at www.kbocc.edu/community-programs/community-resources/.

TRANSFER ASSISTANCE

Students may obtain assistance in transferring to or from other institutions from the Dean of Instruction at 524-8313.

TUTORING

Professional tutoring is available for KBOCC students free of charge. Tutoring hours and contact information are posted each semester throughout the KBOCC campus. To schedule a tutoring appointment stop by the tutoring office or contact 524-8103 or tutoring@kbocc.edu.

Your course instructor is also available during posted office hours to provide extra assistance, and occasionally peer tutors (your fellow classmates) are available to assist. Courses and educational workshops are also provided to help students improve study habits.

VETERANS' BENEFITS

For assistance in accessing available benefits Veterans are encouraged to contact the Registrar at 524-8306 or registrar@kbocc.edu.

CIVIL SERVANT REGISTRATION

Those students who are employed with the fire department or armed forces may be granted up to one week past the drop/add date to register with instructor approval.

GENERAL INFORMATION

CLASS CANCELLATION AND NOTIFICATION

School Closings: Inclement weather closures for KBOCC will be announced on the College's website and Facebook page, Eagle Radio 105.7 or 98.7, WLUC TV, and the Upper Michigan Source web page. Students should check their kbocc.edu email for up-to-date reports.

Individual Class Cancellations: When scheduled classes are canceled, the College will attempt to notify students at their kbocc.edu address or by phone. Students should check the web portal for up-to-date course information and assignments.

IDENTIFICATION CARDS

All students enrolling in classes at KBOCC are required to obtain an official college identification card. Students must present their student ID cards to make copies and print at the Library and gain access to the KBOCC Fitness Center. Student identification cards can be obtained from the IT Office. For further information you may reach the IT director at 524-8107 or it@kbocc.edu.

CHILDREN ON CAMPUS

Children must be under the supervision of an adult while on campus. Students must seek instructor permission prior to bringing children to class or tutoring. Instructors may withdraw permission at any time. At no time are children permitted in science labs or vocational education classrooms. Under all circumstances, parents are responsible for the behavior of their children.

LOST AND FOUND

Students are cautioned not to leave valuables unattended on campus. The college is not responsible for lost items although, they may be turned in to the Bookstore at Wabanung Campus, Room 118E. Call 524-8118 or email bookstore@kbocc.edu to make inquiries.

PARKING

Student parking is provided for free at all campus buildings. At the Wabanung Campus parking is restricted to lots marked as "Student Parking." All other parking lots are reserved for visitors and employees and may be marked as such. Students may not park in visitor and employee lots. In the case of an accident in a parking lot, notify law enforcement and Student Services.

PETS

Absolutely no pets are allowed on College property (this prohibition does not apply to seeing-eye dogs or other trained service animals).

TRAVEL

KBOCC offers learning opportunities through travel to local and national conferences, extracurricular travel, and academic field trips. To be eligible for overnight travel as a representative of the College, students must:

- Be in good academic and disciplinary standing.
- Meet conference registration requirements such as enrollment status, class standing, group membership, or etc..
- Meet trip organizer requirements such as specific training, liability waiver, or participation in fundraising.
- Sign a commitment to the KBOCC Code of Conduct.
- Submit to and successfully pass drug screening – *must be completed prior to submitting travel request.*
- Complete and submit Travel Request form to the Dean of Student Services or trip organizer.
- Receive permission from instructors whom classes will be missed.
- Remember you are representing KBOCC.
- Dress in business casual attire or as appropriate for the event.
- Submit a Travel Report to the Dean of Student Services or trip organizer within 5 days of return.

Provide advance notice if travel must be canceled to avoid charges to student account for non-refundable travel costs.

Academic Field trips also require travel forms that request permission from instructors whom classes will be missed.

DRUG SCREENING

Students must submit to drug screening when applying for student employment or when requesting overnight travel as representatives of KBOCC. Drug screen results remain valid for one academic year. Inconclusive or unsuccessful results will be allowed repeat screening one time per academic year. Student will be responsible for costs incurred for additional testing.

CAMPUS RESOURCES

KBOCC provides numerous resources to help students with their educational goals. For specific information see <http://www.kbocc.edu/student-services/> or contact Student Services at 906-524-8118.

BOOKSTORE

The KBOCC Bookstore, located on the Wabanung Campus, has textbooks and merchandise for sale. Students may charge to their accounts until the eighth week of the fall and spring semesters, and until the second week of the summer session. The bookstore accepts both credit cards and cash for payment.

Students can return books purchased from the College if they drop a class during the first week of the semester. Students must bring in their drop cards and the books in new condition within three business days of dropping the class to receive an account credit. For more information contact the Bookstore at 524-8118 or bookstore@kbocc.edu.

CAFETERIA

The cafeteria is located on the lower floor of the Wabanung Campus. Meals and beverages are available weekdays during posted hours. Food and beverages are permitted in designated areas only: the cafeteria and the snack area located in Room 201N. Daily menus will be posted to your KBOCC issued e-mail. For more information contact 524-8503.

CHILD CARE

Two licensed child care facilities are available for children of students, staff, and faculty. Contact:

OCC Child Care Center
615 N. Main Street
L'Anse MI 49946
524-4847

KBIC Pre-Primary
Beartown Rd
Baraga MI 49908
353-5437

COMPUTERS/INFORMATION TECHNOLOGY

User ID: Currently enrolled students are issued a user ID and password for access to the computers. User IDs and passwords must be protected from unauthorized use: do not provide your user ID and password to others. Please contact IT for sign in assistance at 524-8107 or e-mail IT@kbocc.edu.

Computer Use Policy:

Guidelines for Use of KBOCC Computers

1. All electronic communication between KBOCC students and personnel is done from the KBOCC assigned e-mail accounts.
2. Computers and passwords are for the use of enrolled students. Users will be responsible for activities generated under their User IDs.
3. Students will abide by security restrictions on all systems.
4. Acceptable use requires users to maintain ethical standards at all times.
5. Students must abide by copyright laws. Downloading and file sharing of copyrighted information is permitted.
6. Printing is available for educational purposes only and is limited to ten pages.
7. Flash drives may be purchased from the Bookstore.

Unacceptable Use of KBOCC Computers

1. It is unacceptable to view, create, or distribute materials or information that includes material that may undermine College policies and values or may be deemed inappropriate for an academic or professional setting.
2. The sending of threatening or harassing materials or messages is strictly prohibited.
3. Students must not monopolize systems or networks, waste printer paper or other resources.
4. Damage to the computers or other computer classroom equipment will not be tolerated, e.g., spills, altering any preset configurations, pounding on keys, etc.
5. No food or drinks are permitted in the computer lab.
6. The College systems may not be used for any unlawful or any improper purpose.

7. Misuse of the systems, destruction, unauthorized access, copying, removal or misappropriation of the systems information or data residing on the systems may lead to disciplinary action including termination of employment, civil liability and criminal prosecution.
8. No student should reasonably expect that any use of the systems will be private such as personal items placed on the system.
9. The College reserves the right to remove any material from the computer system which is not authorized by the College or deemed inappropriate, inconsistent or hazardous.
10. Students should avoid all inappropriate references in their verbal, written and/or electronic communications, including material or comments that could be construed as discriminatory, hostile, suggestive, or that may otherwise violate any law or College Policy.
11. Students are responsible for any damage caused through willful, reckless or negligent conduct. For example, students who fail to insure the integrity of electronic data introduced into the College computer system and who, thereby, introduce a "virus" into the computer system of the College, may be (a) held responsible for the cost of eliminating such hazardous material and otherwise correcting the resulting damage to the system or the files and data residing on the system, (b) subject to discipline including termination, and (c) subject to civil liability and criminal prosecution.
12. The preceding rules will be enforced to protect the machines and prolong their use. Students who choose not to abide by these rules will lose their computer privileges or be subject to further disciplinary action.

FITNESS CENTER

RGM Fitness Center at the Wabanung Campus in L'Anse is available for student use during posted hours. A current class schedule is required for verification. Students are required to complete the paperwork and are expected to follow the rules of each facility. For more information contact the Fitness Coordinator at 524-8213 or fitness@kbocc.edu.

HEALTH OFFICE

The Health Office is located in Room 205N and serves as a first-aid station, wellness center, and lactation area. Contact Student Services at 524-8118 or studentservices@kbocc.edu for information.

LIBRARY

The Library is located in Room 206N on the Wabanung Campus. Computers and printing are available for educational use. Library hours are posted throughout campus. For more information contact the Librarian at 524-8206 or library@kbocc.edu.

Other library options:

- Ojibwa Community Library, 409 Superior Avenue, Baraga
- Baraga County Public Library 201 N. Fourth St., L'Anse Area Schools, L'Anse

All three libraries are members of the Upper Peninsula Region of Library Cooperation, which provides direct access to library materials across the region through inter-library loan. The e-library is available at <http://www.mel.org>.

STUDENT SUCCESS CENTER

The Student Success Center in Room 105E is available to enhance KBOCC students' academic performance by striving to help students achieve their highest academic potential with support, tutoring, coaching, and personalized instruction. It is located at the Wabanung Campus in the Student Services department. A number of services are available, such as tutoring, test prep, study sessions, exam proctoring, mentoring, resume' development, transfer search, and job opportunities. The Center is equipped with two study rooms and several computers. For more information contact Student Services at 524-8118 or Tutoring at 524-8103 or tutoring@kbocc.edu.

TRANSPORTATION

Transportation may be arranged for attending classes at the Wabanung Campus in L'Anse Mondays through Thursdays and for special events. For scheduling information, contact Student Services at 524-8118 or studentservices@kbocc.edu.

WEB PORTAL

The web portal is the student gateway to financial aid and billing information, grades, unofficial transcripts, and any course information. It is accessible at <http://my.kbocc.edu/ics> Information is provided at Student Orientation.

STUDENT RIGHTS

EQUAL OPPORTUNITY

KBOCC is committed to a policy of nondiscrimination regarding educational opportunity. No person shall be discriminated against in access to and participation in programs, services, and activities with regard to race, gender, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation, as defined by law.

FREEDOM OF EXPRESSION

At KBOCC, freedom of expression in educational activities is encouraged and considered important to the growth, learning, and development of the individual because it allows for the exchange of knowledge and ideas. This right is applied equally to all individuals in the college community. KBOCC expects communication to take place in a manner that is respectful of divergent perspectives and opinions.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA Notice: The College annually publishes a notice of student rights under the Family Educational Rights and Privacy Act (FERPA) of 1974. Students who did not receive a notice may contact the Dean of Student Services.

Notice of Availability of Institutional Information: The College annually distributes a notice of the availability of information required to be disclosed to students under FERPA and the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice lists and briefly describes the disclosures and how to obtain the information. A paper copy may be obtained from the Dean of Student Services upon request.

Privacy and Access to Student Records: FERPA is a federal law that protects the privacy of student educational records. It regulates maintenance and dissemination of student records at institutions that receive federal funds. In the context of higher education, FERPA gives every current student or former student who is attending any school beyond the high school level personal access and privacy rights with respect to their educational records. For more information, see "Protecting the Privacy of Student Educational Records" www.nces.ed.gov/pubs97/web/97859.asp. Students have the right to:

1. Examine and review their educational records.
2. Challenge the contents of their records if they believe the information is inaccurate, misleading, or violates their right to privacy.
3. Limit the disclosure of information from their records.
4. File a complaint with the Department of Education concerning FERPA non-compliance.

Exceptions exist in FERPA law that allows the release of student educational records without prior consent to the following:

1. To school officials with legitimate educational interest (see below).
2. To schools in which the student seeks or intends to enroll.
3. To federal, state, and local authorities involving an audit or evaluation of compliance with education programs.
4. In connection with financial aid.
5. To organizations conducting studies of or on behalf of educational institutions (provided the institution's research board has cleared the research).
6. To accrediting agencies.
7. To parents of dependent students (as verified by the most recent tax form). *Although FERPA allows release of educational records to parents, the College policy is to release information to parents only if the student has signed a release. See KBOCC FERPA Policies below.*
8. To comply with a judicial order or subpoena.
9. In health or safety emergencies.
10. As directory information.
11. To the student
 - o Results of disciplinary hearings.
 - o Results of disciplinary hearing to an alleged victim of a crime of violence.
 - o Final results of a disciplinary hearing concerning a student who is an alleged perpetrator of a crime of violence and who is found to have committed a violation of the institution's rules or policies.

KBOCC Policies Regarding Release of Information: Due to FERPA regulations, KBOCC policy requires a student to sign a release of information to allow his or her parent(s) to access the student's educational records, even if the student is a dependent per tax records. Policy also requires a student to sign a release of any information to his or her employer.

Legitimate Educational Interest: A school official is a person employed by KBOCC in an administrative, supervisory, academic, research, or support staff position; or a person or company with whom KBOCC has contracted as its agent to provide a service, such as an attorney, auditor, or tribal or federal agency.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the College.

Records that KBOCC may retain on a student and are protected under FERPA include:

- academic records
- advising files
- student services files (may include academic warnings, corrective actions, disciplinary records, readmission requests to Faculty Council, transfer assistance internship information, tutoring, etc.)
- request for reasonable accommodations files for students with disabilities

Directory Information: Under FERPA, KBOCC may, at its discretion, release student data considered "directory information," which includes the following: name, enrollment status, address, telephone number, age, place of birth, class, major, dates of attendance, degree and awards conferred, and most recent educational institution attended.

Students may indicate their preference regarding the disclosure of "directory information" on the admissions application. At any point during their enrollment, students may elect to withhold "directory information" by filling out the Request to Withhold Directory Information form located in the Dean of Student Services office or Enrollment office. The College will honor students' requests to withhold "directory information" until they inform the College in writing to rescind the requests.

Personally Identifiable Information: Personally identifiable information is any information — directory and non-directory information — easily traced to the student, and may include name, name of parents or family members, address, social security number, a list of personal characteristics, or any other information that clearly distinguishes the student's identity.

Personally Identifiable Information (PII) may be released only on a minimum necessary basis and only to those individuals who are authorized to use such information as part of their official College duties, subject to the following requirements:

- 1) The PII released is narrowly tailored to a specific requirement;
- 2) The information is kept secure and used only for the specific official College purposes for which authorization was obtained; and
- 3) The PII is not further disclosed or provided to others without proper authorization as defined above.

The College may release or publish personally identifiable information on students who participate in a KBOCC officially recognized event. Students may restrict release of this information if they wish at Admissions, and the data will not be released by the College except as authorized by law.

Student Right to Request and Revise Records: Students can request to review their educational records. The request must be made in writing to the Dean of Student Services office. The Dean has 15 working days to obtain the requested records for the student's review.

A student can also request to have a record amended that he or she believes is inaccurate or misleading. The student is required to send the request, in writing, to the college official in charge of said record. The request must

clearly indicate the portion of the record the student wants changed and an explanation of why it is inaccurate or misleading. The official in charge of the record has 15 working days to respond to the student's request.

If the request to amend the record is denied, the student has a right to request a hearing to challenge this decision per FERPA regulations. This hearing will commence within 15 working days of the request, unless the student requests additional time. If it is still determined that the request to amend the record is denied, the student has the right to submit his or her own statement about disagreement with the record or decision which will remain part of the student's record for as long as the disputed record is kept. Any release of the disputed record will include the student's statement as part of that record.

FERPA Complaints: Students have the right to file FERPA non-compliance complaints with the U.S. Department of Education. The contact information for this office is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-5920

STUDENT RESPONSIBILITIES

Students have a responsibility to act consistently with the values of the College and to obey local, state, and federal laws.

STUDENT CODE OF CONDUCT

KBOCC integrates traditional Ojibwa values into all its programs. The Student Code of Conduct finds its foundation in the seven sacred grandfather teachings which include the following:

1. Wisdom
2. Love
3. Respect
4. Bravery
5. Honesty
6. Humility
7. Truth

The Student Code of Conduct exists to help KBOCC maintain a safe and positive environment conducive to learning and to help promote student growth. Students are expected to behave in a manner that demonstrates behavior consistent with these teachings in all interactions with the College and broader communities.

RESPECT AND CONSIDERATION

Maintaining an environment that is safe and conducive to learning is an important part of Keweenaw Bay Ojibwa Community College's mission. While at the College or any college-sponsored activity, all members of the college community have the right to be treated with respect and consideration. Threatening or insulting behavior will not be tolerated, and these behaviors should be reported to an instructor or administrator as soon as possible.

CAMPUS SAFETY

Personal Safety: Students are encouraged to always be aware of their surroundings, whether in parking lots or in campus buildings. For personal protection, it is recommended that all students use a buddy system when walking to and from their cars, especially at night. Students may also request an employee to accompany them any time they are concerned about their safety on campus.

Identity Security: All forms of identification and passwords should always be safeguarded and recorded in a safe location. Missing identification should be immediately reported to local authorities.

Property Security: Students should keep their personal belongings or valuables with them at all times. Theft of personal property on College property should be immediately reported to Student Services and local law enforcement agencies.

VIOLATIONS OF STUDENT CONDUCT

Code of Conduct Violations: General Code of Conduct violations consist of, but are not limited to, the following:

1. Failure to comply with the directives of college officials including, but not limited to, faculty or administrators acting in the performance of their duties.
2. Violation of published college policies, rules or regulations, including academic integrity.
3. Violation or attempted violation of local, federal, or state laws.
4. Attempts to commit acts or encouraging others to commit acts prohibited by this code are also code violations.
5. Intentionally or recklessly interfering with college or college-sponsored activities.
6. Gambling at college-sponsored activities.
7. Threatening or insulting behavior.

Academic Conduct: Problems with conduct in specific courses are usually addressed by instructors in accordance with the course syllabus. More serious or repeated violations may also result in a disciplinary referral.

Academic Integrity Violations: Cheating, or the unauthorized use or exchange of information by students in meeting academic standards, will include, but are not limited to the following:

- Plagiarism is representing another person's words, images, or ideas as one's own without proper citation or credit. Other people's words, images, or ideas must be given adequate documentation. Plagiarizing is considered a form of cheating.
- Copying another's work during an examination.
- Using unauthorized notes or aids during an examination.
- Taking an examination for another student.
- Collaboration with any other person during a test without instructor authorization.
- Obtaining or attempting to obtain an unreleased test.
- Submitting research and assignments prepared by others or with unauthorized aid.
- A student who intentionally assists another in the act of cheating or plagiarism may be subject to disciplinary action as well.

Alcohol, Tobacco, & Drug Use: Drugs and alcohol use is prohibited in all campus locations and college-sanctioned events. Tobacco use is permitted in designated areas only. See Drug and Alcohol Abuse Prevention Policy in this Handbook for more information.

Classroom Conduct Violations: Conduct that undermines the academic success of students during classroom or other instruction is prohibited and includes, but is not limited to, the following:

- Initiating or participating in inappropriate conduct that disrupts classroom activities.
- Using any device that causes disturbance inside or outside the classroom during instruction, i.e., cell phones, texting, etc.
- Eating in the classroom unless it is part of the course content.
Continuing to engage in inappropriate interaction with the instructor and/or to classmates after student has been directed to stop adverse behavior.

Copyright Infringement, Peer to Peer File Sharing, and Illegal Downloading Policy: Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include reproduction or distribution of copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing the same P2P software, to connect with each other and directly access digital files from one another's hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc.

Through P2P file sharing, it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on a student's computer, the student may be unintentionally sharing someone else's copyrighted materials. As a user of the College's network, recognizing the legal requirements of the files that a student may be sharing with others is important. It is illegal to download or share copyrighted material without permission of the owner. This may include, but is not limited to, mp3's, video, and picture files.

Students should be aware that illegal forms of downloading and file-sharing, as well as the unauthorized distribution of copyrighted materials including unauthorized peer-to-peer file sharing, are violations of the law and may subject students not only to disciplinary action from the College but to civil and criminal liabilities.

Any action which endangers the life, welfare, or safety of another person, i.e., the threat of physical violence, any form of intimidation, profane language, a disruption of College employees in the performance of their duties, engaging in an act of sabotage, willfully or with gross negligence causing the destruction or damage of institution property and the property of employees or visitors, or other destructive acts, will result in a 90-day ban from all Keweenaw Bay Ojibwa Community College Property and College sponsored activities. Such acts may include:

Misuse of Property:

1. Failure to comply with building safety and security procedures.
2. Unauthorized presence in or use of college premises, facilities, or property or refusing to depart upon direction by authorized persons.
3. Unauthorized or fraudulent use of college facilities, telephone system, mail system, or computer system.
4. Intentionally or recklessly activating a fire alarm without cause, damaging fire safety equipment, or initiating a false report of fire or other emergency.
5. Unauthorized possession or copying of KBOCC keys.
6. Theft, attempted theft, unauthorized borrowing or use of college, public, or private property; or unauthorized use of a college service.
7. Deliberate damage to college, public, or private property.

Firearms, Weapons, and Dangerous Substances:

- Possession of any firearm, weapon, or explosives on College property or campus-sponsored activity.
- Possession of any chemical or dangerous substance compound anywhere on College property or during a campus-sponsored activity.

Fraudulent Behavior:

- Knowingly furnishing false information to college personnel.
- Intentionally passing of an insufficient funds check, fraudulent money order, or unauthorized use of a credit card in payment of any financial obligation to the college.
- Falsifying or altering College documents or records.
- Unauthorized use of any College document or instrument of identification.
- Falsely claiming to represent the college or a student organization of the college.
- Assuming another person's identity or communicating under the guise of another person.

Threatening Behavior:

- Physically harming another person.
- Criminal sexual behavior (see Sexual Harassment and Sexual Assault Policies in this Handbook).
- Intentionally, recklessly, or negligently causing physical harm or mental duress through stalking, harassing, or bullying - physically, verbally, or by other means hazing.
- Intentionally and falsely reporting bombs, fires, or other emergencies.
- Tampering with fire or other safety equipment or setting unauthorized fires.
- Stealing, vandalizing, damaging, or defacing the property of others or College property

SANCTIONS

Code of Conduct Violations:

- **Verbal Warning:** Any offender of the Code of Conduct will be taken aside and spoken to regarding the violation.
- **Written Warning:** Written notice will go to the offender for continuation or repetition of the wrongful conduct, within a period of time stated in the warning, may be cause for more severe disciplinary action.
- **Intervention/Correction:** An intervention or corrective action may be required of the student to improve behavior and to re-establish positive relationships within the college community.
- **Disciplinary Probation:** Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time.
- **Restitution:** Payment for or replacement of damaged or stolen goods.
- **Suspension:** Exclusion from classes and/or other privileges or activities as set forth in the notice of suspension for a definite period of time.
- **Expulsion:** Termination of student status for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.
- **Referral to Law Enforcement:** Criminal offenses will be reported to the appropriate law enforcement agency, as will serious or persistent threatening or harassing behavior.

Sanctions for Serious Violations: Suspension or expulsion may be applied as sanctions for repeated lesser offenses or for the following types of serious Code of Conduct violations:

- Assault and battery
- Deliberate damage to property
- Flagrant cheating
- Fraud
- Intentional or reckless disruption of college functions and processes
- Intimidation
- Possession or sale of alcohol or illegal drugs on campus
- Possession of unauthorized weapons on campus
- Reporting to campus under the influence of alcohol
- Reporting to campus under the influence of illegal drugs or prescribed drugs, without the proper documentation
- Sexual offenses and sexual harassment
- Theft
- Other criminal activity

College Sanctions for Copyright Infringement: Students who violate College policy with respect to copyright infringement and illegal downloading will be held accountable through the College's student code of conduct process. If a student is found guilty of copyright infringement and/or illegal downloading, the following sanctions may be imposed:

- **First Offense:** The student will be issued a "warning" and will have restricted network privileges. Details on the restrictions will be provided to students, instructors, and computer lab personnel.
- **Second Offense:** The student will lose all network privileges for the remainder of the school year and complete corrective action.
- **Third Offense:** The student's network privileges will be permanently revoked and the student may be subject to additional, more serious sanctions (e.g., disciplinary probation and/or suspension from the College) based on the student's responsibility in the case and any previous incidents. Students whose network privileges are permanently revoked may petition the Faculty Council for reinstatement of network privileges.

GRIEVANCE, RESOLUTION, AND APPEALS

STUDENT CODE OF CONDUCT RESOLUTION PROCEDURES

Code of conduct violations must be reported to the Dean of Student Services within five working days of the incident. Later reports may be acted upon at the Dean's discretion.

Disciplinary Action

Informal Resolution: Because of the cultural values of our close-knit community, informal resolution is the most desirable route when possible. The goal of disciplinary action is to guide students toward self-correction of their behavior. Sanctions will be applied toward that goal as well as to maintain a safe and positive learning environment. Informal resolution will consist of a meeting between the Dean of Student Services (or the Dean's designee) and the student or students involved. The Dean of Student Services (or designee) will attempt to reach a mutual resolution with appropriate parties within five days of notification. Mutual resolution is achieved when both parties are satisfied and resolves the issue. Outcomes will be documented and kept in the student's file.

Reasons for formal procedures. Formal procedures will be invoked when,

- Dean determines if the gravity of the situation warrants formal procedures
- an informal resolution is not achieved
- student does not respond to notice of need for an informal resolution meeting or fails to attend the meeting.
- student invokes the right to formal procedures

Outcome of informal resolution will be documented and retained in student's file for one year. Formal procedures are required to impose institutional sanctions.

Formal Procedures:

The first step is the receipt of a written report of a Code of Conduct violation. Charges indicating the specific violations are presented by the Dean of Student Services to the student charged with a Code of Conduct violation within ten working days after the receipt of the formal complaint. Along with the specific violations, the formal charges will include potential disciplinary sanctions or corrective actions and a date for either a Conduct Meeting or a Disciplinary Hearing (Conduct Meeting and a Disciplinary Hearing are described below). A Disciplinary Hearing will be held when suspension or expulsion may be appropriate sanctions. The date will be set no sooner than five working days after the charges are delivered to the student.

The Dean of Student Services will determine which type of meeting is appropriate. Students may waive a Disciplinary Hearing if they prefer to resolve the matter in a Conduct Meeting; however, they may not reverse the waiver after the Conduct Meeting has been held.

All disciplinary reports by faculty and staff must be submitted in writing using an official Disciplinary Report Form. Disciplinary reports will be placed in a student discipline file and maintained in the Dean of Student Services office.

Conduct Meeting: A Conduct Meeting consists of a formal discussion between the complainant(s), the student who has been charged with a violation and the Dean of Student Services (or the Dean's designee) with the purpose of reaching a resolution on the charges. No witnesses are called and the meeting is private. At the conclusion of the meeting, the student may accept or deny responsibility for the violations stated in the written charges. If the student accepts responsibility for the charges, the Dean of Student Services imposes appropriate sanctions.

A student who cannot attend the Conduct Meeting scheduled for consideration of his/her case must submit a written statement to the Dean of Student Services stating the reasons for the conflict and requesting a new Conduct Meeting date. This statement must be presented to the Dean of Student Services within two working days before the beginning of the Conduct Meeting. Rescheduling requests will be granted at the discretion of the Dean of Student Services. Only one change of Conduct Meeting date and time may be granted.

If the charged student or complainant fails to appear at the Conduct Meeting without good cause, the Conduct Meeting shall nevertheless proceed. If a charged student fails to attend a scheduled Conduct Meeting or fails to request rescheduling of a Conduct Meeting, the student shall be deemed to have denied responsibility for the

alleged violation but will have forfeited the opportunity to present any information on her/his behalf. No student shall be found to have violated the Code solely because the student failed to appear at his/her scheduled Conduct Meeting. If the student denies responsibility, the Dean will determine whether to dismiss the case, acquit the student, impose sanctions for lesser charges, or proceed to a Disciplinary Hearing.

Disciplinary Hearing: A Disciplinary Hearing is a formal hearing of evidence on charges of a Code of Conduct violation by a panel convened by the Dean of Student Services and including at least one faculty member, one staff member, and one administrator. The Dean will preside over the hearing and present a summary of the charges and prior proceedings.

The parties involved may:

- Be present at the hearing
- Be accompanied by a hearing advisor of their choosing
- Call witnesses and question their own witnesses
- Present spoken, documentary, or physical evidence

The parties may not:

- Present information not directly relevant to the charges
- Call character witnesses
- Question witnesses they have not called
- Be represented by another person

The hearing advisor may confer and give advice to the student quietly and without disruption. The advisor may not participate directly in the hearing, for example, the advisor may not question witnesses or present evidence.

A student who cannot attend the Disciplinary Hearing scheduled for consideration of his/her case must submit a written statement to the Dean of Student Services stating the reasons for the conflict and requesting a new hearing date. This statement must be presented to the Dean of Student Services not fewer than two working days before the beginning of the hearing. Rescheduling requests will be granted at the discretion of the Dean of Student Services. Only one change of hearing date and time may be granted.

If the charged student or complainant fails to appear at the hearing without good cause, the hearing shall nevertheless proceed. If a charged student fails to attend a scheduled Disciplinary Hearing or fails to request rescheduling of the Disciplinary Hearing the student shall be deemed to have denied responsibility for the alleged violation but will have forfeited the opportunity to present any information and/or witnesses on her/his behalf. No student shall be found to have violated the Code solely because the student failed to appear at his/her scheduled Disciplinary Hearing. If a student fails to appear at the hearing, the student may explain the failure to appear in writing within ten days to the Dean of Students. Written documentation supporting the cause of absence must be included. The Dean shall determine the validity of any excuse. The Dean will notify the student within ten days whether the formal hearing may be rescheduled.

Hearing Decision

- A. The decision of the hearing panel will be based solely upon information introduced at the disciplinary hearing and must be based upon a preponderance of the evidence. Preponderance of evidence is defined as evidence that would convince a reasonable person that more likely than not the violation occurred.
- B. A decision will be made by majority vote during private deliberation after the close of the disciplinary hearing.
- C. If the hearing panel determines that the student has committed the violation(s), it shall, after a review of any disciplinary record the student may have, impose one, or a combination of, the disciplinary sanctions enumerated above.
- D. Within ten working days of the Disciplinary Hearing, the Dean of Student Services will send notification of the decision to the charged student, including the sanction(s) imposed and the appeal process. The complainant will receive similar notification.

- E. At the conclusion of the disciplinary hearing, the hearing panel will submit the written decision including the reasons for the decisions and the reasons for sanctions imposed to the Dean of Student Services.

Appeals Process

If the student charged or complainant disagrees with the hearing decision, he or she may file an appeal with the Dean of Student Services within five working days of the decision. Due process will be followed, and the Dean of Student Services will notify the complainant and the student charged in writing of the Appeals Committee's final decision.

Student's Disciplinary Records

Any disciplinary action will result in a disciplinary record, which will be maintained by the Dean of Student Services.

Freedom from Reprisal

Persons who harass or intimidate another person for making a complaint will be in violation of the Student Code of Conduct or Staff Handbook and may be sanctioned for this behavior.

Confidentiality

The confidentiality of both the complainant and the charged student will be respected insofar as it does not interfere with KBOCC's legal obligations or ability to investigate the charge and sanction violators.

PROCEDURES FOR ACADEMIC GRIEVANCES OR CONCERNS

Academic Grievance: If students have problems or concerns about their grades or activities in a course, they should seek to resolve the issue with the course instructor as soon as possible. For problems with final course grades, students should contact their instructor within ten business days of the date the grades were issued.

If students have other instructional concerns and feel uncomfortable approaching the instructor directly, they may ask for assistance from the Dean of Instruction.

If the issue still cannot be resolved, the student may request the matter be referred to Faculty Council. The student may present issues to Faculty Council through the Dean of Instruction. Grievances presented to Faculty Council must be clearly stated in writing and should be submitted prior to midterms of the next semester. Faculty Council will not consider grievances over a semester old and will respond within five days after its first scheduled meeting after the grievance is presented.

If an academic grievance arises during a break, the issue will be presented to the Dean of Instruction who may make an executive ruling, poll the Faculty Council members, or call a special meeting. When an executive ruling is made, the decision may be appealed to Faculty Council at its next regular meeting.

CAMPUS SAFETY AND SECURITY

Keweenaw Bay Ojibwa Community College complies with the Higher Education Act, Higher Education Opportunity Act, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Security of Facilities: KBOCC buildings are secured in the evening hours; however, the Student Services entrance at the east end of the Wabanung Campus is open after business hours when classes are in session. If a student has a safety concern, he or she should bring this to the attention of any KBOCC employee on site as soon as possible. Specific concerns may be addressed to the Dean of Student Services. KBOCC has security cameras at the Niiwin Akeaa Center and Wabanung Campus and postings to inform the public that the premises are monitored to minimize potential threats against others or property.

Campus Security Authority: The Dean of Student Services is designated as the Campus Security Authority for the college and coordinates services in conjunction with local law enforcement agencies.

Reporting of Crimes: Students, staff, guests, and community members are strongly encouraged to immediately report suspicious behavior or on-campus criminal offenses. In the event of an emergency, call 911, otherwise report to the Dean of Student Services.

Annual Security Report: The Annual Security Report will be posted on the KBOCC website, at the Niiwin Akeaa Center, and at the Wabanung Campus each year. Printed copies can be obtained in the Student Services office.

EMERGENCY PROCEDURES

Emergency procedures are essential to maintain a safe environment for students, employees, community, and property. The Dean of Student Services and the Maintenance Supervisor are responsible for coordinating emergency procedures.

- Emergency Drills
- Emergency Notification and Evacuation

Emergency Drills: Evacuations and lockdown drills provide an opportunity to test emergency systems and to allow students, staff, and faculty to practice evacuation and lockdown procedures.

- Emergency evacuation and lockdown drills will be scheduled at least once per semester.
- The Emergency Response Coordinator and Emergency Response Team will assist with assigned duties to ensure the safety of students and staff.
- Students will report to the appropriate evacuation meeting location so that faculty can account for them using their class rosters.

Emergency Notification and Evacuation: If there is an immediate threat to the health or safety of students on campus, staff, faculty, and students will be contacted via the emergency alert procedure. Emergency warnings will also be made available on the KBOCC homepage.

- Timely warnings will be issued for on-campus offenses and other potential threats.
- In the event of an emergency closure, all students will be notified.
- Once the nature of the event and the level of danger has been determined, students will go to the appropriate meeting locations listed below.

EVACUATION MEETING LOCATIONS FOR EACH BUILDING

Building	Evacuation Meeting Location
Niiwin Akeaa Center 111 Beartown Road, Baraga	Southeast parking lot towards the daycare building
Wabanung Campus Location 770 N. Main Street, L’Anse	Student Services parking lot on the east side. Downstairs parking lot on the north side
Woodwork Shop 16364 Ojibwa Industrial Park Road, Baraga	Main parking lot
KBOCC Daycare 615 N. Main Street, L’Anse	Student Services parking lot across the street.

SEXUAL HARASSMENT AND ASSAULT POLICY

Sexual Harassment: Keweenaw Bay Ojibwa Community College will not tolerate sexual harassment of any nature. Anyone who sexually harasses or assaults others on campus will be subject to disciplinary action.

Sexual harassment is defined as inappropriate comments about a person’s gender, clothing, or body; sexist comments of a general or individual nature; physical conduct such as inappropriate touching; unwelcome sexual advances; requests for sexual favors; verbal abuse disguised as humor; obscene gestures; exposure to obscene or sexually offensive media which do not contribute to work or education; or solicitation of sex through implicit or explicit promises of rewards or threats of punishment by an employee, faculty member, or student with the following conditions:

- Submission to such conduct or communication is made a condition, explicitly or implicitly, to obtain educational services;
- Submission to or rejection of such conduct is used as a factor in decisions affecting the student's grades;
- Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive educational environment.

Reporting Sexual Harassment: When a student is uncomfortable addressing unwelcome behavior, he or she is encouraged to meet immediately with the Student Services department. Students may file a complaint of sexual harassment in the Dean of Student Services Office. Complaints should be reported within five business days of the incident. Reports may be filed in person, on the telephone, or in writing. The Dean will initiate an investigation and can also provide assistance, support, and resources for the student. Students also have the right to contact law enforcement to file a complaint when they feel threatened or harassed.

Responding to Sexual Assault: It is imperative that a victim of sexual assault understand that if he or she reports the assault, the information will be treated with the greatest confidentiality, sensitivity, and respect. At no time will the identity of the victim be released to the public or to the media. When there is an incident involving one of these crimes, an advocate at the local crisis center can help with treatment options and the criminal justice process.

Reporting a Sexual Assault: Victims of sexual assault are encouraged to contact law enforcement to file a complaint when they feel threatened or harassed. Response staff and emergency services are made available through the Keweenaw Bay Indian Community Office on Violence against Women (OVW) at 353-4599 (a 24-hour Helpline) or call the Victims of Crime Assistance (VOCA) office at 353-4533. Services are available for victims of domestic violence, dating violence, sexual assault, and stalking. Student Services is also available as a resource for referrals.

Sanctions: Sanctions will be applied according to the severity of the violation. (Refer to the section on Sanctions.) In the case of a formal decision, an appeal of the Dean's decision can be made to the Appeals Committee. Any appeal under this section shall be made in writing within 20 working days after the delivery of the decision from the disciplinary conference. The Appeals Committee's decision is final.

Sex Offender and Notification Act (SORNA): Visiting the Keweenaw Bay Indian Community Sex Offender Registry is a good way to stay informed about the identities and locations of registered sex offenders in the area. Signing up for community notification allows the registry to contact you by e-mail when an offender moves into your area, or changes a home, work, or school address. For more information please visit kbic.nsopw.gov (local) or the national site at www.nsopw.gov.

DRUG AND ALCOHOL ABUSE PREVENTION POLICY

Keweenaw Bay Ojibwa Community College's Drug and Alcohol Abuse Prevention Policy, also known as the DAAPP, contains the following sections:

1. Introduction
2. Alcohol and Other Drugs (AOD) Policy
3. Standards of Conduct
4. Sanctions
5. Health Risks
6. Drug and Alcohol Programs
7. Distribution of the Annual Notification
8. Biennial Review
9. Employee Reporting Requirement

1. Introduction

Keweenaw Bay Ojibwa Community College has a zero-tolerance policy and is committed to providing a safe learning and working environment and complies with the *Drug Free Schools and Communities Act of 1989* (DFSCA)

as written in Part 86 of the *Education Department General Administrative Regulations* (EDGAR) and with the *Drug-Free Workplace Act*.

For the purpose of this policy, the term "drug" includes the following:

- Controlled substances, as defined in 21 USC 802, which cannot be legally obtained.
- Legally obtained controlled substances which weren't legally obtained, including:
 - Prescribed drugs when a prescription is no longer valid or expired
 - Prescribed drugs issued in the name of another person
 - Prescribed drugs used in a way that is different from what the doctor prescribed.

The purpose of this policy is to make employees and students aware of:

- Standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
- Legal sanctions imposed under Federal, state and local laws and ordinances for unlawful possession or distribution of drugs and alcohol.
- Health risks associated with the use of tobacco, alcohol abuse, and illicit drugs.
- Available drug or alcohol prevention, counseling, treatment and rehabilitation/re-entry programs.
- A statement that KBOCC will impose disciplinary sanctions on students and employees for violations of the College's Code of Conduct.
- The College's compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Community Act Amendment of 1991.
- The College's compliance with *Higher Education Opportunity Act of 2008* (the law includes many disclosures and reporting requirements).
- The College records the number of drug and alcohol-related legal offenses and referrals for counseling and treatment.

2. Alcohol and Other Drugs (AOD) Policy

It is the policy of Keweenaw Bay Ojibwa Community College that students, employees, and visitors on campus or participating at a college sanctioned event are alcohol and drug free. It is the responsibility of all students and employees to be aware of the policy, laws, and sanctions.

The following behaviors constitute a violation of this policy:

- Consumption, possession, distribution, sale, or exchange of any alcoholic beverages or alcohol-based products on college property.
- Use of tobacco, (other than for ceremonial purposes) other than in a designated smoking area.
- Use of e-cigarettes or vaporizers other than in a designated smoking area.
- Use, possession, sale, distribution, exchange, or manufacture of any illicit drug, including marijuana.
- Possession of drug paraphernalia.
- Reporting to campus or to a campus-sponsored activity while under the influence of alcohol, marijuana, illicit drugs, or abuse of a prescription drug.
- Reporting to campus or campus-sponsored activity with a noticeable odor of alcohol or marijuana.

Persons taking prescription drugs or over-the-counter medication are responsible for ensuring that they take such medication in a way that does not put them or others at risk while on college property, or while driving a college owned or privately owned vehicle while involved in college activities or business.

Any violation of this policy will result in disciplinary action (consistent with Federal, State, and Tribal law), and may include expulsion or termination of employment and/or referral for a rehabilitation program or prosecution. Visitors who violate this policy may be mandated to leave the premises. Law enforcement may also be contacted, if warranted.

KBOCC reserves the right to contact parents of any student under the age of 21 who violates the KBOCC Drug Free Environment Policy per October 1998 reauthorization of the Higher Education Act.

3. Standard of Conduct

Standards of Conduct – Students and Employees

KBOCC prohibits the use of alcohol and illicit drugs by students and employees at all activities, on or off campus that are sponsored by the College.

In order to ensure a drug-free workplace Keweenaw Bay Ojibwa Community College shall:

- Make a good faith effort to abide by the policy.
- Notify the grant agency within 10 days after receiving notice of a drug conviction concerning any employee whose employment is a result of the grant.
- Provide prevention programs that distribute information about drug and alcohol health risks.

Students and Employees must notify Student Services or Administration immediately when fellow students or employees appear under the influence of alcohol or drugs. Student Services, Administration, or faculty will notify law enforcement. Any testing will be administered by law enforcement.

Keweenaw Bay Ojibwa Community College complies with all applicable Federal, State, and local regulations regarding smoking in either the workplace or academic buildings in order to provide an environment that promotes the well-being of its students and employees. Smoking is prohibited near the main student, employee, and visitor entrances. There is a designated outdoor smoking area at each building.

4. Sanctions

Alcohol and Drug violations will be treated as both a violation of policy and a criminal offense, which may also carry fines or jail time according to State of Michigan and KBIC Tribal Laws.

KBOCC Sanctions

Intervention/Correction: You will be asked to leave the campus or campus sponsored activity.

AND

Disciplinary Probation: Exclusion from participation in privileges or extracurricular College activities for a specified period of time.

AND

Referral to Law Enforcement: Criminal offenses will be reported to the appropriate law enforcement agency.

POSSIBLE

Suspension: Exclusion from classes and/or other privileges or activities as set forth in the notice of suspension for a definite period of time.

OR

Expulsion: Termination of student status for an indefinite period. The conditions for readmission, if any is permitted, shall be stated in the order of expulsion.

Federal Sanctions

A first offense for trafficking in marijuana may lead to sanctions up to life imprisonment for an offense involving 1,000 kg or more or up to 5 years imprisonment for an offense involving less than 50 kg. Such an offense carries with it fines that can reach \$4 million for an individual offender.

Under federal laws, trafficking drugs such as heroin or cocaine may result in sanctions up to and including life imprisonment and/or fines up to \$20 million.

Federal sanctions for illegal possession of controlled substances range from up to one-year imprisonment and up to \$100,000 in fines to three years imprisonment and \$250,000 in fines for repeat offenders.

State of Michigan Sanctions

The State of Michigan may impose a wide range of sanctions for alcohol-related offenses. For example, a first drunk driving offense may be punished by up to 90 days in jail, a fine of not less than \$100 or more than \$500, suspended license for not less than six months or more than two years, and up to 45 days of community service. Subsequent offenses can lead to significantly increased sanctions. The vehicle of a minor transporting alcohol may

be impounded for up to 30 days. Furnishing or using fraudulent identification to obtain alcohol may be punished by up to 90 days in jail and a \$100 fine.

On September 1, 1995, the Michigan Legislature expanded the law concerning minors and alcohol possession, consumption, and purchase. A minor is anyone under the age of 21. The minor may be required to submit to a preliminary chemical breath test and may be subject to suspension of his/her driver's license even if he/she was not in an automobile at the time of the arrest. In addition, it is now a misdemeanor, not a civil infraction, for a minor to attempt to possess, consume, or purchase alcohol. If the underage person is less than 18 years of age, the agency charging him/her must notify the parents or guardian with 48 hours.

State sanctions for illegal possession of controlled substances ranges from up to one-year imprisonment and up to \$100,000 in fines to three years imprisonment and \$250,000 in fines for repeat offenders. The use of marijuana is a misdemeanor punishable by up to 90 days in jail and a \$100 fine. Delivery of marijuana is a felony punishable by up to four years imprisonment and up to \$2,000 in fines. Violations may also lead to forfeiture of personal property and denial of federal benefits, such as grants, contracts, and student loans.

Tribal Sanctions

The Alcohol and Controlled Substance laws of the Keweenaw Bay Indian Community may be found in the compiled Tribal Code of Laws at §3.17 *Offenses involving Alcoholic Beverages and Controlled Substances*, and in various other Chapters such as §3.14 *Offenses involving Children, Minors, and Juveniles*; and in other Titles such as the Traffic Code. These laws carry a wide range of sanctions for alcohol and drug-related offenses.

In the Traffic Code, a violation of §5.14 *Operating Under the Influence*, may be punished by up to 1 year in jail, a fine of no more than \$1000, or both together with the costs of prosecution. You may also have your vehicle impounded; driving privileges suspended or revoked, community service, random drug-testing, and is required to attend an alcohol rehabilitation program.

It is unlawful for a person under 21 years of age to possess, use, or transport alcohol. A violation of §3.1414 Possession, Use, or Transportation of Alcohol by Persons under 21 Years of Age may be punished by maximum period of incarceration of 90 days, and a maximum fine of \$1500, or both together with the costs of prosecution. Persons who assist someone less than 21 years of age in their possession, use, or transportation of alcohol also face stiff penalties. A violation of §3.1413, Furnishing Alcohol to a Person Under 21 Years of Age, may be punished by maximum period of incarceration of 180 days, and a maximum fine of \$2000, or both together with the costs of prosecution.

Any person who shall do any act, or who shall fail to do any act, involving a substance defined as a controlled substance by the Michigan Controlled Substance Act shall be guilty of a violation of §3.1706 Controlled Substance, which carries a maximum period of incarceration of 180 days, and a maximum fine of \$2000, or both with the costs of prosecution.

5. Health Risks

There are significant health risks with smoking and overuse of alcohol and drugs. Physical or psychological damage may occur when substances are abused. The following tables provide information about health risks of alcohol abuse and the effects of controlled substances. For more information on the health risks associated with the use of tobacco, drugs, and alcohol, visit *The National Institute on Drug Abuse*: <http://www.drugabuse.gov/>

Effects of Alcohol Abuse

Signs & Symptoms	Short-term Effects	Long-term Effects
Binge drinking	Nausea	Blackouts
Loss of interest in work or school	Vomiting	Memory Loss
Decreased involvement in activities	Headaches	Liver Disease
Depression	Slurred speech	Increased risk for diseases
Lack of interest in family or friends	Impaired judgment	Increased risk for permanent damage to vital organs
Inability to control drinking	Impaired Coordination	Death
Erratic behavior or mood swings		Fetal Alcohol Syndrome
Violent behavior		Impairments in higher mental functions

Effects of Controlled Substances

Drugs	Short-term Effects	Overdose Effects
NARCOTICS	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death
DEPRESSANTS	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
STIMULANTS	Increased alertness, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death
HALLUCINOGENS	Illusions and hallucinations, poor perceptions of time and distance	Longer, more intense "trip" episodes, psychosis, possible death
CANNABIS	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis

6. Drug and Alcohol Programs

Drug and Alcohol Abuse Prevention

The Drug Free Workplace Act of 1988 and Drug Free Schools and Communities Act Amendment of 1991 mandate that the College have a Drug and Alcohol Abuse Prevention Program. Keweenaw Bay Ojibwa Community College will provide information about drug and alcohol counseling, rehabilitation, and re-entry programs to students and employees.

Local Treatment Programs for Substance Abuse

Keweenaw Bay Ojibwa Community College recognizes the importance of programs that aid in the prevention, counseling, treatment, rehabilitation, and re-entry of individuals experiencing substance abuse concerns. Help with referrals is available from the Human Resources Office or Dean of Student Services. The following alcohol and drug programs are available to students and employees:

Emergency Services - Call or Text - 911

Baraga County Memorial Hospital
Emergency Room - Available 24/7
18341 US Hwy 41
L'Anse, MI 49946
(906) 524-3300

Hotlines

Dial Help

- Local: (906) 482-HELP (4357)
- U.P. Toll Free: (800) 562-7622
- Victim Services Unit/Sexual Assault Response Team: (800) 562-7622
- Online Chat: [Click here to begin your chat.](#)
- Text Us at: (906) 35-NEEDS (63337)
- [New Safety Net Follow Up Program](#)
- Walk-Ins welcome at 609 Sheldon Avenue, Houghton, MI 49931

Drug Alcohol Helpline

1-855-435-5596. Available 24/7

National Suicide Prevention Hotline

1-800-273-8235. Available 24/7

Non-Emergency Services

Alcoholic Anonymous and Al-Anon Meetings

Every Friday and Saturday at 6:30 PM in the Baraga County Memorial Hospital conference center, located at 18341 US Highway 41, L'Anse, MI 49946. It is open to the public and wheelchair accessible.

Great Lakes Recovery

241 Wright St., Marquette, MI (906) 228-7611

In-patient adult and youth treatment center that also offers a family component.

Keweenaw Bay Indian Community New Day Treatment Program

16025 Brewery Rd. P.O. Box 69, L'Anse, MI 49946 (906) 524-4411 (800) 275-5410

In-patient treatment and prevention programs.

Keweenaw Bay Indian Community Outpatient Program

202 U.S. 41, Baraga, MI 49908 (906) 353-8121

Outpatient treatment and Access to Recovery (ATR) program.

Narcotics Anonymous Meetings

Java by the Bay, L'Anse, Thursday 7:00 p.m.

(906) 524-3000

Phoenix House

57467 Waterworks, Calumet, MI (906) 337-0763

In-patient and outpatient services.

Suicide Survivor's Support Group

(906) 353-7427

Alcoholics Anonymous Hotline for Houghton & Keweenaw Counties

(906) 482-7778

Contact number for meeting locations and times, as well as assistance with locating a sponsor.

7. Distribution of the Annual Notification

A copy of this policy will be distributed annually to each employee and student. New employees and new students will receive the information during orientation. Records of distribution dates will be maintained by the Human Resources (for employees) and the Student Services office (for students) who receive notification. The information will also be distributed to current students and employees via KBOCC issued email.

8. Biennial Review of the DAAPP

The College will review the "Drug and Alcohol Abuse Prevention Policy" biennially, during even-numbered years, to evaluate its efficacy and recommend changes. The review will determine the effectiveness of the AOD program, recommend changes, and confirm enforcement of disciplinary sanctions. The biennial review will be conducted by the Dean of Student Services and an ad hoc committee.

9. Employee Reporting Requirement

As stated in the *Drug-Free Workplace Act*, KBOCC requires all employees who work in any capacity under a federal grant or contract to acknowledge the following policy:

- Notify their immediate supervisor, in writing, within five (5) days after receiving notice of a conviction for a violation of any criminal drug statute occurring in the workplace or on a work-related activity. Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable College procedures governing employee discipline.
- Require the satisfactory participation in a drug abuse assistance or rehabilitation program, or;
- Impose a sanction on that convicted employee.

DISCLAIMER

The information in this handbook is meant to provide the reader with an overview of the policies, procedures, programs, and courses at Keweenaw Bay Ojibwa Community College. Every attempt has been made to provide current accurate information. However, this handbook does not constitute a contract or agreement between KBOCC and the student. All information is subject to change without notice.

Emergency Numbers

KBIC Tribal Police.....	906 353-6626
L'Anse Village Police.....	906 524-6050
Baraga County Sheriff Department.....	906 524-6177
Michigan State Police.....	906 337-5145
Victim of Crimes Advocate.....	906 353-4533
Baraga County Shelter Home Crisis Line.....	906 524-7078
Poison Control.....	800 222-1222

IN CASE OF AN EMERGENCY DIAL 911