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The purpose of this publication is to: share information regarding emergency preparedness and planning, including evacuation procedures; provide the Charter College community with an overview of how to report crimes and suspected crimes, occurring on or near their respective campuses; share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as recently amended by the 2013 Campus Sexual Violence Elimination Act; and inform current and prospective students, staff and visitors about the College’s policies designed to keep them safe.

The College will not tolerate any retaliatory actions taken against a student or employee that makes a good faith report of criminal or illegal activity. Anyone found engaging in retaliatory activity will be subject to immediate disciplinary action up to and including expulsion or termination.

GENERAL EMERGENCY RESPONSE AND EVACUATION PLAN

Clear communication is essential during an emergency. Multiple methods must be used as no one system alone can transfer information. As decisions are made, appropriate communications must be developed and distributed in a timely manner to all key audiences: students, faculty, staff, and the general public.

Should an event occur, either on or off campus, which, in the judgment of the Campus President, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community (an “Emergency”), a campus-wide notification would be issued. A message notification is sent to employees, students, and designated persons in the larger community in the event of an Emergency. In the event of an Emergency, the Campus President would craft a notification containing a basic description of the time and form of the Emergency. In addition the Campus President may, if warranted, make an Emergency announcement over the College intercom system.

Prior to making an Emergency announcement, the Campus President will determine (1) whether, in his or her judgment, the information suggesting that an Emergency has occurred is credible, and (2) whether issuing a notification or making an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the Emergency. If the Campus President is unable to carry out the duties described above, they will be carried out by the manager on duty.

In the event that an Emergency announcement is made directing an evacuation, all persons on campus should exit the building immediately by way of the nearest exit, marked with a lighted red exit sign, and follow the signs, exiting to the outside and quickly proceeding to the parking lot in front of the building. If the nearest exit is blocked by smoke, individuals should use another exit. Please see posted evacuation routes for each office or classroom space. In the event of an Emergency, persons should not use any elevator while evacuating. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell quickly and safely.

Those persons who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

Once outside the building, the Campus President or designee will confirm that appropriate emergency personnel have been contacted, congregate everyone in the designated parking lot in front of the building and confirm everyone is out of the building, and meet with emergency personnel at the front entrance to
provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone is in need of first aid and provide such aid as needed.

Once outside, nobody should re-enter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Campus President has agreed to permit persons to re-enter.

Should an Emergency occur, either on or off-campus, which, in the judgment of the Campus President, constitutes an ongoing or continuing concern, follow-up information would be issued to the campus community as needed. This information would be issued through the College’s e-mail and text messaging system to students, faculty, and staff. Related information also would be posted in classrooms, student bulletin boards, and student lounges as appropriate.

A test of the College’s Plan is publicized and conducted at least once annually. Documentation of any such test is maintained at the College, and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

**EMERGENCY COMMUNICATIONS**

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Charter College:

- Charter College website: [www.chartercollege.edu](http://www.chartercollege.edu)
- Charter College social media pages (e.g., Facebook)
- Student and faculty portals
- Broadcast emails
- Intercoms
- Telephones
- Runners

**ACTIVE SHOOTER**

Quickly determine the best way to protect your life.

**RUN.**

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

**HIDE.**

- Hide in an area out of the active shooter’s view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

**FIGHT.**

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. If available, discharge the fire extinguisher aiming at the shooter’s eyes and nose.
CALL 911 AS SOON AS IT IS SAFE TO DO SO.

BOMB THREAT

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and inform the Campus President immediately. Describe the caller’s voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regards to evacuation.

EARTHQUAKES

Taking the proper actions, such as “Drop, Cover and Hold On”, can save lives and reduce the risk of injury. In most situations, you will reduce your chance of injury if you:

**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

**COVER** your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.

**HOLD ON** until shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.

**INDOORS:** Drop, Cover and Hold On. Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances and cabinets with heavy objects or glass. However, do not try to move more than 5 to 7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor, bend forward, **Cover** your head with your arms, and **Hold On** to your neck with both hands.

**OUTDOORS:** Move to a clear area if you can safely do so; avoid power lines, trees, signs buildings, vehicles and other hazards. Then **Drop, Cover and Hold On**. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.
EVACUATION

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you if time permits.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or College officials deem it safe to reenter.

EVACUATING THE DISABLED

- **Pre-Planning is Important.** If you may need assistance evacuating in an emergency, advise your Campus President.
- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them (e.g., consider the pros and cons of being carried, etc.). Plan for a variety of conditions (e.g., how to evacuate if you and/or your helpers are injured, etc.).

FIRE

IN THE EVENT OF A FIRE ON CAMPUS:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or the Campus President deems it safe to reenter.

HOSTAGE SITUATION

IF YOU HEAR OR SEE A HOSTAGE SITUATION
Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.
- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

**IF YOU ARE TAKEN HOSTAGE**

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

**IN A RESCUE SITUATION**

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

**LOCKDOWN**

An imminent threat of violence may be cause for a lockdown on all or part of the campus. The orderly lockdown of a building during an emergency depends on early warning and student, faculty, and staff awareness of proper lockdown procedures. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

**IF A LOCKDOWN IS ORDERED:**

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible. If the office or classroom does not lock, the occupant(s) should barricade the door with a secure object (i.e., desk, etc.) until given the “all clear”.
- Avoid being seen from the outside, if possible, and turn out all lights.
• Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
• Report any emergency or unusual condition to the Campus President.
• Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
• Do not leave a secure location until receiving an “all clear” from a police officer, emergency responder, or the Campus President.

**MEDICAL EMERGENCIES**

• Do not move a seriously injured person unless there is a life-threatening situation.
• Dial 911 and give your name, location, and telephone number.
• Give as much information as possible regarding the nature of the injury or illness (e.g., whether or not the victim is conscious, etc.).
• Do not hang up until directed to do so by the emergency operator.
• Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
• Remain with the victim.
• Notify the Campus President.

**REPORTING CRIME**

All crimes should be reported to the Campus President. Charter College personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene, unless it is not safe to do so.

**SEXUAL ASSAULT**

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

• Go to a safe place; go somewhere to receive emotional support
• Report a sexual assault on campus to the Campus President
• Report the assault to the police. If requested, Charter College will assist with notification
• Preserve all physical evidence

**SHELTER-IN-PLACE**

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

• Seek shelter in an interior room with few windows.
• Close and lock all exterior doors, windows, and any other openings to the outside.
• Avoid overcrowding by using several rooms, if necessary.
• Monitor Charter College notification systems (student/faculty portals, and social media).
• Report any emergency or unusual conditions to the receptionist and Campus President.
• Do not leave the building until receiving the “all clear” from police, emergency responders, or a Charter College authorized official.

**STUDENT IN DISTRESS**

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Campus President immediately.

**Quick Reference for helping Students having difficulties:**

Recognize Symptoms
- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student
- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.
- Offer support and assistance.

Refer the student to a Mental Health Professional
- Be caring, firm, and straight-forward in your referral.

**TORNADO/SEVERE WEATHER**

- **A tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- **A tornado warning** is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- DO NOT PULL THE FIRE ALARM TO ALERT OTHERS, USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

**WEAPONS**
For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

**SECURITY AND ACCESS TO FACILITIES**

1. Each campus limits access to all campus facilities to authorized personnel, students, and visitors.
2. Unauthorized persons will be considered “trespassers” and will be dealt with accordingly.
3. Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and faculty are always on campus during business hours.
4. Only authorized vehicles are allowed to park in the designated parking areas.
5. Persons employed as security personnel at each campus represent the campus and are instructed to enforce campus security policies.
6. Security personnel is defined as any individual who is responsible for monitoring entrance into campus property, an individual or organization specified in a campus security policy as an individual or organization to which students and employees should report criminal offenses, or an official of a campus who has significant responsibility for student and campus activities. The security personnel do not have powers of arrests.
7. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.
8. The campus maintains its relationship with local police through campus in-services and collection of statistical data. In addition, the campus works with local law enforcements as necessary to report or investigate crimes.

**CRIME AWARENESS & PREVENTION**

All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety, and are encouraged to report any suspicious activity.

Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus via the campus website or at the residential campus location. This information on crime awareness is readily available upon request, and will be updated and re-distributed to all existing students and staff on an annual basis.

The campus conducts in-service programs designed to heighten awareness of crime and its prevention. These in-service programs may be conducted by local law enforcement or other qualified officials.

The campus does not maintain any off-campus student organizations.

Students performing externship or off-campus clinical practice are expected to practice safety and security procedures as if the site were an extension of the campus.
CRIME PREVENTION

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following list is a compilation of tips devoted to crime prevention:

- Do not prop open campus doors.
- Do not leave personal property unattended.
- Report suspicious individuals to security.
- Keep your room locked at all times.
- At night, always walk in groups of at least two.
- Stay on main walkways.
- Remove valuables from your car and lock it.
- Engrave your initials into your valuables.
- Attend college-sponsored programs led by law enforcement officials.
- Always carry your picture ID.
- Be aware of your surroundings and what is going on around you.

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

VOTER REGISTRATION

Regular voter registration closes at 5 p.m. thirty (30) days before election day for most elections. Individuals can late-register at the county election office beginning the next day and through close of polls on election day. To register visit your county election office Monday through Friday between the hours of 8 a.m. and 5 p.m. and complete a registration form. Fill out and sign a voter registration application and drop it off at your county election office, or mail it to the county election administrator. Fill out and sign a registration form when you apply for or renew your driver’s license or Montana ID. For more information, you can visit http://www.chartercollege.edu/voter-registration-info.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Based on the Family Education Rights and Privacy Act (FERPA), Charter College students (if under 18 years of age, their parent(s)/guardian(s)) have a right to request to inspect and review their education records by submitting a written request to the Education Department. Charter College will make records available for review within 45 days of receipt of the request. Students (if under 18 years of age, their parent(s)/guardian(s)) may then request that the College correct/amend their records by notifying the Education Department in writing. After evaluations of these requests, students will be notified in writing of the outcome. If the College does not amend the record, the student (if under 18 years of age, their parent(s)/guardian(s)) has the right to a formal hearing.

In compliance with FERPA, Charter College will release “directory information” on all students. Directory information includes student names, student statuses, professional certifications, academic award and commencement information. Students may consent to release additional personally identifiable information in their education records and/or decline release of directory information by completing the form titled, Authorization to Release Information.
Charter College will honor requests by students to withhold certain information from parties requesting it, except where governed by law and/or regulation.

Under FERPA, Charter College may release student information without student consent to school officials. The College may also release information to school officials at other schools to which the student is transferring and to appropriate parties in connection with financial aid to a student. The College is also authorized to release student information to various federal and state agencies, accreditation agencies and to appropriate parties when so ordered by a federal or state court. Additionally, in the event of an emergency, Charter College will release student information to protect the health and safety of students, staff and faculty.

Charter College’s responses to student requests for academic record corrections may be appealed in accordance with Charter College’s Grievances and Appeals Policy. Students who have a grievance regarding the College’s compliance with FERPA may file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

**Unauthorized Distribution of Copyrighted Materials**

Charter College is required by Federal Law – H.R. 4137 to make an annual disclosure informing students, faculty and staff that illegal distribution of copyrighted materials may lead to civil and/or criminal penalties. Transmitting, downloading or copying any material that you do not have the right to make available and that infringes any patent, trademark, trade secret, copyright or other proprietary rights of any party is prohibited. Installing or distributing pirated or unlicensed software is also forbidden. Students, faculty or staff who violate federal copyright law do so at their own risk. Charter College takes steps to detect and punish users who illegally distribute copyrighted materials.

Charter College reserves the right to suspend or terminate network access to any campus user that violates this policy and network access may be suspended if any use is impacting the operations of the network. Violations may be reported to appropriate authorities for criminal or civil prosecution. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can in its discretion, also assess costs and attorneys’ fees.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

**Security Awareness and Crime Prevention Programs**

During student orientation sessions and new employee orientation sessions, students, faculty, and associates are informed of services offered by Charter College. Crime Prevention, Security Awareness and Sexual Assault Prevention Programs are developed and presented on an annual basis. Periodically, the Title IX Coordinator will present crime prevention and security awareness sessions on a variety of timely topics specific to the campus or surrounding community. The common theme of all security awareness and crime prevention programs is to encourage students, faculty and staff to be aware of their shared responsibility with the college for their own security and the security of others. In addition to these
sessions, crime prevention information is disseminated to students, faculty and staff through crime prevention awareness posters, security alert posters, displays, and social media outlets.

**PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

1. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
2. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students that address:

a) How the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) as those terms are defined later in this document
b) Explains the definitions of domestic violence, dating violence, sexual assault and stalking in the applicable jurisdiction definitions of these terms
c) Incorporates what actions constitute consent, in reference to sexual activity
d) Describes safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.
e) Provides Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

The college also provides written information regarding:

1. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs” elsewhere in this document)
2. How the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)
3. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services/resources available for victims in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document). Student financial aid is available at the college.
4. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)
5. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document)

POLICY STATEMENT ADDRESSING PREVENTING AND RESPONDING TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING

Charter College prohibits domestic violence, dating violence, sexual assault, and stalking. Charter maintains a ZERO TOLERANCE policy for the above offenses. Toward that end, Charter College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Charter College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Each of these offenses are defined as follows:

DOMESTIC VIOLENCE

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

DATING VIOLENCE

Violence committed by a person:

1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   a) The length of the relationship
   b) The type of relationship
   c) The frequency of interaction between the persons involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his/her safety or the safety of others; or
- Suffer substantial emotional distress

For the purposes of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or
interferes with a person’s property. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**SEXUAL ASSAULT AND RAPE**

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.

Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

**Consent Reminder:** Once consent is withdrawn, the sexual activity must stop immediately.

**Bystander Intervention**

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

1. If you witness sexual violence, get support from people around you. You do not have to act alone.
2. Practice with friends and family about what you would say and how you would say it.
3. When intervening, be respectful, direct and honest.
4. Contact your local sexual assault center to see if they offer resources or training on bystander intervention [www.nsvrc.org/organizations/state-and-territory-coalitions](http://www.nsvrc.org/organizations/state-and-territory-coalitions)
5. If you see or hear something and you do not feel safe, contact the police.

**Risk Reduction and Ongoing Awareness**

Charter College provides risk reduction and ongoing awareness through orientation of new staff and perspective and ongoing students. In our orientation program, staff and students are provided
information on general crime prevention, how to interrupt situations of harm and the appropriate notification system when an act occurs.

**RETAILIATION PROHIBITED**

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against another employee or student for engaging in any of these protected activities. If you believe you have been retaliated against, you should promptly notify the Campus President, your supervisor, Human Resources or the Title IX Coordinator.

**PROCEDURES TO FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND/OR STALKING OCCURS**

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

- Go to a safe place; go somewhere to receive emotional support
- Report a sexual assault on campus to the Campus President
- Report the assault to the police. If requested, Charter College will assist with notification
- Preserve all physical evidence
- Go to the hospital for medical care. Injuries should be treated and an examination completed to document and collect physical evidence of the assault.

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting student is unsure about reporting or filing criminal charges. A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 84 hours after an assault. A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges. The student does not need to provide his/her name to police to have the exam and for the evidence to be preserved. Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court. Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the capability of providing a SAFE exam and request the exam. The cost of a SAFE examination is paid for from a state fund

**ASSISTANCE FOR VICTIMS - RIGHTS AND OPTIONS**

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written
explanation of his/her rights regardless whether the offense occurred on or off campus. Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services such as existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available within the institution and in the community;
- A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action

### PROCEDURE FOR REPORTING SEXUAL MISCONDUCT

If you believe that you have experienced or witnessed sexual misconduct, notify someone as soon as possible after the incident. Students should notify the Title IX Coordinator/Campus President and employees should notify the Title IX Coordinator, their supervisor, or Human Resources. Do not allow an inappropriate situation go unreported, regardless of who is creating the situation. No employee, contract worker, student, vendor or other person who does business with the College is exempt from the prohibitions in this policy. All complaints involving a student will be referred to the Title IX Coordinator/Campus President and to the Human Resources Department when the complaint involves an employee. In order to facilitate the investigation, your report should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

The College ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual misconduct (including issues related to dating violence, domestic violence, sexual assault, and stalking), they understand how this policy operates, and understand how to conduct an investigation that protects the safety of victims and promotes accountability. Because reports can also be filed with an employee’s supervisor or Human Resources, these employees also receive training on the College’s procedures and any other procedures used for investigating reports of sexual misconduct.

A report may be made to either or both the police and the Title IX Coordinator. Remember: The report does not have to be a “formal” signed complaint. In order to ensure availability of witnesses and fresh memories of the alleged sexual misconduct, all reports should be made as soon as possible after the alleged incident. Where there is any question about whether an incident of sexual misconduct occurred, a report should be made to the College for assistance in determining the nature of the incident.

Any member of the College community may report behavior that could constitute sexual misconduct under this policy. In addition, managers and other designated employees are responsible for taking whatever action is necessary to prevent sexual harassment, to correct it when it occurs, and to report it promptly to the Title IX Coordinator (Sexual Harassment Officer).

Any individual may file a report alleging sexual misconduct by contacting the College’s Title IX Coordinator.

Please refer to the next page for Title IX Coordinator contacts.
**Title IX Coordinator contacts:**

**Montana**  
**Billings Campus**  
Title IX Coordinator: Andrea Kenney, Campus President  
1595 Grand Avenue, Suite 230  
Billings, Montana 59102  
Phone: 406-294-0156

**Missoula Campus**  
Title IX Coordinator: Shelley Flesch, Campus President  
1930 Brooks Street  
Missoula, Montana 59801  
Phone: 406-303-3259

**ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS**

Upon receipt of a report of domestic violence, dating violence, sexual misconduct and/or stalking, Charter College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim’s request, and to the extent of the victim’s cooperation and consent, the College will work cooperatively to assist the victim in obtaining accommodations. The College is obligated to comply with a victim’s reasonable request to make changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, campus, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator/Campus President or the Charter College Chancellor. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Coordinator/Campus President or Charter College Chancellor.

**CONFIDENTIALITY**

Victims may request that directory information on file with the College be withheld by request to the Registrar’s Office. Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such
confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Furthermore, when a Timely Warning Notice is issued, including on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

ADJUDICATION OF VIOLATIONS

The College’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process from the initial investigation to the final result. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, Charter policy provides that:

- The accuser and the accused will have timely notice for meetings at which the accuser or accused, may be present;
- The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary investigations;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The accuser and the accused will have the same opportunities to have others present during any institutional investigation. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary investigation. However, the role of the advisor is limited to consulting and advising his or her advisee, but not speak for the advisee at any meeting or hearing.
- The accuser and the accused will be notified simultaneously, in writing, of the initial, interim and final decision of any disciplinary proceeding; and
- Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee).
If Charter College knows or reasonably should know of sexual harassment, to include sexual violence, Charter College has a duty to investigate. Consequently, whether a victim chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution’s sexual misconduct policy was violated, then Charter College may assume the role of the complainant.

**TYPES OF DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING**

The College only uses one type of disciplinary proceedings for domestic violence, dating violence, sexual assault and stalking allegations by using an investigator model. The steps and the decision-making process are outlined in the section below “Investigation and Resolution.”

The victim of dating violence, domestic violence, sexual assault or stalking may choose for the investigation to be pursued through the criminal justice system and the Title IX Coordinator, or only the former or the latter. The Title IX Coordinator can guide the victim through the available options and support the victim in his or her decision.

**INVESTIGATION & RESOLUTION**

Title IX Coordinator/Campus President and managers are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and grievance process that protects the safety of the victim and promotes accountability. The training also addresses what constitutes relevant evidence and how it should be used during a proceeding. A refresher is given annually on proper techniques for questioning witnesses and basic procedural rules for conducting an investigation. The training also covers the rules on avoiding actual and perceived conflicts of interest.

Upon notice of a potential discrimination or harassment situation related to this policy, the Title IX Coordinator will conduct an assessment to determine if the complaint constitutes a potential violation of this policy. If it does not, the complaint will be dismissed (or could be referred to another department if the complaint constituted a violation of another college policy). If the complaint could constitute a violation of this policy, a fair and impartial investigation will be conducted by at least one trained staff member. Charter College reserves the right to employ external investigators if it determines that the investigation would be best conducted in this way.

The investigation will typically include interviewing all involved parties (accused, victim, witnesses) and the collecting of any documentation or evidence relevant to the allegation. Upon completion of the investigation, the investigator and the Title IX Coordinator shall meet to determine if the investigation is complete. If the investigation is complete, the investigator will meet with the victim and respondent separately after fact-finding but before a finding of responsibility and advise them of the facts that will be used in determining if it was more likely than not that the respondent violated this policy. The parties will be offered an opportunity to correct any information that is factually inaccurate or to present any new information to the investigator at this time. If new information is presented that prompts the need for further investigation, the investigator will complete it based on the new information shared. If no further investigation needs to occur, the investigator will provide the final report to the Title IX Coordinator. The investigator will include in their findings their determination of whether or not it is more likely than not
that the respondent violated this policy and will include that rationalization in the report, which will be shared with the Title IX Coordinator.

The victim and respondent are permitted to bring, at their expense, an advisor of choice to any meeting or disciplinary proceeding in which they are required to be present. An advisor of choice means any person who the victim or respondent chooses to bring to advise, counsel, or support them. Charter College permits an advisor of choice, however, strictly controls the role of such advisor. An advisor may not speak to anyone other than his or her advisee, may not ask questions of the administrator, investigator, or witnesses, and may in no way interfere with the meeting or proceeding in which they are attending. At any point, Charter College may remove an advisor if it is determined that the advisor is being disruptive to the process. If at the conclusion of the investigation the investigator has determined that it is more likely than not that sexual misconduct occurred in violation of this, the following will occur:

- If the accused party is a student, the Title IX Coordinator will confer and decide on the appropriate sanction. After determining the sanction, the Title IX Coordinator will issue the finding, the reason for the finding and the associated sanctions in writing simultaneously to the victim and respondent. The Title IX Coordinator will impose the sanctions as identified, which include options such as undergoing Title IX education and prevention program; Title IX training assignment/research paper, apology letter, community service, presentation, loss of privileges, including possible exclusion from participating in school related events; probation, no contact with the victim; suspension or expulsion from Charter College.

- If the accused party is an employee, the Title IX Coordinator and/or Chancellor will confer with the Human Resources department and decide on the appropriate sanction. After determining the sanction, the Title IX Coordinator or Chancellor will issue the finding, the reason for the finding and the associated sanctions in writing simultaneously to the victim and respondent. Human Resources will impose the sanctions as identified by the Title IX Coordinator or Chancellor, which could include undergoing Title IX education and prevention program, apology letter, community service, probation, no contact with the victim; suspension or termination of employment.

The Title IX Coordinator and Chancellor will routinely confer on all cases to ensure consistent application of this policy. Charter College reserves the right to bring complaints forward against a student or employee and to act as the victim for purposes of this policy. Further, a victim need not be a member of the Charter College community.

The standard of proof used to determine whether or not a violation of this policy has occurred is a preponderance of evidence, which means it is more likely than not the misconduct occurred, to have a finding of responsibility.

Typically, the investigation, resolution, and appeal will not exceed 60 days although Charter College reserves the right to exceed this timeframe in order to conduct a thorough investigation. If the investigation does or is anticipated to exceed 60 days, Charter College will notify the victim and respondent in writing and will advise them of the reason for the delay and the anticipated timeframe for the completion of the investigation.

The outcome/finding, the rationalization for the finding, and the sanctions imposed, if any, shall be conveyed to the victim and respondent simultaneously and in writing as noted above via the Charter College email system and will be delivered via certified/registered US Mail at the same time.
Both the victim and the respondent have a right to appeal the finding or non-finding of responsibility or the associated sanction. Charter College will simultaneously notify, in writing, both the victim and the respondent, of the institution’s procedures for the respondent and the victim to appeal the result of the institutional disciplinary proceeding. Appealing the finding of responsibility or non-responsibility must be based on a process error, (i.e., a procedural error, not that the party didn’t feel the resolution or sanction was appropriate) or the discovery of new evidence. Both parties will have five business days from notification to appeal in writing to the next level of authority, whose decision is final:

Vice President of Student Finance and Compliance  
and/or Vice President of Human Resources  
750 Sandhill Road, Suite 100  
Reno, NV 89521

Both individuals will be informed in writing and simultaneously of any change to the results that occur prior to the time that such results become final and when such results become final. The victim will be notified of any sanctions/outcomes that are specific to the victim (e.g., respondent has interim suspension and is ordered by the institution to have no contact with the victim).

FALSE REPORTS

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant will be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

CONTACT INFORMATION

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: http://www.hhs.gov/ocr/. To the extent that an employee or contract worker is not satisfied with the College’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

SEX OFFENDERS

The Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Students who are subject to an involuntary civil commitment, after completing a period of incarceration for a forcible or non-forcible sexual offense, are ineligible to receive a Federal Pell Grant.
Any member of the campus community who wishes to obtain further information regarding sexual offenders in the area may refer to http://www.sexoffender.com for the national registry or on the Montana Department of Justice website https://app.doj.mt.gov/apps/svow/ for the Montana Sexual or Violent Offender Registry.

REPORTING CRIMES

- Students and staff should report criminal acts to the Campus President at the campus or a member of the Campus Management staff.
- Reporting crimes is on a voluntary, confidential basis.
- The Campus President is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.
- The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes. The campus community includes all campus buildings and grounds, all adjacent public property and externship sites.
- Timely warnings to the campus community will be issued in a handout or flyer, and also posted on any notice boards within the campus.
- If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.
- The statistics are collected centrally for each campus on a monthly basis and reported to the U.S. Department of Education annually.

Students and staff who report crimes will be provided with an explanation of your rights and options.

SANCTIONS

Students found responsible for violating any of the College’s policies may receive disciplinary sanctions. The fundamental principle guiding the imposition of sanctions in the student discipline system is founded in the College’s effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

The sanctioning regimen is designed to reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender. Mechanism within which offenders can reflect upon their actions and their impact on both themselves and restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals’ presence or return. The sanctions listed below are not meant to be exhaustive.

- Suspension from the College
- Dismissal from the College

The final determination of the appropriate sanction is done by the Campus Leadership, in combination with the Corporate Office Leadership.

Employees found responsible for violating the College’s policies may receive disciplinary sanctions that could include a written warning, final written warning and/or dismissal from employment depending on the specific violation of the College’s policies. The final determination for employees is decided by the Human Resources department.
CRIME STATISTICS

The federal law requires that colleges and universities disclose statistics on crimes that may occur on-campus, on non-campus property, or on public property adjacent to the campus. For the purposes of the Clery Act, any building that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report. The Campus Crime Statistics contain the criminal offenses and disciplinary instances as reported to the campus or the local law enforcement as occurring on campus, off campus, or on public property within close proximity of the campus.

Campus specific statistics are attached as an addendum and may be obtained by students and/or employees (current and perspective) via the campus website at http://www.chartercollege.edu/campus-crime-security or at the residential campus location. The Campus Crime Statistics include the number of offenses or instances for the last three completed calendar years.

CAMPUS SECURITY AUTHORITY REPORT

Individuals to contact in case of emergency:

- Receptionist / Campus Support Specialist
- Instructor
- Campus President

DRUG-FREE CAMPUS AND WORKPLACE

ALCOHOL & DRUG POLICY

The campus is designated as “Drug-Free.” The campus will provide to each student upon enrollment a separate, clear and conspicuous written notice with information on the penalties associated with drug-related offenses. The possession, sale or the furnishing of alcohol on campus is governed by the Code of Student Conduct found in the catalog. The Code of Student Conduct states that students will be held accountable for the use of alcoholic beverages or controlled substances on College or externship property, including the purchase, consumption, possession, or sale of such items. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

A student committing this violation shall receive a written warning concerning the misconduct and is subject to disciplinary action up to and including immediate suspension or dismissal, criminal prosecution, fine and/or imprisonment. Students dismissed for conduct violations will not be readmitted. The possession, sale, manufacture of distribution of any controlled substance is illegal under both state and federal laws.

In conjunction with the campus security bi-annual in-services, the campus will address the Drug and Alcohol Prevention program that was implemented to determine the following:

- The number of drug and alcohol-related violations and fatalities that occur on the campus or as part of any of the campus activities must be reported to campus officials, and
The number and type of sanctions that are imposed by the campus as a result of drug and alcohol-related violations and fatalities on the campus or as part of any of the campus activities.

**Note:** Additional information is available within the Employee Handbook for campus personnel.

The campus must provide a timely notice to each student who has lost eligibility for any grant, loan, or work-study assistance as a result of penalties in a separate clean, and conspicuous written notice that notifies the student of the loss of eligibility and advises the student of the ways in which to regain eligibility. If the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with criteria established by the Secretary he may be eligible to regain eligibility of Federal funds.

**MARIJUANA LAWS**

Students and employees should be aware that although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, Charter College is required to uphold, and expects its students and employees to abide by federal laws that prohibit use, distribution, consumption, of marijuana by anyone of any age.

Medical marijuana users should be aware that Charter College does not permit marijuana use or possession on campus, even with official medical documentation.

*Drugs of Abuse/Uses and Effects on following page.*
### DRUGS OF ABUSE/USES AND EFFECTS

<table>
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<th>DRUGS &amp; NARCOTICS</th>
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<th>EFFECTS OF OVERTURE</th>
<th>WITHDRAWAL SYMPTOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heroin</td>
<td>Substance I</td>
<td>Dormaine, Moric, Smack, Black tar, China, Nagra (black tar)</td>
<td>None in U.S.</td>
<td>Analgesic, Antitussive</td>
<td>High/High/Yes</td>
<td>Injected, snorted, smoked</td>
<td>Euphoria, dizziness, respiratory depression, constipation, pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
</tr>
<tr>
<td>Morphine</td>
<td>Substance II</td>
<td>Mis-Corten, Roxanet, Oralmorph SR, MSIR</td>
<td>Analgesic</td>
<td>High/High/Yes</td>
<td>Oral injected</td>
<td>Euphoria, dizziness, respiratory depression, constipation, pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
<td></td>
</tr>
<tr>
<td>Hydrocodone</td>
<td>Substance II</td>
<td>Hydrocodone, Lortab, Vicoprofen, Tylenol, Vistaril, Tramadol</td>
<td>Analgesic, Antitussive</td>
<td>High/High/Yes</td>
<td>Oral</td>
<td>Euphoria, dizziness, respiratory depression, constipation, pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
<td></td>
</tr>
<tr>
<td>Hydromorphone</td>
<td>Substance II</td>
<td>Dilaudid</td>
<td>Analgesic</td>
<td>High/High/Yes</td>
<td>Oral injected</td>
<td>Euphoria, dizziness, respiratory depression, constipation, pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
<td></td>
</tr>
<tr>
<td>Oxycodone</td>
<td>Substance II</td>
<td>Roxictrol, Oxycodone, Xicodan, OxyContin, Percodan, Perconal</td>
<td>Analgesic</td>
<td>High/High/Yes</td>
<td>Oral</td>
<td>Euphoria, dizziness, respiratory depression, constipation, pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>Substance II</td>
<td>Acetaminophen, Guanfacine, Promethazine w/Codine, Piriton, OxyContin, Tylenol</td>
<td>Analgesic, Antitussive</td>
<td>Moderate/Moderate/Yes</td>
<td>Oral, injected</td>
<td>Euphoria, dizziness, respiratory depression, constipation, pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and swelling</td>
<td></td>
</tr>
<tr>
<td>Other Narcotics</td>
<td>Substance II</td>
<td>Fentanyl, Demerol, Methadone, Datura, Stadol, Sinal, Paralgin, Reperon</td>
<td>Analgesic, Antimicrobial, Antitussive</td>
<td>High-Low/High-Low/Yes</td>
<td>Oral injected, snorted, smoked</td>
<td>Euphoria, dizziness, respiratory depression, constipation, pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating</td>
<td></td>
</tr>
</tbody>
</table>

### DRUGS & DEPRESSANTS

<table>
<thead>
<tr>
<th>DRUGS &amp; DEPRESSANTS</th>
<th>CSA SCHEDULES</th>
<th>TRADE OR OTHER NAMES</th>
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<th>PHYSICAL/Psychological Tolerance</th>
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<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERTURE</th>
<th>WITHDRAWAL SYMPTOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gamma Hydroxybutyric Acid</td>
<td>Substance I, Product III</td>
<td>GHB, Liquid Ecstasy, Liquid X, Sodium Pentylate, Xyrem</td>
<td>None in U.S.</td>
<td>Anesthetic</td>
<td>Moderate/Moderate/Yes</td>
<td>Oral</td>
<td>Slurred speech, disorientation, slurred behavior without odor of alcohol, impaired memory of events, interacts with alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Benzodiazepines</td>
<td>Substance IV</td>
<td>Valium, Xanax, Halcion, Ativan, Restoral, Rohypnol (Roofies), A2, Klonopin</td>
<td>Anxiolytic, Sedative, Anticonvulsant</td>
<td>Moderate/Moderate/Yes</td>
<td>Oral, injected</td>
<td>Slurred speech, disorientation, slurred behavior without odor of alcohol, impaired memory of events, interacts with alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
<td></td>
</tr>
<tr>
<td>Other Depressants</td>
<td>Substance I, II, III, IV</td>
<td>Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)</td>
<td>Anxiolytic, Sedative, Hypnotic</td>
<td>Moderate/Moderate/Yes</td>
<td>Oral</td>
<td>Slurred speech, disorientation, slurred behavior without odor of alcohol, impaired memory of events, interacts with alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
<td></td>
</tr>
</tbody>
</table>

### DRUGS & STIMULANTS

<table>
<thead>
<tr>
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<th>MEDICAL USES</th>
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<th>PHYSICAL/Psychological Tolerance</th>
<th>USUAL METHOD</th>
<th>POSSIBLE EFFECTS</th>
<th>EFFECTS OF OVERTURE</th>
<th>WITHDRAWAL SYMPTOMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine</td>
<td>Substance II</td>
<td>Coke, Tails, Show, Crack, Coca, Blanca, Pernic, Nerve, Soda</td>
<td>Local anesthetic</td>
<td>Possible/High/Yes</td>
<td>Snorted, smoked, injected</td>
<td>Increased alertness, increased rate blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
<td></td>
</tr>
<tr>
<td>Amphetamine</td>
<td>Substance II</td>
<td>Methamphetamine, Methadone, Meth, Speed, Adderall, Derazide, Desoxyn</td>
<td>Attention deficit/hyperactivity disorder, raccoon, weight control</td>
<td>Possible/High/Yes</td>
<td>Oral, injected, smoked</td>
<td>Increased alertness, increased rate blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
<td></td>
</tr>
<tr>
<td>Methylenedioxiane</td>
<td>Substance III</td>
<td>Ritalin (illy 5), Concerta, Focalin, Metadate</td>
<td>Attention deficit/hyperactivity disorder</td>
<td>Possible/High/Yes</td>
<td>Oral, injected, snorted, smoked</td>
<td>Increased alertness, increased rate blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>Substance III, IV</td>
<td>Adderall, Phenocin, Prez-2, Dripex, Provigil</td>
<td>Vasodilation</td>
<td>Possible/Moderate/Yes</td>
<td>Oral</td>
<td>Increased alertness, increased rate blood pressure, insomnia, loss of appetite</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
<td></td>
</tr>
</tbody>
</table>

*Continued...*
### DRUGS OF ABUSE/USES AND EFFECTS

<table>
<thead>
<tr>
<th>Drugs of Abuse/Uses</th>
<th>Dependent</th>
<th>Medical Uses</th>
<th>Usual Method</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallucinogens</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>LSD</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Phencyclidine and Analogs</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Cannabis</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Marijuana</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Tetrahydrocannabinol</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Hashish and Hashish Oil</td>
<td>None</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Amphetamines</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Injected</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Testosterone</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Other Anabolic Steroids</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Inhalants</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Inhaled</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
</tr>
<tr>
<td>Alcohol</td>
<td>High</td>
<td>None</td>
<td>Oral</td>
<td>None</td>
<td>None</td>
<td>None</td>
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</tbody>
</table>
## Montana Driving Laws: Drugs and Alcohol

<table>
<thead>
<tr>
<th>Unlawful Act</th>
<th>Law</th>
<th>Statute</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circumstantial “DUI” Driving Under the Influence of Drugs or Alcohol</td>
<td>If a driver’s ability to safely operate a vehicle has been diminished by alcohol (regardless of BAC level, even if less than 0.08%) and/or drugs. “Drugs” include: • prescription drugs, • marijuana (medical or not), • illicit drugs, • any other illegal drug</td>
<td>MCA § 61-8-401</td>
</tr>
<tr>
<td>“BAC” DUI (Non-Commercial) Driving a non-commercial vehicle with excessive blood alcohol concentration</td>
<td>A blood alcohol content “BAC” violation is different from a Circumstantial DUI because the law requires only evidence that the driver’s blood alcohol concentration is greater than or equal to .08% (BAC ≥ .08%). If the driver is under 21 years of age, blood alcohol concentration need only be greater than or equal to .02% (BAC ≥ .02%).</td>
<td>MCA § 61-8-410 and § 61-8-406</td>
</tr>
<tr>
<td>“BAC” DUI (Commercial) Driving a commercial vehicle with excessive alcohol concentration</td>
<td>If the blood alcohol concentration of the driver of a Commercial Motor Vehicle is greater than or equal to .04% (BAC ≥ 0.04%). If you have a CDL, you risk losing your livelihood as there are other severe penalties for those that possess a CDL (even if you drive impaired in your personal vehicle).</td>
<td>MCA § 61-8-806</td>
</tr>
<tr>
<td>“Aggravated DUI”</td>
<td>If the driver: • Has (BAC ≥ 0.16%) • Is already subject to ignition interlock restrictions • Has suspended or revoked driver license • Has a prior refusal to provide BAC evidence, or • Has prior DUI/BAC conviction.</td>
<td>MCA § 61-8-465</td>
</tr>
<tr>
<td>“Open Container”</td>
<td>If any person in a vehicle has an open alcoholic beverage container on a public road. • Not a criminal offense, • May not be recorded on a driver’s record, and • Insurance company may not increase premiums.</td>
<td>MCA § 61-8-460</td>
</tr>
</tbody>
</table>

### Implied Consent and Preliminary Alcohol Screening Test: MCA §§ 61-8-402, 61-8-409, and 61-8-402(7)

#### Implied Consent:
- A driver on public roads in Montana has, by law, consented to chemical test of their blood, breath, or urine to detect and/or measure the amount of alcohol or drugs in the person’s system, if the driver has been arrested for driving under the influence of alcohol or drugs.
- If the person refuses to submit to a test, the arresting officer will seize the person’s driver license and issue a temporary driving permit (effective twelve hours after issuance and valid for five days).
- If a person refuses to submit to a test, and has prior refusal to consent, or a prior or pending conviction for DUI, the officer may apply for a search warrant to get a blood sample.

#### Preliminary Alcohol Screening Test:
- A driver on public roads in Montana has, by law, consented to a preliminary alcohol-screening breath test to estimate alcohol concentration in the person’s system, if the driver is suspected of driving under the influence of alcohol or drugs.
## Penalties for Refusal of Preliminary Alcohol Screening Test

<table>
<thead>
<tr>
<th>License Type</th>
<th>First Refusal</th>
<th>Second and Subsequent Refusals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Commercial License</td>
<td>Suspended for six months, no opportunity for a probationary license.</td>
<td>Refusal within 5 years of a previous refusal: suspended for 1 year, no opportunity for a probationary license.</td>
</tr>
<tr>
<td>Commercial Driver License</td>
<td>Suspended for 1 year.</td>
<td>Suspended for life.</td>
</tr>
</tbody>
</table>

## Over Age 21 - Impaired Driving in Montana

Penalty statutes: MCA §§ 61-714; 61-8-732; 61-8-442; 61-5-208; 61-8-734; 46-16,130; 61-11-203; 44-4-12

<table>
<thead>
<tr>
<th>Penalties</th>
<th>Terms</th>
</tr>
</thead>
</table>
| Jail*: DUI (MCA § 61-8-401) | 1st Conviction: 24 Hours – 6 Months  
2nd Conviction: 7 Days – 1 Year  
3rd Conviction: 30 Days – 1 Year |
| Jail*: BAC (MCA § 61-8-406) | 1st Conviction: Up to 6 Months  
2nd Conviction: 5 Days – 1 Year  
3rd Conviction: 30 Days – 1 Year |
| Fine                      | 1st Conviction: $300 - $1,000  
2nd Conviction: $600 - $1,000  
3rd Conviction: $1,000 - $5,000  
*(Not Including Court Costs)* |
| Driver License             | 1st Conviction: 6 Month Suspension  
2nd Conviction: 1 Year Suspension  
3rd Conviction: 1 Year Suspension  
  - Suspension starts on the date of conviction. However, in many cases, privilege to drive is suspended for the entire period from incident.  
  - If the 1-Year suspension period passes and driver has not completed a chemical dependency education course, treatment, or both, as required (MCA § 61-8-732 and/or 44-4-1205), then the license remains suspended until the course, treatment, or both, are completed. |
| Restricted Probationary Driver License | Judge decides if and when driver is eligible for a restricted probationary driver license.  
  - If the driver refused an alcohol test, a restricted probationary driver license is not allowed.  
  - A $200 driver license reinstatement fee is required.  
  Driving permitted ONLY to and from driver’s home, work, school, required chemical dependency programs, or location reasonably related to family matters. |
| Driver Record              | A DUI/BAC conviction is on the Driver Record for Life.  
  - 10 conviction points added to Driver Record for each DUI/BAC conviction  
  - 30 conviction points = “Habitual Traffic Offender” = Driver License Revocation (MCA § 61-11-203)  
  Five Year Look Back Period:  
  If a driver is guilty of a DUI/BAC offense and less than 5 years have passed between the present offense and a previous conviction, then the driver has committed a 2nd or 3rd DUI/BAC offense under the law.  
  - After 3 lifetime DUI/BAC convictions, all convictions are counted regardless of the time that has passed (MCA § 61-8-734).  
  - A 4th conviction is a felony offense. There is no limitation on the look-back period for 4th or subsequent offenses. |
**Penalties** | **Terms**
--- | ---
**Ignition Interlock** | Judge may order ignition interlock for 1st DUI/BAC conviction. Minimum, a 2nd, 3rd, or subsequent DUI/BAC offender restricted to ignition interlock must:
- complete 45 days of the 1-year suspension (2nd offense),
- complete 90 days of the 1-year suspension (3rd offense), or
- become an authorized DUI Court participant. Offender must pay all costs of ignition interlock device and may need to lease more than one.
- Alternative: Judge may order every vehicle owned by driver to be seized.

**A – Assessment**

**C – Course**

**T – Treatment**

**Chemical Dependency** | If convicted, a DUI offender will be court-ordered to:
- receive a mandatory alcohol/drug assessment,
- attend a chemical dependency education course, and
- treatment and monitoring for a 2nd and 3rd time offender (may be ordered for 1st time offender if found to be chemically dependent). Offenders must attend, complete, and pay all requirements.

**4th Conviction - Felony** | Fourth offense is a felony.
- Jail: Minimum 13 Months - Maximum Five Years
  If offender completes alcohol treatment program, then remainder of the 13 month sentence must be served on probation.
- This sentence may not be deferred or suspended, not eligible for parole.
- A fine not less than $1,000 or more than $10,000
- Driver’s vehicle owned and operated by at the time of offense will be seized.

*Minimum jail time (not house arrest) – cannot be suspended. Fines and jail time typically double if passenger under age 16 in vehicle at time of arrest.

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### Under Age 18 - Impaired Driving in Montana (Under Age 21, BAC ≥ 0.02%)

<table>
<thead>
<tr>
<th>Penalties</th>
<th>1st Conviction</th>
<th>2nd Conviction</th>
<th>3rd Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Jail</strong></td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td><strong>Fine</strong></td>
<td>$100 - $500 (Not Including Court Costs)</td>
<td>$200 - $500 (Not Including Court Costs)</td>
<td>$300 - $500 (Not Including Court Costs)</td>
</tr>
<tr>
<td><strong>License</strong></td>
<td>Same as for ages 18-20, but no probationary driver license for first 30 days of suspension.</td>
<td>Same as for ages 18-20, but no probationary driver license for first 30 days of suspension.</td>
<td>Same as for ages 18-20, but no probationary driver license for first 30 days of suspension.</td>
</tr>
<tr>
<td><strong>Courses and Treatment</strong></td>
<td>Same as for ages 18-20</td>
<td>Same as for ages 18-20</td>
<td>Same as for ages 18-20</td>
</tr>
</tbody>
</table>
### Ages 18-20 - Impaired Driving in Montana (Under Age 21, BAC ≥ 0.02%)

<table>
<thead>
<tr>
<th>Penalties</th>
<th>1st Conviction</th>
<th>2nd Conviction</th>
<th>3rd Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jail</td>
<td>None</td>
<td>Maximum: 10 Days</td>
<td>Minimum: 24 Hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum: 60 Days</td>
</tr>
<tr>
<td>Fine</td>
<td>$100 - $500 (Not Including Court Costs)</td>
<td>$200 - $500 (Not Including Court Costs)</td>
<td>$300 - $500 (Not Including Court Costs)</td>
</tr>
<tr>
<td>License</td>
<td>Suspension: 90 Days or 6 Months if BAC ≥ 0.08. If BAC ≥ 0.18, then ignition interlock device may be ordered.</td>
<td>Suspension: 6 Months If restricted probationary license is allowed, ignition interlock device is required.</td>
<td>Suspension: 1 Year If restricted probationary license is allowed, ignition interlock device is required.</td>
</tr>
<tr>
<td>Courses and Treatment</td>
<td>Court-ordered to:</td>
<td>Court-ordered to:</td>
<td>Court-ordered to:</td>
</tr>
<tr>
<td></td>
<td>receive alcohol/drug assessment,</td>
<td>receive alcohol/drug assessment,</td>
<td>receive alcohol/drug assessment,</td>
</tr>
<tr>
<td></td>
<td>attend chemical dependency education course, and</td>
<td>attend chemical dependency education course, and</td>
<td>attend chemical dependency education course, and</td>
</tr>
<tr>
<td></td>
<td>treatment and monitoring if found to be chemically dependent. Must complete and pay for all requirements.</td>
<td>treatment; monthly monitoring for at least one year. Must complete and pay for all requirements.</td>
<td>treatment; monthly monitoring for at least one year. Must complete and pay for all requirements.</td>
</tr>
</tbody>
</table>

“Real-life consequences” of DUI/BAC: increased insurance rates, restricted travel to other countries, and decreased education and career opportunities.

### Minors and Alcohol in Montana (Under Age 21)

“Minors in Possession”: A person under the age of 21 who knowingly consumes or has in the person’s possession an intoxicating substance.

#### Under Age 18

<table>
<thead>
<tr>
<th>Penalties for MIP (MCA § 45-5-624)</th>
<th>1st Conviction</th>
<th>2nd Conviction</th>
<th>3rd Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>Minimum $100</td>
<td>Minimum $200</td>
<td>Minimum $300</td>
</tr>
<tr>
<td></td>
<td>Maximum $300</td>
<td>Maximum $600</td>
<td>Maximum $900</td>
</tr>
<tr>
<td></td>
<td>(Not Including Court Costs)</td>
<td>(Not Including Court Costs)</td>
<td>(Not Including Court Costs)</td>
</tr>
<tr>
<td>Community Service</td>
<td>20 Hours</td>
<td>40 Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Jail</td>
<td>None</td>
<td>None</td>
<td>May be transferred to Youth Court</td>
</tr>
<tr>
<td>Driver License</td>
<td>Confiscated by Court: 30 days</td>
<td>Confiscated by Court: 6 Months</td>
<td>Confiscated by Court: 6 months</td>
</tr>
<tr>
<td>Substance Abuse Information Course</td>
<td>Must complete and pay for community-based substance abuse information course.</td>
<td>Must complete and pay for community-based substance abuse information course.</td>
<td>Must complete and pay for community-based substance abuse information course.</td>
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</tbody>
</table>
## Ages 18-20

<table>
<thead>
<tr>
<th>Penalties for MIP (MCA § 45-5-624)</th>
<th>1st Conviction</th>
<th>2nd Conviction</th>
<th>3rd Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>Minimum $100</td>
<td>Minimum $200</td>
<td>Minimum $300</td>
</tr>
<tr>
<td></td>
<td>Maximum $300</td>
<td>Maximum $600</td>
<td>Maximum $900</td>
</tr>
<tr>
<td>(Not Including Court Costs)</td>
<td>(Not Including Court Costs)</td>
<td>(Not Including Court Costs)</td>
<td></td>
</tr>
<tr>
<td>Community Service</td>
<td>20 Hours</td>
<td>40 Hours</td>
<td>60 Hours</td>
</tr>
<tr>
<td>Jail</td>
<td>None</td>
<td>None</td>
<td>May be transferred to Youth Court</td>
</tr>
<tr>
<td>Driver License</td>
<td>None</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>C – Course</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>T – Treatment</td>
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<tr>
<td>Chemical Dependency</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

## Other Alcohol-Related Information

- Under 21 Attempting to Purchase: Fine – Maximum $150; Community Service.
- Sale of Alcohol to Someone Under 21 Years of Age: Fine – Maximum $500 (2nd Conviction: Maximum $1,000) and/or Jail (County): Maximum 6 Months.

## MONTANA DRUG-RELATED LAWS

<table>
<thead>
<tr>
<th>Drug or Crime/ MCA Code §</th>
<th>Quantity/ Illegal Action</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana / Hashish</td>
<td>60 Grams Marijuana or 1 Gram Hashish</td>
<td>1st Conviction: Misdemeanor Fine: $100 - $500 Jail: Maximum 6 Months 2nd Conviction: Fine: Maximum $1,000 Jail (County): Maximum 1 Year and/or Jail (Prison): Maximum 3 Years</td>
</tr>
<tr>
<td>MCA § 45-9-102(2)</td>
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<tr>
<td>Anabolic Steroids</td>
<td>Possession</td>
<td>Misdemeanor Fine: Minimum $100 - Maximum $500 and/or Jail (County): Maximum 6 Months</td>
</tr>
<tr>
<td>MCA § 45-9-102(3)</td>
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<tr>
<td>Opiate</td>
<td>Possession</td>
<td>Fine: Maximum $50,000 and/or Jail (Prison): Minimum 2 Years - Maximum 5 Years</td>
</tr>
<tr>
<td>MCA § 45-9-102(4)</td>
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<td></td>
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<tr>
<td>Other “Dangerous Drugs”</td>
<td>Possession</td>
<td>Fine: Maximum $50,000 and/or Jail (Prison): Minimum 2 Years - Maximum 5 Years</td>
</tr>
<tr>
<td>MCA § 45-9-102(6)</td>
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<tr>
<td>Drug or Crime/ MCA Code §</td>
<td>Quantity/ Illegal Action</td>
<td>Penalties</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| Manufacture or Delivery of Drug Paraphernalia  
*MCA § 45-10-104* | Possession, Delivery, Production | Misdemeanor  
Fine: Maximum $500  
and/or  
Jail (County): Maximum 6 Months |
| Delivery of Drug Paraphernalia to Minor  
*MCA § 45-10-105* | Violation of MCA § 45-10-104  
+ Delivery to  
Age < 18 | Misdemeanor  
Fine: Maximum $1,000  
and/or  
Jail (County): Maximum 1 Year |
| Unlawful Sale of Drugs or Alcohol to Underage Person  
*MCA § 45-5-623* | Sells or gives intoxicating substance to minor under the age of 18 (drugs /tobacco) or under the age of 21 (alcohol) | Misdemeanor  
Fine: Maximum $500 ($1,000 2nd offense)  
and/or  
Jail (County): Maximum 6 Months |

<table>
<thead>
<tr>
<th>Drug or Crime/ MCA Code §</th>
<th>Quantity/Illegal Action</th>
<th>Penalties</th>
</tr>
</thead>
</table>
| Fraudulently Obtaining Drugs  
*MCA § 45-9-106 and 45-9-104* | Fraudulently (forging, lying to doctor, using fake ID) attempts or obtains dangerous drugs.  
Altering Drug Labels | 1st Conviction  
Fine: Maximum $50,000  
and/or  
Jail (prison): Minimum 1 Year - Maximum 5 Years  
Jail (County): Maximum 6 Months  
2nd Conviction  
Fine: Maximum $50,000  
and/or  
Jail (prison): Minimum 5 Years - Maximum 10 Years |
| Criminal Distribution of Dangerous Drugs  
*MCA § 45-9-101* | Actually or offers to:  
Sell, barter, exchange, or give away any dangerous drugs (besides Marijuana). | 1st Conviction  
Jail (Prison): Minimum 2 Years,  
Maximum Life Sentence  
and/or  
Fine: Maximum $50,000  
More severe sentence:  
Distribution to minor under age 18  
and/or distribution within 1,000 ft. school zone.  
2nd Conviction  
Jail (Prison): Minimum 10 Years,  
Maximum Life Sentence  
and/or  
Fine: Maximum $50,000  
More severe sentence:  
Distribution to minor under age 18  
and/or distribution within 1,000 ft. school zone.  
3rd Conviction  
Jail (Prison): Minimum 20 Years,  
Maximum Life Sentence  
and/or  
Fine: Maximum $50,000  
More severe sentence:  
Distribution to minor under age 18  
and/or distribution within 1,000 ft. school zone. |
# Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>Drug/Schedule</th>
<th>Quantity</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocaine (Schedule II)</td>
<td>500-4,999 gms mixture</td>
<td>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
<tr>
<td>Cocaine Base (Schedule II)</td>
<td>28-279 gms mixture</td>
<td>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fines of not more than $8 million if an individual, $50 million if not an individual.</td>
</tr>
<tr>
<td>Fentanyl (Schedule II)</td>
<td>40-369 gms mixture</td>
<td>Two or More Prior Offenses: Life imprisonment.</td>
</tr>
<tr>
<td>Fentanyl Analogue (Schedule II)</td>
<td>10-89 gms mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
<tr>
<td>Heroin (Schedule I)</td>
<td>100-999 gms mixture</td>
<td>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fines of not more than $20 million if an individual, $120 million if not an individual.</td>
</tr>
<tr>
<td>LSD (Schedule I)</td>
<td>1-9 gms mixture</td>
<td>Two or More Prior Offenses: Life imprisonment.</td>
</tr>
<tr>
<td>Methamphetamine (Schedule II)</td>
<td>5-89 gms pure or 50-409 gms mixture</td>
<td>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fines of not more than $5 million if an individual, $25 million if not an individual.</td>
</tr>
<tr>
<td>PCP (Schedule II)</td>
<td>10-89 gms pure or 100-999 gms mixture</td>
<td>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fines of not more than $20 million if an individual, $120 million if not an individual.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug/Schedule</th>
<th>Quantity</th>
<th>Penalties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Schedule I &amp; II drugs (and any drug product containing gamma hydroxybutyric acid)</td>
<td>Any amount</td>
<td>First Offense: Not more than 10 yrs. If death or serious injury, not less than 15 yrs. Fines not more than $500,000 if an individual, $2.5 million if not an individual.</td>
</tr>
<tr>
<td>Other Schedule III drugs</td>
<td>Any amount</td>
<td>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fines not more than $1.5 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>All other Schedule IV drugs</td>
<td>Any amount</td>
<td>First Offense: Not more than 5 yrs. Fines not more than $250,000 if an individual, $1 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>Less than 1 mg</td>
<td>Second Offense: Not more than 10 yrs. Fines not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td>All other Schedule V drugs</td>
<td>Any amount</td>
<td>First Offense: Not more than 1 yr. Fines not more than $100,000 if an individual, $250,000 if not an individual.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Second Offense: Not more than 4 yrs. Fines not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
</table>
| Marijuana (Schedule I) | 1,000 kg or more mixture, or 1,000 or more plants | • Not less than 10 yrs, and not more than life  
• Not death or serious injury, not less than 20 yrs, not more than life  
• Fines not more than $4 million if an individual, $10 million if other than an individual | • Not less than 20 yrs, and not more than life  
• If death or serious injury, mandatory life  
• Fines not more than $8 million if an individual, $20 million if other than an individual |
| Marijuana (Schedule I) | 100 kg to 999 kg mixture, or 100 to 999 plants | • Not less than 5 yrs, not more than 40 yrs  
• If death or serious injury, not less than 20 yrs, not more than life  
• Fines not more than $2 million if an individual, $5 million if other than an individual | • Not less than 10 yrs, and not more than life  
• If death or serious injury, mandatory life  
• Fines not more than $4 million if an individual, $10 million if other than an individual |
| Marijuana (Schedule I) | More than 10 kg hashish, 50 to 99 kg mixture, or More than 1 kg of hashish oil, 50 to 99 plants | • Not more than 20 yrs.  
• If death or serious injury, not less than 20 yrs, not more than life  
• Fines $1 million if an individual, $5 million if other than an individual | • Not more than 30 yrs.  
• If death or serious injury, mandatory life  
• Fines $2 million if an individual, $10 million if other than an individual |
| Marijuana (Schedule I) | 1 to 40 plants, less than 50 kg mixture | • Not more than 5 yrs.  
• Fines not more than $250,000, $1 million other than individual | • Not more than 10 yrs.  
• Fines not more than $500,000 if individual, $2 million other than individual |
| Hashish (Schedule I) | 10 kg or less | • Not more than 5 yrs.  
• Fines not more than $250,000, $1 million other than individual | • Not more than 10 yrs.  
• Fines not more than $500,000 if individual, $2 million other than individual |
| Hashish Oil (Schedule I) | 1 kg or less | • Not more than 5 yrs.  
• Fines not more than $250,000, $1 million other than individual | • Not more than 10 yrs.  
• Fines not more than $500,000 if individual, $2 million other than individual |
DRUG AND ALCOHOL COUNSELING

Although the availability and use of various substances may change from time to time, the use of chemical substances by youth and adults continues at an alarming rate. Working with individuals and families who have become unable to cope with the demands of daily living and who have turned to chemicals to help in coping is difficult and complex task.

We recognize that it is not easy for individuals and families to confront the problem of drug and alcohol abuse and harder still to admit the need for outside help. We strongly believe that early intervention and early treatment will significantly decrease the potential harm from drug and alcohol abuse and more easily repair dysfunctional relationships.

With this goal in mind, Charter College has a staff member who is available to all students, faculty and staff for advising. Charter College may assist in the referral to one of the local agencies. See/refer to Community Resources beginning on page 35.

NATIONAL AGENCIES

This list is not intended to be complete but it represents a variety of alternative locations. Charter College does not have a personal association with any agency.

- Alcoholics Anonymous
  MT: (406)252-0677
  www.aa.org

- Cocaine Hotline
  (800) COCAINE

- Drug Abuse Hotline
  (800) 662-HELP

- Narcotics Anonymous Toll Free
  (855) 258-6329

- National Alcohol Hotline
  (800)-ALCOHOL

- National Clearinghouse for Alcohol and Drug Information
  (800) 729-6686

- National Council on Alcoholism and Drug Dependence
  (800) NCA-CALL
  www.ncadd.org

- National Institute on Drug Abuse Hotline
  (800) 662-HELP

- National Institutes of Health (NIH)
  (800) 654-4673 Toll Free

STATEMENT OF INSTITUTION SANCTIONS

Violation of this policy can result in a disciplinary action, up to and including termination of an employee or dismissal of a student, even for a first-time offense.

DRUG & ALCOHOL ABUSE PROCEDURES FOR EMPLOYEES

The Company is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. The following rules and standards of conduct apply to all employees during the workday (including meal and rest periods) either on or off company property, as well as during business related travel. No employee may use, possess, distribute, sell, or be under the influence of alcohol or drugs. The
legal use of prescribed drugs is permitted on the job only if it does not impair the employee’s ability to perform the essential functions of the job in a safe manner.

In order to enforce this policy, the Company reserves the right to conduct searches of Company property or employees and/or their personal property that is located on Company property and to implement other measures necessary to deter and detect abuse of this policy.

Employees must notify the Company of any criminal drug statute conviction for themselves if the violation occurred in the workplace. This notification must be made within five (5) days after such a conviction.

Employees are encouraged to voluntarily request assistance from reputable sources in the community to deal with an alcohol or drug-related problem. Volunteering to participate in a treatment program does not excuse or limit the employee’s obligation to meet the Company’s policy and standard regarding job performance and behavior on the job.

When an employee or student is suspected of being in violation of this policy, the individual making the observation should immediately consult with an appropriate member of management.

**REVIEW OF PROGRAM**

It is the intent of Charter College to review our Drug Awareness Program each year to ensure:

- To measure the effectiveness of the program and to modify where necessary.
- The sanctions will be reviewed and ensure all violations are consistently enforced.
- A record of all biennial reviews. These reviews will be maintained and will be available if required.

**QUESTIONS?**

Please direct any questions or concerns to the Campus President.

*Community Resources* on following page.
## COMMUNITY RESOURCES

### BILLINGS

- Billings Police Department  
  (406) 657-8200 – Non Emergency  
  911 – Emergency
- Bureau of Indian Affairs (BIA)  
  (406) 247-7943
- Billings Food Bank  
  (406) 259-2856
- Billings Job Service  
  (406) 652-3080
- Community Crisis Center  
  (406) 259-8800
- Family Promise of Yellowstone Valley  
  (406) 294-7432
- Head Start  
  (406) 245-7233
- Home Repair Program  
  (406) 657-8284
- Montana Legal Services Assoc.  
  (406) 666-6899
- Office of Public Assistance  
  (406) 237-0520
- Strong Hearts Native Helpline  
  (844) 762-8483
- The Center for Children and Families  
  (406) 294-5090

### MISSOULA

- Missoula Police Department  
  (406) 552-6300 – Non Emergency  
  911 – Emergency
- Big Brothers Big Sisters  
  (406) 721-2380
- Environment Health Department  
  (406) 258-4755
- Hamilton Montana Victims Assistance  
  (406) 363-4007
- Humane Society of Western Montana  
  (406) 549-3934
- Behavior Helpline  
  (406) 549-9295
- Missoula Animal Control  
  (406) 721-5700
- Missoula County Victims Assistance  
  (406) 830-3830
- Missoula Food Bank  
  (406) 549-0543
- Parks and Recreation  
  (406) 721-7275
- Providence St. Patrick Hospital  
  (406) 543-7271
- Public Transportation – Mountain Line  
  (406) 721-3333
- Recovery Center of Missoula Rehabilitation Center  
  (406) 532-9900
- Turning Point Outpatient Western Montana Addiction  
  (406) 532-9800
- United Way of Missoula  
  (406) 549-6104
- WIC – Missoula County  
  (406) 258-4740
# Billings Campus Security Report

## Reported in accordance with Uniform Crime Reporting procedures
and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

### Location: Billings, Montana

#### Updated: 7-30-19

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</thead>
<tbody>
<tr>
<td>Criminal Offenses (Includes Attempts)</td>
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<td>Murder/Non-negligent Manslaughter</td>
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### Hate Crimes

#### Prejudice Categories:
- Race
- Religion
- Sexual Orientation
- Gender
- Gender Identity
- Disability
- Ethnicity
- National Origin

#### Hate Crimes:

*Note: To be categorized as a hate crime, campus security or a local law enforcement agency must determine that there is evidence that the victim was intentionally selected because of the perpetrator's bias.*

2016: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.

2017: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.

2018: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.

### Total Unfounded Crimes:

Total of Total Crimes reported following is the total determined to be Unfounded Crimes:

2016 - 0 2017 - 0 2018 - 0
## Campus Security Report

Reported in accordance with Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

### Location: Missoula, Montana  |  Updated: 7-30-19

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### Hate Crimes:
- **Race**
- **Religion**
- **Sexual Orientation**
- **Gender**
- **Gender Identity**
- **Disability**
- **Ethnicity**
- **National Origin**

**Hate Crimes:**

Note: To be categorized as a hate crime, campus security or a local law enforcement agency must determine that there is evidence that the victim was intentionally selected because of the perpetrator's bias.

2016: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.
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2018: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.

**Total Unfounded Crimes:**

Of the Total Crimes reported following is the total determined to be Unfounded Crimes:

2016 - 0  
2017 - 0  
2018 - 0
CLERY ACT PROCEDURES

Sexual Assault Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Burglary Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Non-Forcible Sexual Offense Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Motor Vehicle Theft Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Murder and Non-Negligent Manslaughter Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Arson Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Negligent Manslaughter Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Missing Person Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Aggravated Assault Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

Robbery Procedures
1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.