

Salish Kootenai College

Student Dormitory & Family Housing Handbook

Welcome to SKC Student Dormitory and Family Housing!

We're glad you're here. This handbook is designed to help you understand your Student Housing contract and the policies and procedures governing your new residence.

Important Phone Numbers:

SKC Security

If there is an issue of safety or security, call Security to file a report. Be sure to write down the date, time, and who you spoke with regarding the issue.

Primary Contact:

406-239-6267 Cell
211 from any SKC Landline

Alternative:

406-275-4751 Office
security@skc.edu

Emergencies

Dial 911 first (Lake County has immediate response to 911 calls), then call SKC Security, they will escort emergency vehicles to the site of the emergency. If you believe there is a **medical emergency**, call 911 immediately.

Tribal Police Emergency
Lake County Sheriff Dispatch
Tribal Police Dispatch

933
406-883-7301
406-675-4700

SKC Student Housing Department

Offices are located in the Robert DePoe III Building.

406-275-4827 or **406-275-4884**
Email: housing@skc.edu

SKC Business Office (Billing)

Offices are located in the Eneas BigKnife Building.

406-275-4967

Important Numbers & Contact Information

Emergency Numbers	
911 Emergency Center	911
Lake County Sheriff	406-883-7301
Tribal Police Dispatch	406-675-4700
Tribal Police Emergency	933
SKC Campus Security Landline	211
SKC Campus Security Cell	406-239-6269 (text assistance available)
SKC Campus Security	406-275-4751
SKC Campus Security Email	Security@skc.edu
Resident Assistance	
RA 18R (FT)	406-675-4814
RA 14R (FT)	406-675-4815
RA Honor Hall (PT)	
Resources	
Academic Success	406-275-4792
Bison Hub	406-275-4739
CPW Mental Health Services	406-275-4913
Campus Child Care	406-675-8475
CSKT DHRD Transportation	406-275-2792
SAFE Harbor	406-676-0800
SKC Library	406-275-4875
Student Health Clinic	406-275-2767

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1. Eligibility for SKC Housing

1.1. Purpose

Outline the eligibility requirements and qualifying conditions for student tenants seeking to reside in SKC Student Housing. The criteria established ensure alignment with academic progress, financial responsibility, and community standards.

1.2. Housing Designation

Salish Kootenai College Student Housing assigns units based on student classification and family status as follows:

- Lefthand Dorms are designated for single full-time students.
- Honor Dorms are reserved for sophomores, juniors, and seniors who meet satisfactory academic progress defined as a 3.2 GPA or higher as an additional eligibility requirement, or for special occupants as designated by SKC Administration.
- Hewankorn Family Housing Units are reserved for full-time student tenants and their immediate family members.

Definition of Immediate Family: Immediate family includes the **spouse and children** of the Head of Household. Exceptions may be granted on a **case-by-case basis** for **adult family members** who are also enrolled as **full-time, degree-seeking students** at Salish Kootenai College. The **Head of Household** is defined as the **student tenant whose name appears on the housing lease**. Children must be **under 18 years of age** at the time of lease signing or the tenant must provide **proof of the child's active high school enrollment**.

1.3. Academic Requirements

To be eligible for SKC Student Housing, all student tenants must be full-time, degree-seeking students. Full-time status is defined as enrollment in **12 or more credits** for undergraduate students (Certificate, Associate and Bachelor programs) and **9 or more credits** for graduate students (Master's programs).

1.4. Maximum Residency Terms

In accordance with the SKC Housing Handbook, tenants and their immediate family members may reside in SKC Student Housing **until they graduate from SKC or for up to 150% of the expected time to complete the academic program declared by the Head of Household—whichever occurs first.**

The academic program used to determine eligibility will be based on the major listed on the tenant's most recent Housing Application and/or their most recent unofficial transcript, whichever is most current and applicable.

Standard maximum residency limits are as follows:

- Certificate Programs – up to 2 years

- Associate Degree Programs – up to 3 years
- Bachelor's Degree Programs – up to 6 years
- Graduate or Master's Degree Programs – up to 3 additional years (for a total of 9 years), but only if the tenant is currently enrolled in and actively pursuing a qualified graduate or master's program at SKC.

Important Note: Regardless of program changes, all student tenants are subject to a **maximum of 6 years** in SKC Housing, unless they are formally enrolled in an SKC Graduate or Master's program. Changing academic programs does **not reset or extend** the maximum residency period. Only those actively enrolled in an SKC qualified graduate-level program are eligible for the additional 3 years, with total residency not to exceed **9 years** under any circumstances.

1.5. Financial Standing

To qualify for student housing, applicants and all household members listed on the lease must have no outstanding housing balances with SKC.

1.6. Responsibility of Head of Household

The Head of Household is responsible for the behavior of all guests and household members. This includes payment of fines or completing any disciplinary requirements resulting from violations by household members or guests, up to and including eviction if necessary.

1.7. Employment Restrictions

Full-time employees of Salish Kootenai College (SKC) are not permitted to reside in SKC Student Housing under any circumstances. This restriction applies to the student tenant, their partner/significant other, and any other adult listed on the lease. However, part-time SKC employees and student workers are permitted to reside in SKC Student Housing, provided they meet all other housing eligibility requirements. Any adult occupant found to be employed full-time by SKC while residing in student housing will be required to make alternative, off-campus housing arrangements.

1.8. Previous Eviction

Partners/significant others who have been evicted from SKC Student Housing are not eligible to live in SKC Housing or to be listed on a lease. (See the eviction section for further details.)

SKC does not discriminate on the basis of race, ethnicity, national origin, sexual identification, gender, age, or disability, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended. Consistent with state and federal law, reasonable accommodation will be provided to persons with Disabilities. The SKC Director of Human Resources is responsible for coordinating the College's compliance with federal and state discrimination and sexual harassment laws, including Title II, Title VI, Title IX, and Section 504. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**Director, Human Resources
58138 US Highway 93, Pablo, MT 59855
(406) 275-4977**

2. SKC Housing Safety Reporting Process

Step 1 Immediate Safety Concerns:

If you feel unsafe or if there is an active threat, contact Campus Security immediately at (406) 239-6267. For emergencies, call 911 first.

Step 2 After the Situation is Safe:

Submit an Incident Report Form to the SKC Housing Office. This form ensures documentation of the incident and helps Housing staff follow up appropriately.

Forms can be requested from the Housing Office or submitted via email to housing@skc.edu.

Step 3 Campus Security Follow-Up:

Once your report is received, Campus Security is notified directly (as we've done in your past reports) to review the situation, increase patrols if needed, and investigate further.

Step 4 Housing Office Support:

SKC Housing will assist with additional safety measures if necessary, such as:

Checking locks and door security.

Providing guidance on conflict resolution if applicable.

Offering referrals to additional support services on campus.

3. FOBs, Keys and Access Policies

To support the safety and security of all tenants, SKC provides each student with the necessary access tools for their assigned unit, including a key and/or electronic fob where applicable.

- **Dorm Residents:** You will be issued a fob to access building entry points and a key for your individual room.
- **Family Housing Tenants:** Up to two (2) fobs per household may be issued, including one to the Head of Household. Keys will also be issued as needed.

Please keep your fob and keys with you at all times. These items are your responsibility and are essential for maintaining community safety. Lost or damaged items must be reported immediately.

3.1. Return of Keys and Fobs

All keys, fobs, and mailbox keys must be returned at the time of move-out. Failure to return them may result in charges.

- **Replacement Charges:**
 - Fob: \$45
 - Key: \$45

Charges will be applied to the Head of Household's student account.

3.2. Security and Proper Use

- Do **not** loan your keys or fob to anyone. These are issued only to the assigned student.
- Duplication, tampering, or unauthorized possession/use of any key, fob, or SKC ID is

strictly prohibited.

- Do **not** mark or alter your keys in any way.
- Keep your room or unit locked when unattended.
- Never prop open exterior doors or allow unauthorized access.

Everyone in student housing shares responsibility for building safety. Always report suspicious activity to SKC Housing or Security immediately.

3.3. Locked Out?

If you find yourself locked out, contact SKC Security first and Student Housing Dept second for assistance. For your protection, you will need to present identification before regaining access. Should a key fob become non-functional, bring it to the Housing Department for a replacement. Do not attempt to force entry into your unit; any damage or costs incurred from attempts to break in will be the responsibility of the student tenant.

3.4. Lost Keys

Report lost keys immediately to the Student Housing Department. A lost key will necessitate a lock change, with associated costs charged to the tenant. The replacement fee for lost unit keys is \$110.00, and the fee for a lost fob is \$45.00, both charged to the student's account.

4. Academic Standing

Student tenants are expected to maintain full-time status with a course load of 12 credits or more. Student tenants in the Masters programs are expected to maintain full-time status with a course load of 9 credits or more. Additionally, student tenants must maintain **satisfactory academic progress**, which is defined as a **2.0 GPA**, according to the Student Handbook. Students will have one (1) quarter with which to make improvements to academic standing. The student will provide evidence that they are working with Housing and other student support services on SKC campus to improve their academic standing to meet the standards of satisfactory academic progress in order to be eligible to reside in Student Housing.

If a student tenant drops below full-time status or a 2.0 GPA, or assigned Academic Suspension, they are required to meet with the Housing Director to evaluate their continued eligibility. This meeting must take place **either by the last day of the academic quarter or within two weeks of the change in enrollment status**, whichever comes first.

Failure to comply may result in termination of the housing lease in accordance with SKC Housing policies.

*Satisfactory academic progress for **Honor Hall** residents is defined as a **3.2 GPA**.

4.1. Pre-Registration Requirement

Current Fall Quarter Tenants are required to be **pre-registered** for Winter Quarter by **Week 8** of Fall Quarter in order to reside in housing the following quarter.

Current Winter Quarter Tenants are required to be **pre-registered** for Spring Quarter by **Week 8** of Winter Quarter in order to reside in housing the following quarter.

Current Spring Quarter Tenants are required to be **pre-registered** for the upcoming Fall Quarter by **Week 8** of Spring Quarter in order to reserve your dorm room or housing unit for the next

academic year.

5. Criminal Charges

Persons who have a criminal record involving a felony, repeated offenses, or pending felony charges must undergo a formal review process with SKC Security, the CARE Team, and SKC Administration for admission to student housing.

The committee will evaluate each application and may deny eligibility to any applicant whose history, habits, or practices are reasonably expected to have a detrimental impact on the health, safety, or welfare of other residents.

In determining eligibility, the committee will consider, but is not limited to, the following factors:

- Any record of disturbance, destruction of property, harassment, or other behaviors at past residences that may be damaging to the health, safety, or welfare of other tenants.
- Any history of criminal activity, including but not limited to:
 - Criminal drug-related activity
 - Crimes involving violence or threats of violence toward persons or property
 - Crimes of sexual misconduct
 - Other criminal acts that may reasonably pose a risk to the safety of the campus community
- The time, nature, and seriousness of the offense.
- Any evidence of rehabilitation, personal growth, or significant change in circumstances.
- Applicant's past performance in meeting financial responsibilities, including rent obligations.
- Any other documentation or records the CARE Team deems necessary to determine eligibility.

5.2. Mandatory Disclosure Requirements

Any student or member of their household who has ever been convicted of a felony or designated as a violent or sexual offender must disclose this information during the housing application process.

Any student or member of their household who is charged with a felony or designated as a violent or sexual offender while living in student housing must report such a charge to the Housing Department within 24 hours of the charge or designation.

Failure to disclose required information truthfully or within the required timeframe will result in automatic eviction or loss of eligibility.

5.3. Registered Sex Offenders and Violent Offenders

Registered sex offenders and individuals convicted of violent felonies are not eligible to reside in SKC Student Housing.

Student Tenants may not host guests who are registered sex offenders or have been convicted of violent felonies. Inviting such guests is grounds for immediate eviction.

- **Pending Charges**
 - Students with pending felony charges or pending violent or sexual offense charges may be subject to:

- Temporary suspension of housing eligibility
- Conditional housing approval requiring a signed behavioral agreement or Memorandum of Understanding (MOU)
- Additional monitoring or restrictions as determined by the CARE Team

5.4. Appeals

Housing eligibility decisions under this policy may be appealed to the SKC CARE Team. The CARE Team's decision is final.

6. College Reservation of Rights

The College reserves the right to deny housing or remove any student from housing when the student's conduct or criminal history, including but not limited to any felony convictions, poses a threat to the health, safety, or welfare of the residential community.

Final Clarification

This policy is intended to protect the safety, security, and welfare of all SKC Housing residents. Any decisions regarding housing eligibility or eviction will be documented in the student's housing file and administered in accordance with the SKC Housing Handbook and applicable College policies.

7. Occupancy Limits

Occupancy limits must be adhered to in all SKC Dorms and Family Housing Units to ensure safety, compliance with fire regulations, and equitable access to housing. These limits apply regardless of the relationship to the Head of Household unless otherwise approved in writing by SKC Housing.

7.1. Maximum Occupancy Per Unit Type

- **Dorm Room (Single):** 1 student tenant only.
- **1-Bedroom Unit:** Maximum of 2 residents, which may include 2 adults or 1 adult and 1 child. A third occupant may be approved only if the child is under age 5.
- **2-Bedroom Unit:** Maximum of 4 residents.
- **3-Bedroom Unit:** Maximum of 6 residents.
- **4-Bedroom Unit:** Maximum of 8 residents.

8. Priority Waitlist and Selection Process

Student Housing applications are prioritized using a combination of factors, including the date the completed application and all required materials are received, tribal affiliation, student classification (such as returning residents, new applicants, or transfer students), academic standing and history of compliance with Housing policies, and demonstrated need (including family housing eligibility and ADA accommodations). Applying early increases the likelihood of receiving a housing offer.

- **Eligibility Requirements for Consideration** - To be considered for a housing assignment, all applicants must submit a complete application with all required documents and meet the eligibility requirements as defined in section 1 of the SKC Housing Handbook.
- **Application Duration** - Applications remain active for one (1) academic year. Applicants who wish to remain on the waitlist beyond one year must provide notice to the Housing Office. Applicants may withdraw their application at any time by providing notice to the Housing Office.

- **Selection and Offer Process** - When a unit becomes available, the Housing Office will identify the applicant with the highest priority ranking for the applicable unit type and size. The applicant will be notified of the offer by email and/or phone using the contact information on file. The applicant has seven (7) calendar days to accept the offer. The applicant will have 30 days from the offer acceptance date to submit a security deposit payment and provide a receipt confirming payment. The applicant must complete any required intake documents, and arrange to have utilities (for example, Mission Valley Power) placed in their name prior to occupancy.
- **Failure to Respond or Complete Requirements** - If an applicant does not meet all offer requirements within the timeframe specified in the offer letter, the offer may be withdrawn without further notice, and the unit will be offered to the next eligible applicant on the waitlist. Failure to respond to the offer by the stated deadline will result in the applicant being removed from all waitlists. Applicants who actively decline the offer within the timeframe will remain on the waitlist if they request to do so in writing. However, after an applicant has declined three (3) separate offers, they will be removed from all waitlists and will be required to submit a new application to be reconsidered for student housing.
- **Limitations and Disclaimers** - Submitting an application, meeting eligibility criteria, and maintaining good standing do not guarantee a housing assignment. Housing assignments are contingent upon space availability, applicant priority ranking, and compliance with all requirements outlined in this Handbook.

9. The Dwelling Lease

The Student Housing Dwelling Lease Agreement is a legally binding contract between Salish Kootenai College (hereinafter “SKC”) and the student tenant (“Tenant”). The lease governs all aspects of the tenant’s occupancy of an assigned unit in SKC Student Housing. The lease is non-transferable and subletting is strictly prohibited. The Tenant may not use, or allow any other person to use, the assigned premises for any purpose other than as a private residential dwelling.

Terms and Duration - The lease shall be renewed on a month-to-month basis unless terminated in accordance with this Agreement or applicable policy. Either party may terminate the lease by providing the other party with a minimum of fourteen (14) calendar days’ written notice of the intent to terminate, except in cases involving eviction through the disciplinary process or other extenuating circumstances as determined by SKC.

Rental Payments and Security Deposit - The Tenant agrees to pay monthly rent in the amount specified in the lease agreement. Payment shall be made to the SKC Business Office on or before the due date. Prior to occupancy, the Tenant must also pay a security deposit in the amount stated in the lease agreement and ensure utilities are put into the name of the Head of Household. The Tenant is responsible for all utilities, unless otherwise specified in the SKC Student Housing Handbook.

Responsibilities and Acknowledgment of Policies - By signing the Dwelling Lease Agreement, the Tenant acknowledges, understands, and agrees to comply with all applicable policies, procedures, and regulations, including but not limited to:

- The SKC Student Housing Handbook
- The SKC Student Handbook
- The SKC Student Catalog

- All applicable Tribal, State, Local, and Federal Laws

The Tenant further acknowledges that it is their sole responsibility to read, understand, and comply with these documents. Violations of any provision of these rules, regulations, or laws may result in disciplinary action up to and including eviction, and may be referred for additional disciplinary review through the SKC Code of Conduct process.

Care of Premises and Personal Property - The Tenant is responsible for the conduct of all guests, visitors, and household members and shall inform them of applicable policies. The Tenant is liable for any damage to SKC property, fixtures, or equipment provided for the unit, including costs of repair or replacement as determined by SKC. SKC assumes no responsibility for any personal property left in the unit after the move-out date.

Inspections - The Tenant acknowledges that SKC may conduct scheduled or unscheduled inspections of the premises at any time, consistent with the SKC Student Housing Handbook, to ensure health, safety, and compliance with policy.

Move-Out and Termination - Units will be considered vacated when the Tenant has: Removed all personal belongings; Returned all keys to SKC; and Completed and submitted the Move-Out documentation.

If a Tenant fails to vacate the premises properly, the Tenant remains responsible for rent and any costs incurred by SKC to return the unit to rentable condition. If SKC is unable to make the unit available by the agreed-upon move-in date, either party may terminate the agreement by providing written notice to the other party at their last known address, and any security deposit shall be refunded in full.

Entire Agreement - This Dwelling Lease Agreement, together with the SKC Student Housing Handbook and the SKC Student Handbook, constitutes the entire agreement between the parties. No oral representations or prior written material not specifically incorporated into this Agreement shall be binding. By signing the lease, the Tenant affirms that they have read, understand, and agree to all terms and conditions set forth herein and in the referenced handbooks and policies.

10. Moving In

10.1. When Is Move-In Day?

SKC Student Housing officially opens for move-in 7 days before the start of classes. Student tenants may move in anytime once approved, but those who move in before Housing officially opens (or before their assigned move-in date) will pay prorated rent.

10.2. When is Move-Out?

Tenants must vacate their unit by the Monday following the last day of classes, unless they have made other arrangements with Housing.

10.3. Move-In Inspection Form Instructions

The Move-In Inspection Form is due to the Housing Office within ten (10) days of move-in. The purpose of this form is to report any damages present when the tenant moves in, so that the tenant is not held liable. Tenants will not be charged for damages reported on the Move-In Form.

Failure to turn in the Move-In Form within 10 days indicates that the tenant takes full responsibility for the condition of the unit as-is, and accepts any charges resulting from existing damages. Please make sure to include details about the problem in the “Notes” section of the Inspection Form, such as location and type of problem. Note that housing staff will enter your unit to assess and repair reported maintenance issues.

10.4. Cable

The Dorms are cable-ready. Tenants in Family Housing may be connected to cable at the tenant’s expense by contacting the agency of their choice. Satellite dishes are not permitted.

10.5. Internet

All housing is Ethernet-ready. Tenants are responsible for purchasing and setting up their own wireless routers. Dorm wifi is SKC-DORM with the password dormwifi. The Honor Hall wifi is SKC-guest with no password. Internet issues may be directed to SKC IT Department by submitting a Help Ticket at [Login - SKC Help Desk](#) .

10.6. Laundry

Laundry and dryers are available in the laundry facility for Family Housing tenants and on-site for Dorm tenants free of charge. Use of laundry facilities is for student tenants only. Please be courteous to other tenants: clean your lint, garbage, and spills. Items left unattended for 24 hours will be disposed of after a one-week holding period. Theft should be reported to Security. SKC Student Housing is not responsible for damaged or lost articles.

10.7. Mail

Family Housing mailboxes and keys are Dorm mailboxes and keys are issued through Ronan Post Office. Tenants are responsible for installation fees. The Post Office will need your lease and ID Dorm mailing addresses is when setting up your mailbox

<u>Family Housing Physical Address</u>	<u>Dorm Physical Address</u>	<u>Bison Hub Address</u>
(Your First & Last Name) (Unit #) Hewankorn Loop Ronan, MT 59864	(Your First & Last Name) 42561 Slater Way, Dorm/Room # Pablo, MT 59855	(Your First & Last Name) PO Box #70 Pablo, MT 59855

For mail delivered via FedEx or UPS, please use the following address below in order to pick up packages at the SKC Bison Hub, located in the Robert DePoe III building: SKC Bookstore will email students when their packages have arrived. If you are picking up packages after hours, contact SKC Security to retrieve your packages from the Bison Hub. *If you are planning to receive perishable items please contact SKC Bookstore ahead of time.

11. Prohibited Items

To ensure the safety, security, and well-being of all residents, staff, and property, Salish Kootenai College Student Housing prohibits certain items within its facilities. These restrictions are designed to prevent accidents, fire hazards, and situations that could cause harm, alarm, or disruption to the community. Residents are responsible for understanding and complying with the following list of prohibited items.

11.1. Weapons and Dangerous Items

Firearms, ammunition, or explosive devices (real or replica), Hunting knives, switchblades, or other dangerous weapons, Fireworks, flammable liquids, or hazardous chemicals, any other item deemed dangerous or capable of causing harm.

11.2. Toy Guns and Replica Weapons

Prohibited Items: BB guns, pellet guns, or airsoft guns, Paintball guns and related equipment, Starting pistols or blank-firing prop guns, Replica or imitation firearms that resemble real weapons, Toy guns modified or altered to look realistic or threatening - Permitted Items: Toy guns that are clearly recognizable as toys, such as brightly colored foam dart blasters (e.g., Nerf guns) or water guns, may be allowed. - Enforcement: Housing or Security staff may confiscate any prohibited toy guns or replica weapons found on the premises.

11.3. Additional Prohibited Items

Candles, incense, or any open-flame devices, Space heaters, hot plates, or unapproved cooking appliances, Halogen lamps, lava lamps, or unapproved lighting fixtures, Extension cords without surge protection, Personal washers, dryers, or large appliances not issued by SKC Housing, Pets (other than approved service animals or fish in tanks up to 10 gallons), Any illegal substances, drug paraphernalia, or alcohol (if underage), Any other item deemed unsafe, unsanitary, or disruptive by Housing staff

12. Smudging

Smudging (the burning of sage, sweetgrass, cedar, or other traditional plants for the purpose of prayer) is allowed in SKC Housing. Housing may revoke a tenant's permission to smudge indoors in the event that it becomes hazardous to the health or wellbeing of others. Complaints or concerns about a tenant's smudging may be addressed to the Housing Department for evaluation. Smudging tenants will be held responsible for any damage or injury resulting from their smudging. All tenants must adhere to the following:

- **Tenants must notify Housing via email (housing@skc.edu) if they plan to smudge in their unit** (this notice need only be sent once).
- Tobacco and other plants may not be burned inside of SKC Housing.
- Care should be taken not to trigger smoke detectors; open windows to minimize smoke.
- It is illegal to disable or tamper with smoke detectors and other fire safety devices. If a tenant disables or tampers with a smoke detector, the tenant will be fined \$20 to their student account. **Do not cover smoke detectors.**
- Triggering the fire alarm multiple times will result in a meeting with the Director of Housing. **Falsely triggering the fire alarm in the Dorms, Housing, or Honor Hall will result in a \$200 fine to the students account.**
- If the fire alarm is triggered, fire safety protocol must be followed and the tenant must respond to all communications from Housing and safety officials.
- If a safety official or SKC Campus or Housing staff member suspects a resident is burning a substance other than sage or another culturally traditional plant, the tenant must comply with investigatory procedures outlined in the Occupancy Rules &

Regulations.

- All matches, lighters, or other ignition sources must be fully extinguished and stored safely.
- Burning/smoking smudge bundles may never be left unattended. Smudge bundles must be fully snuffed out before being stored.
- Smudge bundles may only be snuffed out against items belonging to the tenant (eg, a shell or bowl the tenant brought with them) to prevent damage to SKC property.

13. Supplies

Dorm tenants requiring necessities may contact their RA to receive assistance. Tenants may check out the following items for **temporary use**, to be returned by the end of every Quarter (limited by availability):

Cleaning Supplies	Sports Equipment	Board Games	Cooking Utensils	Baking Utensils
Plates, Bowls, Cups	Eating Utensils	Pots/Pans	Garbages bags	Blankets/Pillows
Laundry Soap	Hygiene Products	Small Appliances	Toiletries	Dish Soap

Tenants who have checked out an item will be charged for any damages to the item that occur while it is checked out. Failure to return the item on time and in good condition will result in charges and/or disciplinary action. Items in **BOLD** do not need to be returned.

14. Switching/Changing Rooms

Dorm tenants may request for a transfer to a different dorm within the dormitories. Special circumstances will be reviewed by the SKC Housing Department Office for approval. A \$50 non-refundable Dorm Transfer fee will be charged to the students account for dorm room transfers. You are given seven (7) days to transfer into your new dorm. Keys must be turned in for the unit being vacated within that seven days or rent will be charged for each day in excess of the seven days until the keys are turned into the Housing Office. Tenants wishing to transfer to another dorm will be obligated to follow all the check-out procedures in the dorm they currently live in which includes cleaning, removing trash, carpet cleaning, and returning keys. Please see checkout procedures for more specific information. Please note that room switches are not guaranteed and will be made based on availability.

15. Housing Rates

In alignment with our ongoing efforts to maintain safe, quality housing and ensure long-term sustainability, **Salish Kootenai College Student Housing** will be implementing new rental rate structures starting **Fall Quarter of the 2025–2026 academic year**.

15.1. Monthly Rental Rate:

GRANDFATHERED TENANTS - (Current Residents of the 2024–2025 Academic Year) *10% Annual Increase Starting Fall 2025–26*

Academic Year	Dorm Private Bath	Dorm	1BR	2BR	3BR	4BR
2024–25	\$308.33	\$275.00	\$350.00	\$400.00	\$450.00	\$500.00
2025–26	\$339.16	\$302.50	\$385.00	\$440.00	\$495.00	\$550.00
2026–27	\$373.08	\$332.75	\$423.50	\$484.00	\$544.50	\$605.00
2027–28	\$410.39	\$366.03	\$465.85	\$532.40	\$598.95	\$665.50
2028–29	\$451.43	\$402.63	\$512.44	\$585.64	\$658.85	\$732.05
2029–30	\$496.57	\$442.89	\$563.69	\$644.20	\$724.74	\$805.25
2030–31	\$546.22	\$487.18	\$620.06	\$708.62	\$797.22	\$885.78

NEW TENANTS - (Beginning Fall 2025–2026) *All new SKC tenants who are new to SKC Student Housing will be placed under the New Tenant Rate schedule. 3% Annual Increase Starting Fall 2026-25*

Academic Year	Dorm Private Bath	Dorm	Studio	1BR	2BR	3BR	4BR
2025–26	\$462.50	\$412.50	\$488.00	\$525.00	\$600.00	\$675.00	\$750.00
2026–27	\$476.38	\$424.88	\$502.64	\$540.75	\$618.00	\$695.25	\$772.50
2027–28	\$490.67	\$437.63	\$517.72	\$556.97	\$636.54	\$716.11	\$795.68
2028–29	\$505.39	\$450.76	\$533.25	\$573.68	\$655.64	\$737.59	\$819.55
2029–30	\$520.55	\$464.28	\$549.25	\$590.89	\$675.31	\$759.71	\$844.14
2030–31	\$536.16	\$478.21	\$565.73	\$608.62	\$695.57	\$782.50	\$869.46

15.2. Deposits

The deposit for Family Housing is equal to one month's rent, based on the unit size you choose. The deposit for dorms is \$300.

15.3. Prorated Rent

This policy ensures that tenants of Salish Kootenai College (SKC) Housing are billed accurately for days of occupancy outside standard lease dates, including early move-ins, late check-outs, and partial-month stays.

15.3.1. When Prorated Rent Applies

This policy applies to all tenants of SKC Housing, including dorms, family housing, and other designated units.

15.3.2. Prorated rent is charged under the following circumstances:

- **Early Move-In:** When a tenant moves in before the official lease start date.
- **Extended Stay:** When a tenant remains in the unit beyond the official end date.
- **Move-Out:** When a tenant moves out mid-month, and occupancy does not cover a full billing period.

15.3.3. Calculation of Prorated Rent

The daily rate is calculated by dividing the monthly rent by the total number of days in that month. Tenants are charged for each additional day of occupancy beyond standard lease dates.

15.3.4. Move-Out Inspections and Deductions

- Prorated rent will be finalized after the move-out inspection is complete.
- Any damages, fines, or unpaid charges will be deducted from prorated rent, security deposits, or other housing credits.
- A final billing statement will be issued reflecting all charges and credits.

15.4. Application of Financial Aid

If a student tenant receives financial aid applicable to housing, the Business Office will automatically apply the necessary portion to cover rent. If financial aid is less than the total rent due, the full aid amount will be applied, and the tenant is responsible for paying the remaining balance. Students are encouraged to contact the Business Office for questions regarding how financial aid impacts housing payments.

15.5. Rent Due Information for Student Tenants

Understanding Your Billing Cycle: The rent billing cycle is based on the fiscal year, which starts in January and runs through December. This is different from the academic year, which starts in July and runs through June. Below are the details for how rent is charged and due.

15.5.1. For Dorm Tenants:

Rent is charged at the **beginning of each quarter** (Fall, Winter, Spring, Summer).

- **Fall Quarter (October, November, December):** Rent is due December 1st.
- **Winter Quarter (January, February, March):** Rent is due March 1st.
- **Spring Quarter (April, May, June):** Rent is due June 1st.
- **Summer Quarter (July, August, September):** Rent is due September 1st.

15.5.2. Late payments:

The tenant will have a **7 day** grace period after the payment due date to make a payment in order for it to be considered “on time”. Rent is considered late after the 7th of December, March, June, and September. A **\$25 late fee** will be added to your account after the 8th of December, March, June, and September if payment is late and/or missed.

15.5.3. Overdue Rent

If you fall behind in rent by 2 quarters or have an outstanding balance equivalent to 2 quarters of rent, you will receive a written warning (MOU), and be required to be on a Payment Plan. If you fall behind by 3 quarters, eviction proceedings will begin.

15.6. For Family Housing Tenants

You will be charged the **full amount for the quarter's rent** at the start of each quarter, and are required to pay in **monthly installments**. Rent is due on the **1st of each month**.

15.6.1. Late payments

The tenant will have a 7 day grace period after the payment due date to make a payment in order for it to be considered “on time”. Rent is considered late after the 7th of each month. A \$25 late fee will be added to your account after the 8th if payment is late and/or missed.

15.6.2. Overdue Rent

If you fall behind in rent by 2 months or have an outstanding balance equivalent to 2 months of rent, you will receive a written warning (MOU), and be required to be on a Payment Plan. If you fall behind by 3 months, eviction proceedings will begin.

15.7. Where to Pay:

You can view your bill anytime using your **JICS account**.

Payments can be made in person or over the phone by contacting the SKC Business Office at 406-275-4800. They are located in the Big Knife Building. Remember, it's your responsibility to make payments on time. If you fall behind, you may need to meet with the Director of Housing to discuss your situation.

IMPORTANT NOTICE

If you receive financial aid, scholarships, or grants that can be used for housing, the Business Office will automatically apply it toward your rent and outstanding housing balance. If the aid covers the full amount, it will be fully paid. If the aid is less than the amount due, the full amount will be applied, and you will need to pay the remaining balance. This means your incoming financial aid, scholarships, or grants may be reduced for this reason. For more information, please contact the Business Office.

16. Outstanding Balances and Payment Plans for Tenants

16.1. Outstanding Housing Balance:

Tenants within SKC Housing are **not allowed** to fall behind in rent.

- Housing Tenants - by 2 months or have an outstanding balance equivalent to 2 months of rent.
- Dorm Tenants - by 2 quarters or have an outstanding housing balance equivalent to 2 quarters of rent.
- It is important to stay up-to-date with payments to keep your housing. If you fall behind in rent you will receive a written warning (MOU), and be required to be on a Payment Plan. If you fall behind by 3 months, eviction proceedings will begin.
- Current Rent Payment: The Tenant acknowledges that this payment plan is for the past due amounts and does not replace the obligation to pay the current month's rent in full.
- Payment Plan Requirement: The Tenant agrees to adhere to the minimum payment requirement, which is set at 50% of their monthly rent or a predetermined agreed upon amount between the tenant and Housing. The tenant can pay more than the agreed upon amount. The maximum length for any payment plan is 12 months. The first payment needs to be made within 30 days of the effective start date of the payment plan.
- Consistent Payments: The Tenant agrees to make consistent and consecutive payments on the scheduled due dates. This means making each payment on time and in the correct amount. Failure to follow this schedule will result in a review of the tenant's housing eligibility by the Housing Director and could lead to eviction.
- Late Payments: The tenant will have a 7 day grace period after the payment due date to make a payment in order for it to be considered "on time". A **\$25 late fee** will be added to your account on the 8th day if payment is not submitted.
- **Failure to Comply**: If the Tenant fails to comply with the terms of this agreement, SKC Housing reserves the right to terminate this agreement, and initiate eviction proceedings.

16.2. Hardship Clause

16.2.1. Eligibility for Hardship Consideration

In the event that the Tenant experiences a significant change in financial circumstances that impacts their ability to meet the terms of this payment plan, they may request for hardship consideration. Eligible circumstances include but are not limited to:

- Loss of primary income due to job termination
- Medical emergencies or severe health conditions
- Death or serious illness with an immediate family member
- Other unforeseen financial hardships that directly impact the Student Tenant's ability to pay rent and arrears

16.2.2. Notification and Documentation for Hardship

The Tenant must notify SKC Housing in writing within **7 days** of the onset of the financial hardship. The notification must include:

- A written explanation of the hardship and how it affects their ability to make payments
- Supporting documentation such as doctors note, termination of employment documentation, or other relevant evidence.
- SKC Housing will review the hardship eligibility within **14 days** after receiving all the necessary documents.

16.2.3. Temporary Adjustment of Payment Terms

Upon approval of hardship eligibility, the Tenant may be granted temporary adjustments to the payment plan for a period not exceeding **90 days**. Adjustments may include:

- A reduction in the minimum arrears payment amount which cannot be less than **25%** of their monthly rent
- Suspension of arrears payments, with the condition that current rent is still paid in full
- An extension of the payment plan term, not to exceed the original 12-month limit

16.2.4. Good Faith Requirement

During the hardship period, the Tenant is required to make good faith efforts to meet any reduced payment obligations and to work towards resolving the hardship. This may include seeking employment, alternative financial aid, or other means to improve their financial situation.

16.2.5. Re-Evaluation and Continuation

At the end of the 90-day hardship period, SKC Housing and the Tenant will re-evaluate the situation. Based on this evaluation, SKC Housing may:

- Restore the original payment plan terms
- Provide an additional hardship extension of up to **60 days** in exceptional circumstances, provided the total payment plan duration does not exceed 12 months

16.2.6. Termination of Agreement for Non-Compliance

If the Tenant fails to communicate with SKC Housing, provide the necessary documentation, or make good faith efforts to resolve the hardship, SKC Housing reserves the right to terminate the hardship adjustments and revert to the original payment plan. Failure to comply with the reinstated payment terms will result in eviction.

16.2.7. Dispute Resolution

In the event of a disagreement over the terms of the hardship adjustments, the Tenant and SKC Housing agree to engage in mediation before proceeding with any consequences or actions, such as eviction. Mediation will be conducted by an SKC employee committee designated by Housing. The tenant can request an individual, employee, or student and that request will be taken into consideration by the chair. Mediation will occur within **15 days** of either party requesting mediation.

17. Winter, Spring, and Summer Break

The SKC Student Housing Department requires all Student Tenants to notify Housing of their Winter Break plans. **All tenants must submit a Winter Break Occupancy Form indicating whether they will be staying or leaving during the break.** This information is required for safety, security, and emergency response purposes.

17.1. Rent and Occupancy During Winter and Spring Break

- **Housing and dorm charges are based on the full academic year** and are not prorated or refunded for Winter and Spring Break, regardless of whether a tenant remains on campus or temporarily vacates their unit.
- Tenants are financially responsible for rent during Winter and Spring break as part of their ongoing housing contract.
- Student tenants are required to be **pre-registered for Fall, Winter, and Spring Quarter by Week 8 of the prior Quarter** in order to remain eligible for housing the upcoming quarter.

17.1.1. Winter Break Expectations

- **Thermostats must be set to at least 60°F** to prevent freezing pipes and damage.
- **Keys and fobs are the responsibility of the tenant.** Lost keys or fobs will incur replacement charges in accordance with SKC Housing policy. The Housing Office can hold keys and fobs during break upon request; tenants must contact the Housing Office or SKC Security to retrieve them upon return.
- **All SKC Housing rules and regulations remain in effect during break periods**, including those related to guests, safety, and conduct.
- Unauthorized access, occupancy changes, or unreported guest stays during Winter Break may result in policy violations and disciplinary action.

17.2. Summer Break

All tenants are required to pre-register for the upcoming Fall Quarter by the end of Week 8 in Spring Quarter in order to reserve their rooms.

17.2.1. Dorm Tenants

The SKC Student Housing Department requires that all students notify the Department of their plans for Summer, whether staying on campus or leaving. SKC Dormitories are rented out during the Summer Months. Tenants must complete the Summer Break Dorm Plan form and return it to the Housing Office no later than week 5 of Spring Quarter. Dorm tenants will be charged full rent during Summer Break if they plan to stay on campus OR if they leave their belongings in their dorm. Dorm Tenants who leave campus AND take all their belongings will NOT be charged rent. Students leaving for the Summer will have until the first Sunday after the last day of school to move-out. Dorm inspection will be done the first Monday after the last day of school. If your belongings are still in your dorm room but you have left for the Summer, you will be charged full rent.

17.2.2. Family Housing Tenants

The SKC Student Housing Department requires that all students notify the Department of their plans for Summer, whether staying on campus or leaving. Family Housing tenants will be charged their usual monthly rate. Students moving out after graduation for the Summer will have until the end of June to move-out. Housing inspection will be done July 1st.

17.2.3. Summer Occupancy Eligibility

In order to qualify for Summer Dorm Occupancy, you have to be in an SKC Internship, working in the area, or taking Summer Courses. Tenants staying for Summer must pre-register for the upcoming Fall quarter by the end of week 8 in Spring Quarter, pay all outstanding Housing charges; the student account balance for Student Housing must be at zero as of June 1.

18. Utilities

18.1. SKC/MVP Policy for Move-In/Disconnect Procedure

Tenants in Family Housing are responsible for their own electricity costs. Electricity is provided through Mission Valley Power (MVP). SKC will co-sign for the tenant, waiving the \$500 meter deposit for the tenant. A copy of the electrical contract in the name of the Head of Household must be submitted to SKC Housing before keys will be issued.

18.1.1. Signing up for Service:

- Tenant(s) will go into the office at MVP or go online to set up service

- Tenant(s) must provide MVP with location number of the unit
- Salish Kootenai College (SKC) will co-sign with Mission Valley Power (MVP), waiving the \$500 meter deposit for student tenants and accepting responsibility for any unpaid utility bills with MVP.
- While SKC assumes initial responsibility for any outstanding balances, these amounts will be applied to the student tenant's account. The student tenant remains ultimately responsible for the unpaid MVP bill and is required to reimburse SKC for the charges.
- This process ensures utility services are maintained while reinforcing the student tenant's obligation to meet their financial responsibilities in accordance with their housing agreement.
- After the tenant(s) fills out the appropriate paperwork, MVP will give a copy to the tenant in person or email for verification of signing up for service.

18.1.2. Disconnect procedure (Year Round):

- Tenant(s) will go through the disconnect process for MVP
- Power won't be disconnected, it will be transferred into SKC's name, an email letter will be sent to SKC Housing
- Once final billed from the tenants account, a copy will be sent to SKC Housing from MVP
- If Mission Valley Power is disconnected and/or put into the SKC Housing's name due to nonpayment, SKC shall back charge the costs to the Student Tenants account with a disconnect fee of **\$25.00** for the first notice and **\$50** for the second notice.
- The first notice constitutes a Level 3 Violation. The second notice constitutes a Level 4 Violation. Both will be accompanied by a fine, a Memorandum of Understanding (MOU), and a meeting with the Housing Director.
- The Student Tenant will be required to put the MVP back into their name within **3 business days** of being notified. A copy of the electrical contract in the name of the Head of Household must be resubmitted to SKC Student Housing by the Head of Household.
- **Student Tenants may not miss more than two (2) months of utility payments per year. Failure to adhere to SKC's utility procedure will result in further disciplinary actions leading up to eviction.**

18.1.3. Upon moving out, the student tenant must contact Mission Valley Power to discontinue their contract and cancel future payments, or they will continue to be charged for utilities by Mission Valley Power.

18.2. Water and Sewer

Family Housing tenants are allowed a 6,000-gallon allowance of water and sewer usage, which is covered by SKC Housing. Water usage over the allowance is billed at \$1.31 per 1,000 gallons and sewer usage over the allowance is billed at \$3.25 per 1,000 gallons. Any water or sewer overages will be billed to the Head of Household's student account.

19. Occupancy Rules & Regulations

19.1. Communications

19.1.1. Expectations for Tenants

Student tenants are responsible for reading and responding to all posted, spoken, and emailed communications from Student Housing. It is recommended that students set up their voice mailboxes on their phones and delete old messages to make room for new ones.

Written notices from SKC Student Housing are delivered via email for all students. They may also be delivered beneath the doors of Dorm units or hung on the clips next to the exterior front doors of Family Housing. The clips are for Student Housing's use only and must be kept clear.

SKC housing is not responsible for any lost or stolen items.

19.2. Mandatory Housing Meetings

All Housing tenants both new and returning are required to attend any required Housing community and/or disciplinary meetings. Tenants who fail to attend meetings may face penalties, mandatory make-up meetings, or disciplinary actions.

20. Community

20.1. Dorm Shared Spaces

20.1.1. Dorm Common Room

Common rooms and shared spaces are for all tenants' use and benefit; personal storage in these areas are prohibited. Furniture, equipment, and supplies must remain in their designated location and not relocated. Sleeping is not permitted in lounges, study rooms, kitchenettes, storage closets, laundry rooms, or hallways. Gatherings should not disrupt other residents or violate any policies, procedures, or quiet hours. Noise levels should remain considerate. Guests must always be escorted by the resident host while in the common areas. Residents are responsible for cleaning up after themselves in shared spaces. Damage or misuse may result in charges through the housing conduct procedures - responsible parties may share liability.

20.1.2. Dorm Roommates

Tenants of the Student Housing Dorms will share a Pod with two or three additional people. These tenants are also students, and all students at Salish Kootenai College have a right to a safe place to live, sleep, eat, and study. Student tenants are expected to respect the rights and privacy of their roommates. However, SKC Housing also strongly encourages tenants to form connections with their roommates and get to know them. Having a sense of community on campus is proven to improve the college experience!

Students who would like a more formal agreement regarding boundaries, schedules, and chores may use the Roommate Agreement document available on the housing website or at the Housing Office.

Pod living rooms and kitchens are shared by everyone living in the pod; therefore, it is everyone's responsibility to clean up after themselves. It is each tenant's responsibility to ensure common area/ shared spaces are always clean and organized so all tenants are comfortable with common area use. Be respectful of the space and do not overpopulate storage areas so others can use it as well.

20.1.3. Dorm Furniture

All **furniture provided by SKC Student Housing** must remain in the assigned room or common area and may not be moved or removed. **Removal or relocation of furniture** (public or private) is prohibited and may result in:

- Formal **conduct warnings**
- **Fines** or charges for missing or damaged items
- Possible removal from housing for repeated violations

Hallways, stairwells, study lounges, and other shared spaces must remain clear: storing furniture or personal items in these spaces is not permitted.

Students may bring valid personal items such as small refrigerators or compact chairs—but only in addition to, not replacing, the issued furnishings.

Charges may be assessed for damages, missing furniture, or required restoration to original room configuration during check-out.

20.1.4. Hallways

Hallways and common areas must remain clear - no personal storage, bikes, furniture, or items allowed. Emergency pathways must be unobstructed at all times for resident safety. No sports or running activities are allowed in hallways or stairwells. Notice and courtesy norms apply across hallways - respect quiet hours and maintain considerate volume. Guests are prohibited from crowding or improperly using common areas.

20.2. Bikes

Bike theft is very common on college campuses, be sure to always lock your bike up when you are not using it. We ask that residents park and lock their bikes up in the racks provided. The resident can either leave them outside locked to bike racks or inside their individual rooms. If you choose to store your bike in your room, please be aware of potential damage when moving the bike around.

20.3. Garbage

Tenants are responsible for taking out their own garbage. Personal garbage should not be placed in the commons area or pushed into the hallways outside your rooms, pods, and housing units. Student tenants in any unit will receive a littering fine of \$20 to their student accounts by Housing for the improper disposal of trash.

Garbage inside and outside of units must be contained inside of trash cans or bags and must be disposed of before it produces disruptive smells. Rotten food and Service Animal/Emotional Support Animal droppings must be taken to dumpsters immediately.

The Student tenant shall deposit all garbage in receptacles provided by SKC Housing Department. Place garbage in plastic bags, close them securely and dispose of them in the nearest dumpster. Gates must be closed when dumpsters are not in use. This will help prevent bears from getting into the garbage.

Trash/trash cans cannot be stored outside the Family Housing Units. Tobacco ashes, butts, and other litter are not allowed.

***Please be bear aware when disposing of garbage outside of units. Addressed below.**

20.4. Guests and Visitors

20.4.1. Dorm Tenants

In support of a safe and respectful living environment, SKC Student Housing establishes the following guidelines regarding guests and visitors in apartment-style units:

Overnight Guests Limits:

Guests are limited to a stay of no more than two (2) consecutive nights. Guests may not exceed four (4) nights in a total per calendar month. Any requests for extended stays must be submitted to and approved by the Director of Student Housing in writing.

Guest Occupancy Limits and Safety:

The number of individuals in any apartment must not exceed the guest occupancy limit for that unit type. Exceeding occupancy or safety limit is a policy violation and may result in conduct action. Maximum Guest Occupancy Per Unit Type:

- **Dorm Room (Single):** Maximum of 2 individuals, 1 student tenant only and 1 guest.

- Minor guests under the age of 18 years old are not permitted to stay overnight.
- Written permission from all roommate(s) are required and are to be submitted when registering your guest.
- Guests may not float or rotate between rooms in order to circumnavigate the above policies.
- Hosts must notify their Resident Assistant (RA) prior to the guest's arrival.
- Hosts should meet guests at the building entrance and escort them to and from the room; guests may not be left unattended.

20.4.2. Family Housing Tenants

In support of a safe and respectful living environment, SKC Student Housing establishes the following guidelines regarding guests and visitors in apartment-style units:

Overnight Guests Limits:

Guests are limited to a stay of no more than three (3) consecutive nights. Guests may not exceed six (6) nights in a total per calendar month. Any requests for extended stays must be submitted to and approved by the Director of Student Housing in writing.

Guest Occupancy Limits and Safety:

The number of individuals in any apartment must not exceed the guest occupancy limit for that unit type. Exceeding occupancy or safety limit is a policy violation and may result in conduct action. Maximum Guest Occupancy Per Unit Type:

- **1-Bedroom Unit:** Maximum of 4 residents.
- **2-Bedroom Unit:** Maximum of 6 residents.
- **3-Bedroom Unit:** Maximum of 8 residents.
- **4-Bedroom Unit:** Maximum of 10 residents.

Minor Guests:

Guests under the age of 18 years old must have prior approval from the Housing Department. The host is required to submit a written request and provide emergency contact information for the minor guest, photo ID and parent/guardian consent may be required.

20.4.3. All Tenants

- Student tenants may not have guests who are violent or sexual offenders. Inviting guests with records as violent or sexual offenders is grounds for eviction.
- Definition of Guest: A guest is any individual not listed on the lease agreement for the assigned apartment unit.
- Host Responsibility: Student tenants are fully responsible for the actions and behaviors of their guests/visitors. Any violation of housing or college policies and/or procedures committed by a guest/visitor will be considered a violation by the host tenant.
- Guest Registration Requirements: All overnight guests/visitors must be registered with the Housing Office in advance. Guests must present a photo ID if requested by SKC staff or security.
- Escort Policy: All guests must be accompanied by their host tenant at all times while in housing areas. Guests are not permitted to remain in a unit or shared community space without their host present.
- Conduct Standards: Guests must follow all: The SKC Student Housing Handbook, The SKC Student Handbook, The SKC Student Catalog, All applicable Tribal, State, Local, and Federal Laws, including those regarding alcohol, drugs, noise, hygiene, and fire

safety. Alcohol or drug-related violations by guests or hosts may result in referral to the conduct process or eviction.

- No persons other than guests, residents, or SKC staff on SKC business may enter a living space.
- Residents are responsible for the behavior of their guest(s). Residents who host a guest(s) who fails to comply with these expectations may be subjected to the disciplinary process regarding the guest's behavior and/or charged for damage caused by the guest.
- Residents may not give their room, fob, or keys to their guests, including temporary keys.
- Guests are permitted only with the permission of the host tenant.
- Guests are a privilege, not a right. Abuse of guest policies may lead to the loss of guest privileges for the tenant. SKC Student Housing reserves the right to deny or remove any guest from housing facilities at any time in the interest of safety, community well-being, or policy enforcement.

20.4.4. Guest Registration Process

All guest registration information will be shared with SKC Security for safety and security purposes.

1. Guest Eligibility:

- All guests must be at least 18 years old unless otherwise approved in writing by the Housing Director.
- Guests must be known to the student tenant and may not be individuals banned from campus or with a no-contact order involving SKC students or staff.
- Student tenants may not have guests who are violent or sexual offenders. Inviting guests with records as violent or sexual offenders is grounds for eviction.

2. Registration Requirement:

- **All overnight guests must be registered with the SKC Student Housing Office in advance.**
- Guest registration forms are available at the Housing Office, via email request, or you can retrieve one from your **Resident Assistant (RA)**.
- Tenants must submit the form at least **24 hours before the guest's arrival**.

3. Information Required on Guest Registration Form:

- Full name of guest
- Date(s) and duration of stay (maximum of 3 consecutive nights for housing & two (2) consecutive nights for dorms)
- Emergency contact information (18 years old or under)
- Signature of host (Head of Household) tenant accepting full responsibility for the guest.

4. Approval and Confirmation:

- Once submitted, Housing staff will review the request and either approve or deny the registration based on compliance with policy.
- Tenants will be notified via email of the decision. Approval must be received before the guest may stay overnight.

7. Housing Staff Access:

- Housing staff may ask any unregistered guest to leave if they are not listed on the approved guest list.
- Violations of the guest policy may result in disciplinary action, including loss of guest privileges or housing probation.

21. Pets

21.1. Animals on Campus

SKC maintains a strict no-pets policy in both dorms and apartment-style housing, except for approved Service Animals and Emotional Support Animals (ESAs). Student tenants must contact Disability Services to complete the verification process before bringing their animal to the Housing facility. Tenants are limited to one (1) animal per household, unless otherwise required under the Americans with Disabilities Act (ADA) or if additional approval and documentation are filed with both Disability Services and the Housing Office.

21.1.1. Unauthorized pets may result in:

- Forfeiture of the full damage deposit,
- A daily fine (e.g. **\$10/day**) until removal,
- Possible eviction via the Student Conduct process.

21.1.2. Service Animals

Fully trained and task-specific animals (typically dogs) are allowed without fee as required under the Americans with Disabilities Act (ADA).

Do not require payment of fees or deposits, and cannot be denied based on breed or size

21.1.3. Emotional Support Animals (ESAs)

ESAs may be allowed as a reasonable accommodation when a qualified student meets the requirements and submit the required documents to SKC Disability Services for approval.

- Verification of disability and need by Disability Services
- Completed Housing Accommodation and ESA Registration Form
- Provider's letter linking the ESA to the disability
- Health/vaccination records
- Photograph of the animal
- Identification of the emergency caregiver
- **Once approved, SKC Disability Services' will submit the approval letter to Housing@skc.edu.**

Allowed Housing Areas & Behaviors

Approved ESAs and Service Animals are permitted only within the owner's assigned living unit. They are not allowed in shared housing common areas (lounges, kitchens, communal hallways) unless accompanied by the owner. Animals must be leashed or harnessed when outside, and waste must be cleaned up immediately after deposit

Prohibited Practices

Animals may not be left alone in housing for overnight periods (e.g., during school breaks or overnight absence). Owners must accompany them or make alternate arrangements. Puppies under nine months or not fully housebroken are not eligible for approval. Animals are not to disrupt other residents or create health concerns (e.g., aggressive behavior, excessive noise, odors).

Fees & Financial Responsibilities

There is a one-time \$50 processing fee per ESA per unit charged to the student tenants account. There is no base pet deposit or monthly ESA fee. However, damage caused by the

ESA or Service Animal, or associated pest remediation costs (e.g., fleas), may be billed to the tenant. Minor violations (e.g., off-leash infractions) may incur a \$25 fine, pending behavior or nuisance issues.

Renewals and Maintenance

ESA approvals must be cleared annually through Disability Services and Student Housing coordination. Housing staff retain the right to revoke approval if the ESA poses a risk or repeatedly violates housing policy (e.g., aggression, safety hazard, unsanitary conditions).

22. Noise / Quiet Hours

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound which is disturbing to any resident. In an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group. SKC Housing reserves the right to perform maintenance and construction of the units and/or dorms which may occur throughout the year and at various times of the day. Maintenance and construction may cause noise within the residential facilities.

22.1.1. Excessive Noise

Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to, loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of residence hall windows into public spaces is prohibited. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

22.1.2. Courtesy Hours

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, talking, and TV, they must comply with the request. Residents must comply with staff requests to reduce noise. For more information see the Disruptive Behavior policy. Retaliation against the person making such a request may result in further conduct action.

22.1.3. Quiet Hours

Quiet Hours are from 10:00 pm to 7:00 am beginning Sunday through Thursdays, and from 12am (midnight) to 8am on Fridays through Saturdays. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep. Guidelines for behavior during Quiet Hours include:

- Radios and stereos should not be heard outside the room.
- Musical instruments should not be played in the residence hall.
- The right of a roommate to study and sleep has priority over your right to entertain guests in your room.
- Because of disturbances to residents and the potential injury to bystanders, outdoor games are limited to the lawns. Drumming activities should be taken to the common area, outside, in another building away from possible living disturbances.

23. Maintenance

23.1. Care of College Property Policy

All student tenants are responsible for maintaining college-owned dorms and housing units, as well as associated equipment and furnishings, in good and clean condition. Tenants must exercise reasonable care to prevent hazardous health, safety, or sanitary conditions within their lease. The following guidelines outline some of the responsibilities of student tenants regarding the maintenance of their units. Adhering to these guidelines helps ensure a safe and pleasant living environment for all residents.

- **Dorm Tenants Only:** Bed Height Options: All residence halls have adjustable/moveable furniture. Beds can be arranged in a number of ways, including standard height, captain height, lofted, or bunked.
- **Repair Notifications:** Tenants must promptly notify the Housing Department of any necessary repairs or unsafe conditions that may lead to injury or damage.
- **Property Maintenance:** Except for normal wear and tear, tenants are prohibited from destroying, defacing, damaging, repairing, painting, or removing any part of the premises, nor may they permit others to do so.
- **Hot Water Heater:** Tenants must not adjust the hot water heater; any required adjustments should be directed to the Housing Department.
- **Plumbing Awareness:** Tenants should be aware of the shut-off valves on all water sources and keep a plunger accessible by each toilet.
- **Proper Disposal:** Baby wipes, flushable wipes, menstrual products, and paper towels must not be flushed.
- **Floor Care:** Waxing of floors is not permitted.
- **Door Mechanisms:** Tenants must not tamper with or obstruct door magnets or locks.
- **Air Conditioning Units:** Family Housing tenants are responsible for providing their own window air conditioning units. Housing staff will install or remove these units for a fee of \$20 each. Installations are permitted only during the spring and summer months, specifically from April 1st to August 31st. Air conditioning units will only be removed during the month of September or when a tenant vacates the unit.

23.2. Exterior Grounds

Walkways, Lawns, Porches, and Landscaping Damages

To maintain a clean, safe, and respectful living environment for all tenants, SKC Student Housing enforces the following policies related to exterior areas, including walkways, lawns, porches, patios, and landscaped grounds.

Use of Walkways, Lawns, and Porches/Patios

- Tenants are expected to maintain the appearance and safety of **walkways, lawn areas, and porches/patios** adjacent to their unit.
- **Porches and patios** must be kept clean and orderly. Storage of excessive personal belongings, large furniture, or indoor-only items is prohibited.
- No items may obstruct walkways or be placed in a way that impedes emergency access or building entry.
- **Sidewalks, fire lanes, and lawn areas** must remain clear of bikes, toys, trash, or furniture at all times.

Landscaping & Grounds Protection

Tenants and their guests (including children and pets) are **prohibited** from damaging or disturbing:

- Lawns and grass areas (e.g., digging holes, setting up pools or trampolines)
- Trees, shrubs, or planted flowerbeds
- Sprinklers, irrigation lines, or outdoor utility fixtures
- Driving or parking on grass, sidewalks, or landscaped areas is strictly prohibited.
- Tenants are not permitted to alter landscaping or install outdoor features (fences, pools, garden beds, etc.) without written permission from Housing.

Pet-Related Damage

Tenants with approved Emotional Support Animals (ESAs) or Service Animals are responsible for ensuring that their animal does not:

- Dig or disturb landscaped areas
- Damage trees, grass, or shrubbery
- Cause harm to sprinkler or irrigation systems
- Pet-related damage is treated the same as tenant-caused damage.

Fines & Liability for Damage

Tenants will be held financially responsible for any damage caused by themselves, household members, guests, or animals to exterior property. Charges are based on actual labor, repair and/or replacement costs as determined by the SKC Facilities or Housing Department.

- If the responsible individual cannot be determined, Housing reserves the right to **divide charges among neighboring units** where damage occurred.
- Unpaid fines or repair costs will be **charged to the tenant's student account** and may affect future housing eligibility.

Reporting & Oversight

Tenants are encouraged to report unsafe or damaged exterior areas to the Housing Office promptly. Groundskeeping crews regularly assess community outdoor spaces to ensure safety and maintenance standards.

23.3. PLEASE REPORT IMMEDIATELY

For your safety, health, and well-being, please report the following to Student Housing immediately. In an emergency, please call 911 first and Campus Security second.

- 23.3.1.** Fire damage, discharged fire extinguishers, mold, mildew, Unattended/uncontained garbage or other sanitation issues, Lost keys, Leaks, floods, or other water damage, Pests (including mice, ants, flies/gnats, and termites) inside Housing units, Malfunctioning laundry facilities, Acts of violence, domestic violence, harassment, stalking, child endangerment, or assault, Broken or non-functioning doors, windows, or locks, Malfunctioning smoke detectors

23.4. Damages and Repairs Policy

SKC Student Housing is committed to maintaining safe, functional, and well-kept living environments. All tenants share responsibility for the condition of their assigned units and common areas.

Reporting Maintenance and Damage

Tenants are required to report all maintenance concerns or damage to the Housing Office:

- Submit a request via the **online maintenance form**
- Email: **housing@skc.edu**
- In person at the Housing Office
- **Dorm residents** may also report non-emergency issues to their assigned Resident Advisor (RA)

Emergency repairs must be reported **immediately** to **SKC Campus Security** at (406) 275-4756.

Failure to report known safety, sanitation, or structural issues in a timely manner may result in **tenant liability** for resulting damages or additional repairs.

23.4.2. Liability for Damage

Tenants will be held **financially responsible** for any damage, loss, or repairs that result from:

- Accidents or negligence
- Intentional or unintentional actions
- Failure to report a maintenance issue
- Misuse or unauthorized alterations of College property

This includes damage caused by:

- The tenant
- Household members
- Approved or unapproved guests
- Emotional Support or Service Animals

23.4.3. Examples include, but are not limited to:

- Wall damage (holes, excessive marks)
- Broken windows or doors
- Appliance misuse
- Damage to walkways, lawns, porches, or landscaping
- Vandalism to shared spaces (commons, playgrounds, laundry rooms, gazebos, light fixtures, cameras, parking lots)

23.4.4. Assessment of Charges

- SKC Housing will assess **repair, cleaning, or replacement charges** based on the actual damage and labor required.
- Charges may range from **\$10 to \$5,000** depending on severity and extent.

- The **SKC Housing Fines, Fees, and Damage Repair Price Sheet** provides standard cost references; however:

If the actual cost of repairs, materials, labor, or replacement exceeds what is listed, the tenant will be held responsible for **the full amount** as determined by SKC Housing or Facilities personnel.

- Charges include all labor, parts, materials, shipping, and administrative processing.

23.4.5. Shared Liability for Community Damages

If the responsible individual(s) cannot be identified, SKC Housing may assign **shared financial liability** to:

- All tenants of the affected unit
- Residents of a specific dorm hallway or pod
- Occupants of a shared building or area (e.g., Honor Hall, RD buildings, etc.)

Examples of shared community damage include:

- Vandalized bulletin boards or signs
- Graffiti or damaged common area furniture
- Broken laundry machines
- Damage to shared porches, lawns, or gazebos

23.4.6. Conduct Sanctions

- Damages caused by **malicious behavior, disregard for housing rules**, or repeated negligence may result in **formal disciplinary action** under the SKC Student Code of Conduct.
- Sanctions may include:
 - Written warnings
 - Conduct probation
 - Restitution
 - Revocation of housing privileges
 - Suspension from SKC Housing or the College
 - Eviction from SKC Housing
 - Removal from any and all housing waitlists
 - No right to appeal eviction from housing

SKC Housing reserves the right to **refuse, suspend, evict, or revoke housing** for any tenant or group of tenants responsible for significant or repeated damage.

23.5. Entry and Inspections

- 23.5.1.** In order to maintain safe, healthy, and well-functioning student housing environments, Salish Kootenai College reserves the right to enter and inspect any student housing unit or dorm room in accordance with institutional policies and in alignment with industry standards used by colleges and universities nationwide.

23.5.2. Right of Entry

Authorized SKC Housing staff, Facilities personnel, law enforcement, or College officials may enter any housing unit, dorm room, or shared area under the following circumstances, with or without prior notice, Tenants do **not** need to be present for any of the below entries.:

- To respond to **maintenance requests**
- To conduct **quarterly routine health, safety, and cleanliness inspections**
- To follow up on **prior violations or incidents** (e.g., sanitation, safety, or policy violations)
- To conduct **emergency repairs** or respond to urgent health and safety issues
- To conduct **pest control**, preventive maintenance, or fire safety assessments
- To investigate **suspected violations** of institutional policies, including drug, alcohol, guest, or pet policies
- To remove **unauthorized animals** or prohibited items
- To allow access for **emergency responders** or law enforcement officers (with or without a warrant, as required by law)
- To show the unit to **fire marshals, health inspectors, appraisers, or authorized College officials**
- To facilitate emergency **evacuation** or crisis response

23.5.3. Scheduled Quarterly Inspections

- **All dorms and family housing units** are subject to at least **one inspection per quarter**.
- These inspections include review of **individual rooms, bathrooms, kitchens, porches, lawns, and shared areas** (such as commons, laundry rooms, and walkways).
- Inspections may also occur **after an incident report, conduct violation, or concern**.
- SKC Housing is not required to provide advance notice but may offer a courtesy email or posting when possible.
- Follow-up inspections will occur for units that **fail to meet standards** or receive a Notice of Concern.

23.5.4. Cleanliness & Safety Inspection Standards

Tenants are expected to maintain their unit and shared living spaces in accordance with the following minimum standards, consistent with policies at peer institutions:

General Cleanliness

- Floors, hallways, and doorways must remain **free of clutter** and tripping hazards.
- All surfaces (counters, appliances, sinks, toilets, tubs, etc.) must be **reasonably clean**.
- Dirty dishes must be washed regularly and not left to accumulate in shared spaces.
- No food should be left out to spoil; **rotting food and odors** must be promptly addressed.
- Appliances (stove, fridge, microwave) must be kept **clean and functional**.
- **Thermostats** must remain at **60°F or higher** during cold months to prevent frozen pipes.

Pest & Sanitation Standards

- No signs of pest infestation (insects, rodents, droppings, nests, etc.).
- Trash must be removed **regularly** and not allowed to build up inside or on porches.
- Residents must promptly notify Housing of any pest issues and cooperate with treatment plans.

Fire & Safety Compliance

- **Nothing may be hung** on or near fire sprinklers, smoke detectors, or heating units.
- Baseboard heaters and heating vents must be **unobstructed**.
- Prohibited items such as candles, space heaters, or extension cords may not be used or stored.
- Items may not be stored in hallways or block exits.

Shared & Exterior Spaces

- Bathrooms, kitchens, and living rooms shared in dorm pods must be kept clean by **all roommates**.
- Porches, yards, lawns, and walkways must be kept **free of garbage, furniture, or excessive items**.
- Playground, commons, laundry, and parking areas must be used respectfully and kept clean.

23.5.5. Inspection Results & Follow-Up

If a unit **fails inspection**, a **Notice of Concern** will be issued outlining the violations and corrective actions required.

Tenants will be given a **specific timeline** (usually 3–7 days) to remedy the issue.

- A **follow-up inspection** will verify compliance. Failure to correct the issue may result in:
 - Fines or fees
 - Disciplinary action
 - Housing probation
 - Revocation of housing eligibility

If a unit is found in **unacceptable condition**, SKC reserves the right to contract professional cleaning or repairs and bill the full cost to the tenant.

23.5.6. Post-Entry Notification

When staff or officials enter a unit while the tenant is away, a **notice will be left outside the unit or delivered via email** indicating:

- Date and time of entry
- Purpose of visit
- Names of those who entered

Tenants who believe an entry or charge was issued in error may **submit a written appeal within 10 business days** of receiving notice.

23.6. Windows and Screens

Windows and window screens are considered essential components of Salish Kootenai College student housing facilities. They contribute to ventilation, climate control, pest prevention, and overall resident safety. To ensure the proper functioning and integrity of SKC housing facilities, the following policies apply:

General Use of Windows and Screens

- **Window screens must remain securely installed** at all times. They are not to be removed, altered, or tampered with under any circumstance except during an emergency.
- Screens are designed to provide ventilation and **are not to be used as exits** unless necessary in a life-threatening situation (e.g., fire).
- **Crank-out windows or sliding windows** must be operated carefully and kept closed during **high winds, storms, or other extreme weather** to prevent structural damage.
- Tenants must refrain from:
 - Removing or damaging screens
 - Hanging items from windows
 - Using windows to pass items in or out of the building
 - Sitting on or climbing out of windows

Safety and Liability

- **Throwing, dropping, or ejecting objects** from windows is strictly prohibited and considered a serious safety violation.
- Entering or exiting through a window (unless in the event of an emergency) will result in **disciplinary action**, as it endangers both the resident and others.
- Damage to **windows, locks, frames, latches, or screens**—whether accidental or intentional—will result in repair charges to the responsible tenant(s).
In shared dorms or pods, if responsible individuals cannot be identified, costs may be **divided among all residents** of the affected unit.

Air Conditioning Units

- Installation of **personal window-mounted air conditioning units** is only allowed in **Family Housing units** with **prior written approval** from the SKC Housing Department.
- Tenants must submit a **maintenance request** for installation or removal. Improper installation or unauthorized units are not allowed and may result in fines, removal, or damages billed to the student account.

Charges for Damages

- Charges for damaged or missing screens, broken windows, or unauthorized A/C installation are based on **actual replacement costs** and may range from **\$50 to \$500 or more**, depending on the severity, required labor, costs, replacements, delivery, and shipping.

Responsibility and Reporting

- Tenants are responsible for immediately reporting any issues related to window function or screen integrity to the SKC Housing Office or through the online maintenance request form.
- Failure to report damage or misuse may result in additional charges or disciplinary action.

24. Conduct

24.1. Alcohol, Drugs, and Marijuana Policy

Salish Kootenai College (SKC) is committed to maintaining a safe, healthy, and substance-free residential environment. In accordance with **federal law**, the **Drug-Free Schools and Communities Act (DFSCA)**, **Tribal Law**, and the **SKC Student Code of Conduct**, the possession, use, distribution, manufacture, related alcohol and/or drug paraphernalia, or presence of **alcohol, illegal drugs, or marijuana (including medical marijuana)** is **strictly prohibited in all SKC Housing facilities, dormitories, apartments, surrounding grounds, and at all Housing-sponsored activities**.

24.1.1. Prohibited Substances and Activities

The following are not allowed anywhere on SKC campus property, including within student housing units:

- Alcohol, regardless of age or student status
- Alcohol paraphernalia and containers (e.g., bottles, cans, shot glasses, branded items)
- Marijuana in any form, including medical marijuana
- Drug paraphernalia (pipes, bongs, grinders, etc.)
- Misuse of prescription medications (including sharing, selling, or using not as prescribed)
- Inhalants or any other substances used to alter mood or mental state
- Being under the influence of drugs or alcohol while on campus
- Hosting, attending, or being present at gatherings where alcohol or drugs are used
- Distribution, cultivation, or manufacturing of any controlled substance

All who are present or are party to an alcohol policy violation will be subject to further disciplinary action regardless of their participation level. It is your responsibility to be aware of your surroundings and individuals you are with or bringing onto campus. Attending gatherings on campus where alcohol is present, even if the student does not drink, is considered a violation of alcohol policy.

The use of alcohol by any student tenant, whether or not they are of legal drinking age, and any inappropriate behaviors that result from consumption of alcohol, including the inability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the Housing alcohol policy. Being under the influence of alcohol is not an excuse for misconduct or failing to follow College and Dorm/Housing rules and policies.

Discovery of an alcoholic beverage container or other alcohol paraphernalia will require immediate discarding of the item, container and contents, if any, in the presence of a staff member.

24.1.2. Medical and Recreational Marijuana

Although the State of Montana permits the use and possession of marijuana, **federal and tribal laws prohibit** marijuana on SKC property, **including for medical use**. SKC receives federal funding and must comply with **federal drug-free campus requirements**, which override state laws.

Possession of a medical marijuana card or documentation does not exempt any person from this policy. Use or possession of marijuana for any reason on SKC property is a violation of federal law, the SKC Student Code of Conduct, and Housing policies.

Responsibility for Guests and Household Members

Student tenants are fully responsible for the behavior of any guest, visitor, or household member. If a violation occurs in a shared or common space, all residents of the unit may be held equally responsible, unless it is clearly documented otherwise.

Consequences for Violations

Violations of this policy may result in:

- Housing probation or immediate eviction
- Suspension or expulsion from Salish Kootenai College
- Loss of eligibility for future campus housing
- Fines and/or restitution for damage or clean-up
- Referral to law enforcement when applicable
- Required educational or behavioral sanctions (e.g., substance abuse counseling)

Being under the influence of drugs or alcohol is **not an excuse** for misconduct or policy violations.

Prescribed Medications

All prescription medications must be **stored in the original pharmacy-labeled container** and used only by the person to whom they were prescribed. Misuse or sharing of prescription drugs is treated as a **drug policy violation**.

Reporting and Enforcement

All suspected drug or alcohol activity will be investigated and may be reported to **SKC Security, local law enforcement, the Housing Department, or tribal authorities**.

Residents are encouraged to report any observed violations for the safety of the community. Discovery of paraphernalia or containers will require **immediate disposal in the presence of Housing staff**.

24.2. Compliance and Cooperation

All student housing residents and their guests are expected to comply with reasonable requests made by Housing staff, SKC employees, or Campus Security personnel while those staff members are performing official duties. This includes complying with directives related to safety, maintenance, inspections, and all housing policies.

Failure to cooperate, refusal to follow staff instructions, or interfering with staff duties constitutes non-compliance and may result in disciplinary action, including conduct warnings, probation, or eviction.

If a student tenant is unable to meet deadlines or requests due to reasonable or extenuating circumstances, they are encouraged to contact Housing staff in advance to discuss accommodations or alternative solutions.

24.3. Prohibited Conduct: Discrimination, Harassment, and Retaliation

SKC is committed to providing a safe and inclusive living environment. Discrimination, harassment, and retaliation of any kind are strictly prohibited and will be addressed promptly.

A. Discrimination and Bias Incidents Discrimination on the basis of race, color, national origin, ethnicity, sex, gender identity or expression, sexual orientation, age, disability, religion, or veteran status is prohibited. Bias-motivated incidents that target individuals or groups will be considered serious violations and may be referred for Title IX investigation or legal action.

B. Harassment and Intimidation Behavior that causes another person to feel threatened, harassed, or fearful is prohibited. This includes physical threats, verbal abuse, threats of violence, stalking, and the use of slurs or hate speech.

C. Retaliation Retaliating against any person who reports discrimination, participates in an investigation, or asserts their rights under civil rights laws is a violation of federal law and SKC policy. Retaliatory acts will be investigated and may result in disciplinary sanctions..

24.4. Gender-Based and Relationship Violence

A. Dating and Domestic Violence Violence, threats, or coercive behavior in a dating, romantic, or domestic relationship is prohibited. This includes physical harm, intimidation, isolation, manipulation, or verbal/emotional abuse.

B. Sexual Misconduct and Assault SKC maintains a zero-tolerance policy for sexual assault and sexual misconduct. These include any non-consensual sexual activity or behavior that violates a person's autonomy and safety. Consent must be informed, voluntary, and mutual.

C. Stalking Stalking is defined as repeated, unwanted attention or harassment that causes fear or substantial emotional distress. Stalking behaviors may include following someone, sending repeated messages, or monitoring activity via social media.

Violations of the above will result in immediate referral to the Title IX Coordinator and may include removal from housing, suspension, or expulsion.

24.5. Disorderly, Disruptive, or Threatening Behavior

Tenants and guests must behave in a respectful, non-disruptive manner at all times. The following behaviors are prohibited:

- Excessive noise
- Public intoxication or belligerent behavior
- Harassment of other residents or staff
- Lewd, obscene, or offensive language or conduct
- Any action that threatens community safety or disrupts normal operations

Assisting or being complicit in another person's policy violation is also subject to disciplinary action.

24.6. Smoke-Free and Tobacco-Free Housing

Use of tobacco, including cigarettes, e-cigarettes, vape pens, chew, and snuff, is prohibited in all Housing facilities.

- Smoking is not allowed within 25 feet of any campus building.
- Smoking or vaping in dorms, units, stairwells, or porches is considered a policy violation and may result in a fine and/or disciplinary sanction.

25. Safety

25.1. Electronic Monitoring

All outside doors and certain public access areas within the residence halls, honor halls, and family housing units are monitored using electronic devices such as video cameras and door access readers. This monitoring is for the protection and safety of the tenants and SKC Housing property.

25.2. Safety Practices

Access to SKC Student Dorm and Housing facilities is restricted to student tenants, authorized staff members, and hosted guests. For the safety of all residents, student tenants are strictly prohibited from propping open exterior doors or allowing entry to unknown individuals. All personal security concerns should be reported promptly to SKC Student Housing.

Each student tenant is responsible for understanding and following the policies and procedures established to promote safety and security.

25.3. Firearms, Explosives, and Weapons

Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.

- “Firearm” means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon. Ammunition is not allowed in the residence halls.
- “Weapon” means any object that may be used to injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring, by centrifugal force, or by gravity and is commonly known as a switchblade knife; or any knife with a blade longer than 4 inches or not intended for kitchen use. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/Tasers or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
- “Destructive Device” means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.

Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self-defense, it is considered a

non-lethal weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges.

25.4. Emergency Procedures

25.4.1. Fire Safety & Equipment

The safety of our residents is a top priority at SKC Housing. To maintain a secure living environment, all fire alarms must be taken seriously, and all students are required to respond appropriately when an alarm is activated.

Tampering with or misusing fire safety equipment is strictly prohibited and may result in disciplinary actions under the SKC Student Code of Conduct, up to and including dismissal from housing and/or the college. Such actions may also lead to criminal prosecution.

Fire safety equipment includes, but is not limited to:

- Smoke and heat detectors
- Sprinkler heads
- Fire extinguishers
- Pull stations
- Alarm panels
- Emergency lighting
- Exit signs
- Exterior doors

Tampering with, disabling, covering, or blocking any fire safety device is a violation of federal law.

25.4.2. Fire Drills & Evacuation Procedures

Fire drills will be conducted at least **once per quarter** to ensure residents are familiar with proper evacuation procedures. **All individuals present in a housing facility must evacuate** immediately when a fire alarm sounds, regardless of whether an emergency is visible.

Evacuation guidelines:

- Exit the building promptly using the nearest emergency exit.
- Close and lock your unit door behind you.
- Proceed quickly and calmly to the designated evacuation assembly area at least **25 feet away** from the building.
- During inclement weather, residents may be directed to shelter temporarily.
- **Do not re-enter the building** until cleared to do so by Housing staff or emergency personnel.

Students with disabilities who cannot evacuate independently should move to the nearest **area of rescue** and activate the alert system. Emergency personnel will assist from there.

25.4.3. In Case of Fire

If you see or suspect a fire:

1. Call **911** immediately.

2. Activate the nearest **fire alarm pull station** to notify others.
3. Do **not attempt to extinguish the fire yourself** unless you are trained and the fire is small and contained.
4. Evacuate and gather at the designated area.

Intentionally triggering false alarms, starting fires, or obstructing others from evacuating are serious offenses. Violators will be subject to disciplinary action and may face criminal charges.

For any questions about fire safety, contact the **SKC Housing Department**

If a medical emergency occurs:

- Dial **911** or **SKC Security at 406-275-4700** immediately.
- Emergency responders may include SKC Security, local EMS, and the Ronan Fire Department.
- If appropriate, medical transport may be arranged to a nearby facility, such as the **Tribal Health** or **Providence St. Joseph Medical Center**.

25.5. Fire Safety

- Residents may not tamper with, disable, cover, or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Residents who tamper with fire equipment may face disciplinary action, a monetary fine, or both, and may also be referred to law enforcement authorities.
- Residents may not hang items from the sprinkler heads, cages covering the sprinkler heads, pipes associated with sprinklers, or the ceiling.
- Candles, incense, heat lamps, butane torches, gasoline canisters, fire works, fire pits, and space heaters have been found to be a severe fire hazard, and their use is prohibited. Wickless candles are an acceptable alternative and provide fragrance without the flame. Charcoal BBQs, Closed lid propane BBQs are permitted; however, they must always be supervised, positioned at least 3 feet away from the building while in use, and fully turned off and disconnected when not in use. Exceptions to this policy for religious or spiritual purposes, including smudging, need to be approved by the Director of SKC Housing prior to any such practices.
- All plumbing, electrical, or gas-burning equipment should be used strictly for its intended purpose. Open flames or any form of burning are strictly prohibited in all Student Housing facilities.
- Students may not plug power strips or extension cords into other power strips or extension cords. Do not overload outlets. Do not use extension cords and/or surge protectors that are not UL rated and/or do not have fire shield capabilities.
- Residents may not store cigarette butts inside their room or hall, they must be properly disposed of outside of the facilities.
- Residents may not leave items in the hallways, as they pose a tripping hazard. These items include, but are not limited to shoes, bikes, bed parts, and trash.
- Residents and their guests are not allowed to sleep in public and common areas.
- Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.
- Christmas trees are permitted, but the tree and all decorations must be fireproofed first.
- Residents are not allowed to post on the walls or ceilings in the hallway. Please use the bulletin boards for postings.

- When a fire alarm is activated, all persons inside a residential facility are required to leave the building immediately, even if it is believed to be a drill or false alarm.
- Emergency Exits: Emergency Exits in the residence halls are exit-only and not to be propped or used as entrances. In all residence halls alarms will sound if a door is propped open.

25.6. Missing Student Notification

Anyone who suspects a housing occupant may be missing should notify SKC Security immediately. Security will conduct a prompt investigation and will notify local law enforcement if the individual has been missing for 24 hours or sooner if warranted. Students aged 18 and over may designate an emergency contact to be notified within 24 hours in the event they are reported missing. This designation will remain until the student updates or revokes it. For students under 18, Security will notify a custodial parent or guardian within 24 hours of the report.

25.7. RAVE Emergency Notification System

Salish Kootenai College uses the Rave Alert emergency notification system to provide students with timely alerts related to emergencies or school closures. This system sends notifications via text, voice, and email. To sign up or manage your information, visit [Rave Alert](#). Please ensure your contact information is up-to-date.

25.8. Reporting Suspicious Behavior or Violations

If you observe behaviors or individuals that may pose a threat, you may file an anonymous report with SKC Security. The 'incident report form' is available on the Housing website. For any questions or assistance regarding these policies, please contact the SKC Student Housing Department.

25.9. Personal Property

Residents should report any personal property that is missing from their rooms to their RA and SKC Security immediately. The information to be given should include: a complete description of the items and their value; whether the room was locked; whether a key was lost recently; and any person suspected of the theft. Do not leave personal property in residence hall common areas. Items left in common areas will be collected and discarded by SKC Housing staff. Please be aware that SKC is not liable for theft or damage to personal property. For any further questions or assistance, do not hesitate to reach out to SKC Housing or Security.

25.10. Security Office

The SKC Security Office is located across the street from the BigKnife Building and works closely with local law enforcement (CSKT Tribal Law Enforcement, Ronan City Police, Polson City Police, Lake County Sheriff's Department and State Patrol).

Security is available at all hours, every day of the year.

25.11. Building Security

- A. Outside residence hall doors and hallway doors (where applicable) are locked 24/7. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior and hallway doors.
- B. Residents may not open doors for non-residents of the hall or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building.
- C. Residents are responsible for proper use of their fobs and keys. Students may not loan their fobs and keys to other people.
- SKC Housing and the students are jointly responsible for safety in their communities. Residents can take responsibility for their own security of the hall by locking their rooms, reporting suspicious behavior, not allowing people to follow them into the building, and not propping open doors.

26. **Wildlife**

SKC is located in a naturally beautiful but wild setting—on Tribal land—and is home to local wildlife such as deer, raccoons, skunks, bears, and other forest animals. While SKC Housing takes reasonable precautions, wildlife entry cannot be entirely prevented.

26.1. Resident Responsibilities & Safety Practices

- **Do not feed** wildlife or leave pet food, garbage, snacks, or compost in accessible areas.
- Store **trash and recycling securely** in dumpsters with closed lids—and avoid leaving bags near bins overnight.
- Keep **porches, patios, lawns, and building entrances** clean and free of attractants.
- Secure **pet food indoors**, even overnight. Do not leave food or water containers outside unattended.
- **Avoid approaching or interacting with wildlife.** Give animals space and remain inside if wildlife is observed nearby.

26.2. Incident Response & Reporting

- Wildlife sightings or incidents should be reported to **SKC Security** (non-emergency) or **emergency services** if there is threat to personal or property safety.
- **Housing is not liable** for injury, damage, or loss caused by wildlife—even if occurring near or within housing facilities.

26.3. Health & Hazards

- Residents are encouraged to familiarize themselves with **Montana Fish, Wildlife & Parks guidelines** for local wildlife encounters and safety strategies

26.4. Special Circumstances: Pets, Trash & Hazards

- Any wildlife-related damages—such as torn screens, dented exterior structures, or landscaping damage—will be treated as damage to College property and **billed to the resident** responsible, in accordance with the SKC Housing damages policy.

- Tenants must **securely store refuse** and avoid creating wildlife attractants. Intentional or repeated neglect that leads to wildlife intrusion may result in **conduct review and financial liability**.

26.5. Bat Encounters in Housing

Bats are a protected and ecologically important species in Montana and may occasionally find their way into attics, hallways, or sheltered areas near student housing.

What to Do If You See a Bat:

- **Do not touch, chase, or attempt to remove the bat.**
- Bats typically **leave on their own within 24 hours**.
- If the bat remains inside your unit, dorm, or common area for more than a few hours—or if **multiple bats are observed roosting** nearby—**notify SKC Housing immediately** so appropriate measures can be taken.

Important Guidelines:

- **Do not disturb or harm bats.** Bats are a protected species under Montana and federal law, and it is **illegal to kill or handle them** without proper wildlife permits.
- If a bat has **direct contact with a person or pet**, **report the incident immediately to SKC Housing and Security** for health and safety review, including potential rabies risk assessment.
- Maintain **screens on windows and doors** and avoid leaving them open without protection, especially in the evenings.

Why This Matters:

- Bats help control insect populations and are vital to the local ecosystem.
- Interference with bats can **pose health risks** and may result in **legal and conduct violations**.
- SKC works in coordination with **Tribal Wildlife Services** and **Montana Fish, Wildlife & Parks** to ensure any necessary removal is safe and legal.

26.6. Bear Awareness & Safety in Student Housing

Living on a rural campus in the Flathead Reservation means the possibility of bear activity near or within campus boundaries, especially during spring, summer, and fall months when bears are most active.

Bear Safety Guidelines:

To protect yourself and others, SKC requires all tenants and guests to follow these safety precautions:

- **NEVER approach a bear.** Always maintain a safe distance. Bears are unpredictable and potentially dangerous.
- **Do not feed wildlife** under any circumstances. Feeding bears—even unintentionally—can lead to aggressive behavior and future risk to others.
- **Secure all garbage and food waste.**
 - Ensure **dumpster gates and lids remain fully closed at all times**, especially during increased bear activity.

- Do **not leave food, pet food, garbage, or scented items** (coolers, grills, etc.) on porches, patios, or in vehicles with windows down.
- **Walk in groups and make noise**, especially at dawn or dusk when bears are most active.
- **Supervise children and pets at all times.**
- **Report bear sightings** or signs of bear activity (tracks, scat, overturned dumpsters) to SKC Security and Housing immediately.

Campus Responsibility & Tenant Expectations:

- SKC partners with **Tribal Fish & Wildlife and Montana Fish, Wildlife & Parks** to monitor and respond to bear activity near housing.
- Students who fail to secure trash, leave food items outdoors, or ignore bear safety protocols may face **disciplinary action and fines**, as outlined in the SKC Housing Handbook.
- **Repeated failure to comply** with bear safety rules may lead to housing probation or removal for jeopardizing community safety.

26.7. Dog Safety & Stray Animal Awareness in Student Housing

While Salish Kootenai College is located in a rural area where many residents own dogs, there is currently no city or county animal control service (dog catcher) for the Pablo area. As such, stray or loose dogs may occasionally be seen on or near campus and in student housing neighborhoods.

SKC Student Housing Guidelines Regarding Dogs:

To ensure the safety of all residents—including children and animals—the following guidelines must be followed:

- **Do not approach, pet, feed, or engage with unfamiliar or stray dogs.** Even if a dog appears friendly, it may act unpredictably.
- **Do not leave children, pets, or Emotional Support/Service Animals unattended outdoors.** Unleashed animals—stray or owned—can pose a serious safety risk.

Avoid attracting animals by properly managing waste:

- Secure all food waste and pet food indoors.
- **Place garbage inside dumpsters only**, and **keep all dumpster lids and gates closed** at all times.
- **Do not leave garbage bags or containers** on porches, in yards, or near walkways.

If you see a **stray, aggressive, or injured dog**, notify:

- **SKC Security:** 406-275-4700
- **Lake County Sheriff's Dispatch (non-emergency)** if needed

Please note that **SKC Security is not equipped to remove or catch stray dogs**, but they can help assess and coordinate appropriate responses.

Pet Owners in Housing:

- All pet ownership (limited to approved **Emotional Support Animals** or **Service Animals**) must follow SKC Housing policies.
- **Pets must remain on a leash at all times** when outdoors and under full control of their owner.
- Owners are responsible for **cleaning up pet waste immediately, preventing noise disturbances**, and **ensuring their animals do not interact with stray animals**.

Safety Reminder:

Loose or stray dogs may carry diseases, become territorial, or provoke other animals. Ensuring a clean and safe environment is the shared responsibility of all tenants. Failure to follow these safety practices may result in conduct action and/or fines.

27. SKC Housing Vehicle and Parking Regulations

All students residing in SKC Housing are required to obtain a **parking permit**, which must be visibly displayed on their vehicle at all times. Permits are available through the SKC Security Office or by contacting SKC Security via call or text at 406-239-6267. Permits must be renewed annually, and students have 30 days from their move-in date to obtain one. Violations of parking regulations, including parking without a permit, will result in a fine structure as follows:

First offense: \$20

Second offense: \$30

Third offense: \$50

After a third offense, the vehicle will be towed at the owner's expense. Additionally, any further violations of parking regulations will result in a \$100 fine assessed by SKC Housing or SKC Security.

Parking and Driving Restrictions

- No driving or parking is allowed on lawns or non-paved areas. Vehicles are strictly prohibited from parking in fire lanes, on lawns, or on walkways. Students may request permission from SKC Security to use fire lanes for move-in or move-out purposes only. Violations of Fire Lane parking regulations will result in a \$100 fine charged to the student account, enforced by Campus Security.
- Handicap parking is reserved exclusively for individuals with a valid handicap permit. Violations of handicap parking regulations will result in a \$100 fine charged to the student account, enforced by Campus Security.

Vehicle Condition Requirements

All vehicles must be in running order, defined as mechanically sound, street legal, and drivable. Vehicles that remain inoperable for over 30 days must be removed by the student tenant, or they will be considered abandoned, fined \$50 by SKC Housing, and towed at the owner's expense.

Vehicle Maintenance Restrictions

Vehicle washing and any form of mechanical work are not allowed on SKC Housing premises. Any discharge or leaks from a student tenant's vehicle must be cleaned up by the tenant, and they are responsible for any associated costs.

Failure to comply with these regulations, including refusal to remove a vehicle upon request, will result in the vehicle's removal and disposal at the student tenant's expense. Additional details and regulations can be found in the *Moving In* section of this handbook.

Please contact the SKC Security Office for further assistance or clarification regarding these policies.

28. Legal

28.1. Abandonment Policy

SKC Housing requires all student tenants to notify the Housing Department of any anticipated absence exceeding 14 days, including absences for Winter/Summer breaks, internships, or other personal reasons. During any absence, students are expected to remain responsive to Housing communications.

A unit will be considered abandoned if:

- A tenant has not been physically seen in or around their unit for more than 7 days, and
- Fails to respond to SKC Housing communications within that 7-day period.

Upon reasonable determination of abandonment, SKC Housing may:

- Enter the premises to assess the situation
- Cease rental charges
- Remove and store personal belongings for up to 30 days
- Charge a \$50 minimum moving and storage fee, and a \$50/month storage fee thereafter
- Dispose of any unclaimed property after 30 days
- Charge the tenant for damages, cleaning, and any necessary repairs

SKC is not liable for any lost or damaged items during the storage period. Students wishing to recover their property must request return within 30 days. Re-occupying a previously abandoned unit requires full reapplication and approval.

28.2. Change of Head of Household (HOH)

Tenants requesting a Head of Household change must:

- Submit a written request for approval by the Director of Student Housing
- Pay a \$100 non-refundable HOH transfer fee
- Ensure the new HOH is a full-time, degree-seeking SKC student and listed on the current lease
- Ensure all housing balances are paid in full

All lease terms and responsibilities carry over to the new HOH. Conduct documentation remains tied to the original HOH.

28.3. Felony Charges & Offender Status

Any student tenant or household member charged with a felony or designated as a violent or sexual offender must notify the SKC Housing Department within 24 hours. Failure to report within this timeframe will result in immediate eviction.

28.4. Personal Property and Insurance

Tenants are responsible for the security of their personal belongings. It is suggested that tenant purchase renters insurance to cover lost/stolen/damaged personal items from units and automotive.

- SKC does not cover loss or damage due to theft, vandalism, maintenance failure, or natural disaster
- SKC Housing is not responsible for items left during breaks, holidays, or after move-out
- Tenants are strongly encouraged to purchase renter's insurance from a provider of their choice

28.5. Refusal to Vacate

If a tenant refuses to vacate their unit after lease termination or eviction:

- They will be reported to law enforcement
- They may be charged with trespassing under federal and tribal law

28.6. Lease Termination by Student

Tenants may terminate their lease at any time by:

- Providing 15 days written notice to the Housing Department
- Leaving the unit in clean, damage-free condition (beyond reasonable wear and tear)
- Returning all keys and access items

Housing is not liable for any belongings left behind. Fees for damages or cleaning will be applied to the student's account.

28.7. Graduation

Students graduating from SKC are required to vacate housing following graduation ceremonies. Graduating tenants should contact Housing prior to graduation to coordinate an appropriate move-out date.

28.8. Loss of Full-Time Enrollment Status

SKC Housing eligibility requires tenants to maintain full-time enrollment.

- Withdrawal or reduction below full-time status results in automatic termination of the lease
- Dorm tenants must vacate within 14 days of withdrawal or reduced status
- Family unit tenants must vacate within 30 days

Tenants are responsible for all charges until the date of full vacancy and proper communication with Housing. Former tenants who meet the housing eligibility requirements may reapply upon re-establishing full-time enrollment.

29. Disciplinary System and Eviction

29.1. Overview

All student tenants, household members, and guests must uphold federal, tribal, and institutional laws and policies. Tenants are expected to act responsibly, maintain the integrity of the community, and support a safe and respectful learning environment. SKC Student Housing's Disciplinary Process is educational in nature, prioritizing accountability and opportunities for growth while ensuring campus safety and compliance.

29.2. Jurisdiction

The SKC Student Housing disciplinary process aligns with:

- **Federal law** (including Title IX, Clery Act, Drug-Free Schools and Communities Act)
- **Tribal law** (as applicable to the Flathead Indian Reservation)
- **Salish Kootenai College Student Code of Conduct**
- **Current best practices in higher education**

29.3. Progressive Discipline System

SKC Housing uses a tiered (progressive) disciplinary model, where sanctions are based on the severity, frequency, and impact of violations. Violations are categorized into four levels:

<p>Level 1 – Minor Violations</p> <p>Minor infractions that typically do not involve harm or risk to the broader community. These are addressed with a verbal or written warning (Notice of Concern).</p> <ul style="list-style-type: none"> • Quiet hours violation • Animal off-leash • Aquarium in unit • Improper wall mounts (duct tape, large screws) • Dorm guests after hours • Improper bike storage or hallway sports activity • Driving or parking in fire lanes • Lending keys to non-tenants • Missed mandatory meetings • Failure to maintain unit or common space cleanliness <p>Consequences:</p> <ul style="list-style-type: none"> • Verbal/written warning • Must remedy behavior • May result in financial restitution • Documented in tenant record 	<p>Level 2 – Moderate Violations</p> <p>More serious violations or repeated Level 1 behaviors. May pose minor health/safety risks or reflect disregard for rules.</p> <ul style="list-style-type: none"> • Two Level 1 violations in a year • Unregistered pets • Repeated long-term guests or unlisted tenants (2nd occurrence) • Failure to report serious maintenance issues • Failure to clean up after animals • Storage of animal hides or improper trash • Disorderly, disrespectful, or disruptive behavior • Obscene/offensive decorations • Damage to windows/doors/screens • Repeated plumbing misuse • Disrespect toward SKC staff or responders • Triggering smoke alarms that impact the community • Unauthorized motor vehicles on housing property <p>Consequences:</p> <ul style="list-style-type: none"> • Conduct meeting with Director of Housing • Written warning • Educational or restorative sanctions • May result in financial restitution or loss of privileges
<p>Level 3 – Severe Violations</p> <p>High-risk behavior, disregard for safety or repeated violations. This level requires a formal Memorandum of Understanding (MoU) between the tenant and SKC Housing.</p> <ul style="list-style-type: none"> • Earning a second Level 2 for same/different infraction • Tampering with safety equipment (smoke detectors, etc.) • Approaching dangerous wildlife • Indoor smoking/vaping • Unauthorized key duplication • First utility disconnect notice • Unreported safety/health maintenance damage • Burning items (bonfires, incense, candles) • Physical altercations or fighting • Non-compliance with directives <p>Consequences:</p> <ul style="list-style-type: none"> • Mandatory Memorandum of Understanding (MoU) • Ongoing monitoring and conduct expectations • Failure to meet MoU terms may result in eviction 	<p>Level 4 – Extreme Violations (Automatic Eviction)</p> <p>These violations pose immediate threats to community health, safety, legal compliance, or institutional integrity.</p> <ul style="list-style-type: none"> • Violation of MOU or earning 2 MOUs • Excessive Damage/Vandalism of personal and SKC property • Manufacture, sale, or distribution of illegal substances • Drug/alcohol violation • Refusing emergency personnel entry or Housing staff • Discrimination, assault, harassment, or stalking • Acts of violence, domestic violence, child endangerment • Criminal activity while living in Housing • Weapons or explosives on campus • Attacking wildlife or killing protected animals • Hosting individuals with violent or sexual criminal history • Failing to disclose felony/violent/sexual offender status • Failure to comply with payment plan agreements • Two utility disconnects in a year • Outstanding balance equivalent to 3 months of rent (Housing) • Outstanding balance equivalent to 2 quarters of rent (Dorms) <p>Consequences:</p> <ul style="list-style-type: none"> • Immediate issuance of Notice of Eviction • 14-Day Vacate Notice, Dorms/30-day Vacate Notice, Housing • One-year ineligibility for academic evictions • Permanent eviction record for conduct-based removals • Right to appeal unless related to a MoU violation or serious safety threat

29.3.1. Level 1 – Conduct Warning

- Minor or first-time violations (e.g., quiet hours, improper trash disposal)
- Notice may be verbal or written ("Notice of Concern")
- Students are allowed up to two (2) conduct warnings per year before escalation
- Conduct warnings expire after one calendar year if no further issues arise

29.3.2. Level 2 – Conduct Meeting

- Triggered by repeated Level 1 violations or moderate policy breaches
- A meeting with the Director of Housing to discuss incidents and expectations
- Students may receive up to two (2) Level 2 meetings per year before escalation
- Meeting findings and expectations are documented with follow-up communication

29.3.3. Level 3 – Memorandum of Understanding (MOU)

- Required when:
 - Two Level 2 violations occur within a year
 - The same rule is violated repeatedly
 - Critical violations occur
- An MOU outlines expectations, conditions, and consequences
- MOUs do not expire and remain binding
- Violation of an MOU is grounds for eviction

29.3.4. Level 4 – Automatic Eviction

- Imposed when:
 - A student violates the terms of an MOU
 - A student earns multiple MOUs
 - Critical misconduct endangers the community or violates federal/tribal laws
- Tenants evicted for disciplinary reasons are ineligible for future SKC Housing

29.3.5. Sanctions may include:

- Warnings (verbal/written)
- Educational assignments
- Counseling or support referrals
- Community service or restitution
- Restricted access or loss of privileges
- Eviction and SKC disciplinary referral

29.4. Conduct Hearings and Investigations

When a conduct concern arises, the Housing Director (or designee) will:

- Review evidence (e.g., reports, footage, witness statements)
- Interview involved parties
- Make a determination of responsibility
- Impose appropriate sanctions if warranted

29.4.1. Due Process Rights

All tenants are entitled to:

- Notification of alleged violations
- An opportunity to present their perspective
- A fair and impartial review process
- Appeal certain decisions (see below)

29.4.2. Communication & Timelines

- Notices will be delivered via phone, email, or in-person delivery
- Tenants must respond within **three (3) business days**
- Failure to respond may result in escalation, including eviction

29.4.3. Documentation and Recordkeeping

- Conduct outcomes are retained in student housing records
- Level 1 and 2 sanctions expire after **12 months** without new violations
- MOUs and evictions are permanently retained

29.4.4. Amnesty and Self-Reporting

Tenants who proactively seek help (e.g., for substance use, mental health) before an incident escalates may receive leniency or amnesty for minor policy violations.

29.5. Tenant Appeal Procedure

29.5.1. Overview

Student tenants have the right to appeal housing disciplinary actions, including evictions, in accordance with federal law, tribal jurisdiction, and higher education best practices. The appeal process is designed to provide a fair and impartial review, protect student rights, and uphold community standards. **Tenants always have the right to appeal an eviction to the Vice President of EMSA, except** in cases where the tenant has violated a Memorandum of Understanding (MOU), or is involved in a serious safety infraction such as violence and/or domestic violence, assault, use of weapons, criminal activity, or refusal to follow safety protocol. The Vice President of EMSA's decision is the final decision.

29.5.2. Submitting an Appeal

Appeals must be submitted in writing within **three (3) business days** of receiving the eviction notice. Appeals must include:

- A written statement describing the incident or disciplinary action
- The reason for the appeal, including specific concerns and requested resolution
- A discussion of how the action has impacted the student
- A copy of the student's current class schedule (for scheduling purposes)

Appeals must be submitted to the **Director of Student Housing**. Oral or verbal appeals will not be accepted.

29.5.3. Appeal Review

The Care Team serves as the impartial review board for all student housing appeals. The committee is chaired by the Director of Center for Prevention and Wellness and may include 3–6 student support staff members (e.g., Disability Services Coordinator, DAS Success Coach, Housing Director).

If any Care Team member has a personal or professional conflict of interest with the student, they must recuse themselves from the proceedings.

29.5.4. Appeal Meeting Procedure

Upon receipt of a valid appeal, the Director of Housing will:

1. Notify the student of the meeting date, time, and location (via email and phone).
2. Distribute all documentation, reports, and the student's appeal statement to the Housing Care Team for review.
3. Schedule an in-person appeal hearing with at least **three (3)** Care Team members present. If fewer than three are available, the hearing will be rescheduled.

29.5.5. During the Appeal Meeting:

- The student may speak on their own behalf.
- A student advocate or support person may accompany the student.
- The Care Team will review evidence, assess policy compliance, and consider the student's record and conduct history.
- A decision is made by **majority vote** of present committee members.

29.5.6. Possible Outcomes

The committee's decision will be delivered in writing and may include:

- **Eviction Upheld:** Student must vacate Housing as scheduled. Immediate eviction may occur if student poses a threat to others or campus safety.
- **Conditions of Continued Occupancy:** Student remains in Housing with restrictions or behavioral conditions.
- **Disciplinary Warning:** Student remains in Housing with a formal warning.
- **Restitution:** Student is financially responsible for damage to Housing or college property.
- **Additional Sanctions:** Student may be restricted from events, referred to counseling, or required to complete workshops (e.g., for substance use or behavioral issues).
- **Not Responsible:** The disciplinary decision is overturned, and the student may resume normal housing occupancy.

29.5.7. Appeal Decision is Final

All decisions made by the Housing Care Team are final and not subject to further internal appeal.

29.5.8. Failure to Appear

29.5.9. If the student tenant fails to attend the scheduled appeal meeting without prior notification or a valid reason, the appeal is forfeited, and the original decision will stand.

30. Moving Out

30.1. Move-Out Procedure

To ensure a smooth transition and protect both the student tenant and SKC Housing, the following move-out protocol must be followed. Non-compliance may result in continued charges, forfeiture of deposit, or further disciplinary action. This policy adheres to federal housing regulations, tribal authority, and higher education housing standards.

30.1.1. Notice to Vacate

- Student tenants must provide a **14-day written notice** (email or printed) to the SKC Student Housing Department **before vacating** their unit.
- The notice must include the **expected move-out date** and a **forwarding address**.
- **Failure to submit a 14-day notice** may result in being charged for a **full month's rent**, regardless of the move-out date.
- **Rent will not be prorated** until the Housing Department has both written notice and possession of the unit (including keys).

30.1.2. Scheduling a Check-Out

- **Dorm tenants** must schedule a check-out time with their **Resident Advisor (RA)**.
- **Family Housing tenants** should contact Housing to arrange a move-out inspection.
- **All units must be fully vacated and cleaned prior to the check-out appointment.**

30.1.3. Move-Out Cleaning Requirements

Student tenants must clean the unit to at least the same standard as when they moved in. Charges may apply for additional cleaning, damage, or neglect.

Kitchen:

- Clean stove, oven (inside and under burners), microwave, refrigerator (including behind and under), and range hood.
- Wipe down counters, cabinets (inside and outside), and sink.
- Remove all food and trash.

Bathroom:

- Scrub tub, toilet, sink, mirror, and cabinets.
- Clean all residue, soap scum, and deposits.

Living Areas & Bedrooms:

- Sweep, mop, and/or vacuum all floors.
- Wipe down walls, baseboards, and doors (both sides).
- Remove all nails, command strips, tape, and stickers.
- Clean windows, sills, and blinds.
- Remove all furniture, decor, personal belongings, and trash.

Additional Areas:

- Porch/patio areas must be cleaned.
- Trash, animal waste, and outdoor clutter must be removed.

30.1.4. Returning Keys and Fobs

Keys and fobs must be returned to Housing or Security to complete the move-out process.

- Failure to return keys/fobs will result in replacement charges:
- Key: \$110
- Fob: \$45

Rent will continue to accrue until keys are returned, or the unit is officially declared abandoned.

30.1.5. Forwarding Address

A forwarding address must be submitted to both **Housing and the SKC Business Office** for refund or correspondence purposes. **Family Housing tenants** should also notify the **Ronan Post Office** at (406) 676-8271.

30.1.6. Utilities (Mission Valley Power)

Tenants must contact **Mission Valley Power to terminate their utility account** to avoid continued billing. SKC is not responsible for utility charges left in the tenant's name.

30.1.7. Security Deposit Policy

The Tenant pays a Security Deposit to the SKC Business Office to secure their unit and the Tenant's compliance with all the conditions of the Dwelling Lease, Student Code of Conduct, and Housing Handbook. Tenant will forfeit all, or a portion, of this deposit if any of the following events occur:

- a. in the event TENANT has pre-paid the deposit and accepted the offer letter unit and subsequently cancels this assignment and this Lease Agreement; or
- b. if TENANT vacates the unit with unpaid rent or an outstanding housing balance still owing to Salish Kootenai College Housing Department; or
- c. if TENANT vacates the unit leaving the unit in a damaged state or needing substantial repairs and cleaning.

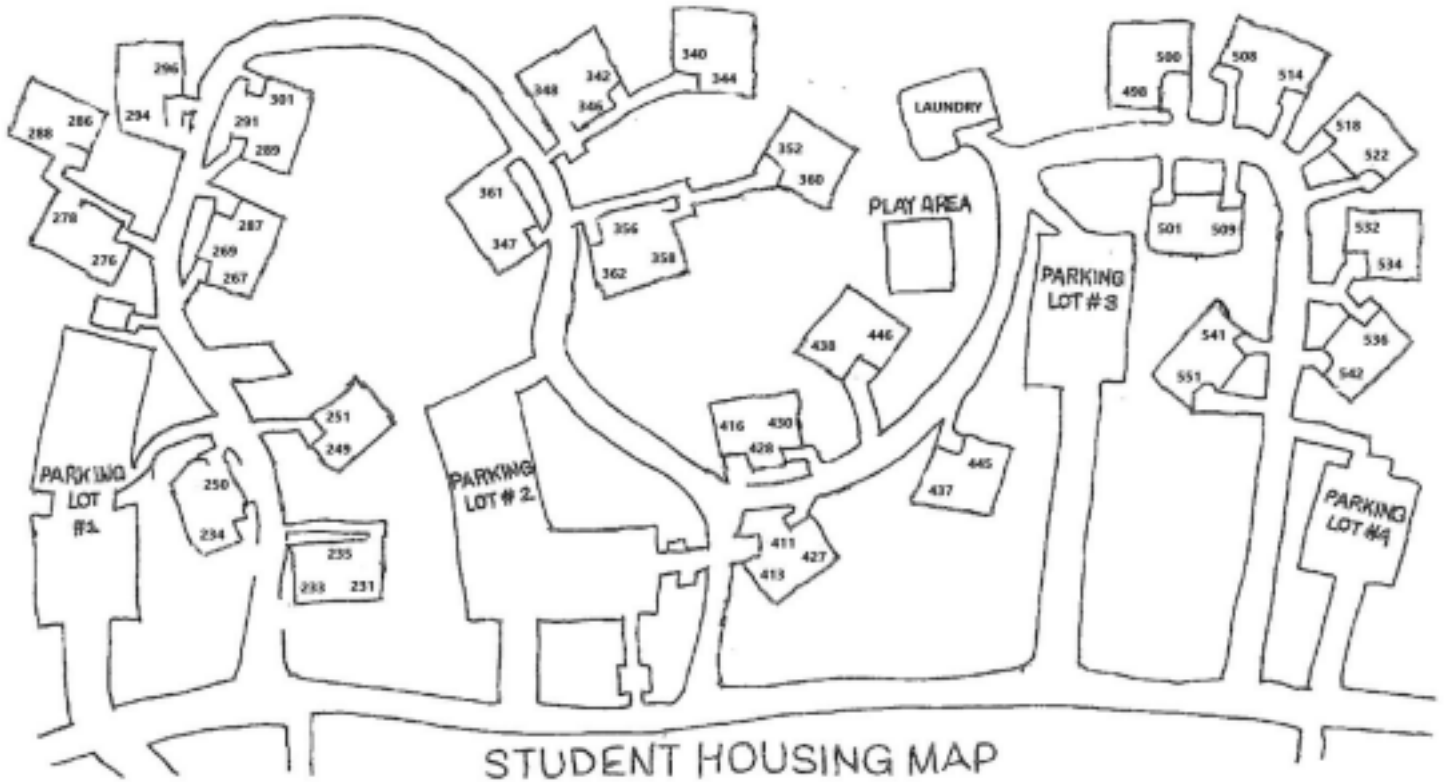
Upon termination of the tenancy, the Tenant shall return the unit to Salish Kootenai College in as good order, condition, and repair as when received; ordinary wear and tear excepted, and free of all Tenant's personal property, trash, and debris. Once the Tenant vacates the unit, the SKC Housing Department will inspect the unit and apply any cleaning, damage, or rent charges to Tenant's account. Once Tenant's account has been billed, the Security Deposit will be released to Tenant's account within thirty (30) days of Tenant's move out date. If monies are due to the Tenant they will be refunded through the Business Office. If the Security Deposit is insufficient to satisfy the damages, cleaning charges, or unpaid rent, Salish Kootenai College may collect any deficiency from Tenant and take proper legal action to recover such deficiency. Tenant will be responsible for any damages caused to the unit by Tenant or Tenant's family/pets/guests. The SKC Business Office must be given a forwarding address for this purpose. If no forwarding address is provided or attempts toward returning the deposit are unsuccessful, the student must contact SKC within 90 days or the deposit is forfeited.

30.1.8. Refusal to Vacate

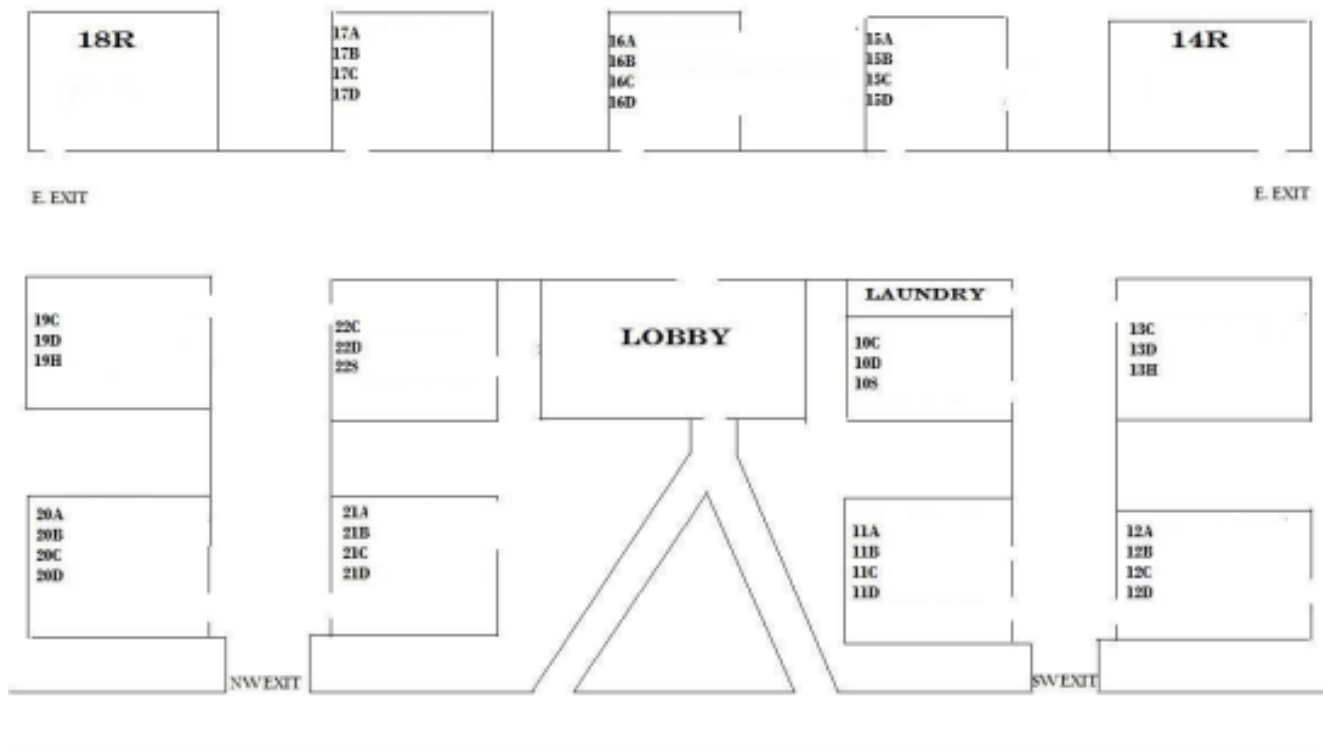
If a tenant refuses to vacate after the lease ends or after receiving a notice to vacate, they will be reported to law enforcement, subject to trespassing charges, and ineligible for future housing.

31. Maps

FAMILY HOUSING



DORMITORIES



32. Housing Fines, Fees, and Damage Repair Price Sheet

Housing Fines, Fees, & Damage Repair Price Sheet											
** Damages exclude normal wear and tear** Labor \$20.00/hour 1/2 hour minimum											
WALLS				BATHROOMS				Vehicle and Parking Violation Fines			
	Total	Labor	Total		Total	Labor	Total		Total	Labor	Total
Full Wall Replacement (per wall)	350	150	500	Bathroom Medicine Cabinet	100	40	140	1st Offense	20	0	20
Bigger than a Baseball hole in Wall	100	80	180	Toilet Tank Cover	56	20	76	2nd Offense	30	0	30
Baseball Size Hole in Wall	80	60	140	Bathroom Shelves/Drawers	40	20	60	3rd Offense	50	0	50
Pin Holes in Walls	40	20	60	Toilet Seat	40	20	60	4th Offense and above	100	0	100
Dent in wall	40	20	60	Toilet Replacement	350	80	430	Towing Fee	50	0	50
Smoke Detector Alarm (per alarm)	80	20	100	Shower Replacement	1000	80	1080	Fire Lane Parking	100	0	100
Lightswitch/Outlet covers (each)	10	0	10	Sink Replacement	250	80	330	Handicap Parking	100	0	100
Paint chips	20	10	30	Damaged Sink	80	40	120				
Paint Patching	30	20	50	New Toilet	150	60	210				
Full Wall Paint	40	20	60	Broken Mirror	120	40	160				
Full Unit Painting (per room)	50	40	90	FURNITURE (includes shipping)				Housing Fines/Fees			
DOORS					Total	Labor	Total		Total	Labor	Total
	Total	Labor	Total	Lamp Shade	30	10	40	Improper Trash Disposal	20	0	20
Door Knobs (bath/br)	68	20	88	End Table	120	10	130	Patio/Walkway Violation	25	0	25
Door Knob Family Housing	120	20	140	Kitchen Chair	80	10	90	Disabled Smoke Detector	20	0	20
Door Jamb Leg Repair	20	20	40	Livingroom Chair	120	10	130	False Fire Alarm Trigger	200	0	200
Inside	20	40	60	Entertainment Center	200	20	220	After Hours (non emergency) service call	20	0	20
Outside	20	20	40	Couch	250	20	270	1st MVP Electricity Disconnect Notice	25	0	25
Bi-Fold Closet Door (inc paint)	110	40	150	Love Seat	150	20	170	2nd MVP Electricity Disconnect Notice	50	0	50
Closet Door	110	40	150	Nightstand	120	10	130	Late Rent Fee	25	0	25
Bedroom Door	130	60	190	Dresser (5-Drawer)	250	20	270	HOH Transfer Fee	100	0	100
Front Door	150	60	210	Dresser (3-Drawer)	200	20	220	Dorm Transfer Fee	50	0	50
Door Trim	21	20	41	Lamp Shade	30	10	40	HSG Grounds Damage	150	0	150
WINDOWS				Bed Mattress	343	20	363	Unauthorized Pet Fine/day	10	0	10
	Total	Labor	Total	Bed Frame	350	20	370	Occupancy Limit Violation	25	0	25
Window Crank Arm	40	20	60	CLEANING				Pet-ESA One-Time Fee (per animal)	50	0	50
Broken Window (sm 28 1/2" wide)	160	60	220		Total	Labor	Total	ESA Violation	25	0	25
Broken Window (Lg 58" wide)	200	100	300	Light Cleaning	50	20	70				0
Door Window (25" wide)	120	60	180	Medium Cleaning	100	40	140				0
Screen Repair	25	10	35	Heavy Cleaning	200	60	260				0
Screen Replacement	65	20	85	Dump Run	50	20	70				0
Blinds Replacement	65	20	85	Flooring							0
AC Install & Removal	10	10	20		Total	Labor	Total				0
KITCHEN				HSG: Carpet Shampooing	100	50	150				0
	Total	Labor	Total	Dorm: Carpet Shampooing	40	10	50				0
Oven door handles	109	40	149	Linolium Repair	60	20	80				0
Refrigerator Door	250	60	310	Patching	40	10	50				0
Refrigerator Lining	75	40	115	Carpet Replacement	200	100	300				0
Refrigerator Glass	50	20	70	Linolium Replacement	300	100	400				0
Refrigerator Door Handle	170	20	190	LIGHTS							0
Complete Counter top Replacement	75	40	115		Total	Labor	Total				0
Counter top Damage	75	40	115	Flourescent Light Cover	36	10	46				0
Sink Strainer	16	10	26	9" Light Cover	46	10	56				0
Stove Replacement	600	60	560	12" Light Cover	56	10	66				0
Freezer/Fridge bar	20	10	30	Globe Light Fixture	110	20	130				0
Complete Fridge Replacement	650	40	690	DORMS							0
Other					Total	Labor	Total	NOTES			
	Total	Labor	Total	Protect-a-BedMattressSleeve	100	10	110	PODS & Roommate: Damage & Fine charges			
Hazardous Cleaning Fee	250	80	330	Quilted Mattress Pad	60	10	70	Incurred within common areas			
Standard abandonment fee	-	-	1000	Blind	55	10	65	will be charged and divided between all			
Standard extreme abandonment fee	-	-	1500	Door Knob	55	10	65	occupants within the POD/Unit.			
FOB Replacement	35	10	45	Screen	55	20	75				
Key Replacement	100	10	110	Window Stop	50	10	60				
Mail Key Replacement (Post Office fee)	20	0	20	Dorm Doors	200	20	220				
AC Install or Removal	20	0	20	Ethernet cords	14	10	24				
Patio Cleaning w/ Pressure Wash	50	20	70	Lightswitches/Covers/ Outlets	10	0	10				