

Butte Academy of Beauty Culture  
Annual Security Report  
**Campus Security Report**  
Updated 10/01/2022

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## Butte Academy of Beauty Culture - Annual Security Report

The U.S. Department of Education, under 34 CFR 668.42, requires the disclosure of general information to students with regard to consumer-information regulations.

### **Campus Security/ Cleary Act:**

The "Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990) is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas. It was first enacted by Congress in 1990 and amended in 1992, 1998, 2000 and 2008.

To comply with these regulations, we are providing basic information as follows:

- Annual Security Report
- Disclosure of Institution's Security Policies
- Reporting of Crime Statistics
- Encouragement of prompt reporting of crimes

### **Policies for Reporting Crimes and Emergencies**

Butte Academy of Beauty Culture prepares this report to comply with the Jeanne Cleary Disclosure of Campus Security Policy, the Violence Against Women Act and Crime Statistics Act. Students, parents and staff may access this report in full at any time by going to <http://www.butteacademyofbeauty.ipage.com/index.html>. A complete copy of this report is also available in the Butte Academy of Beauty Culture's office of Financial Aid. This report is prepared in cooperation with the Butte Silver Bow Police Department.

Campus crime, arrest and referral statistics include those reported to the Butte Silver Bow Police Department, and to the Financial Aid Administrator, Kayla Thomas or Administration at Butte Academy of Beauty Culture.

Each year, the financial aid administrator for Butte Academy of Beauty Culture will compile a crime statistics report from the incident and crime reports. Butte Academy will annually submit the security report each year after the letter and certificate requesting is sent. The crime statistics will be sent to the Department of Education each year upon the receipt of a letter requesting the crime reports. This information will be uploaded to [http:// surveys.ope.ed.gov/ security](http://surveys.ope.ed.gov/security).

Crime statistics from the area surrounding Butte Academy of Beauty Culture will also be requested from the Butte Silver Bow Police Department and will be disclosed in the annual crime report.

A school that uses Internet disclosure must include in its annual notice to enrolled students the exact electronic address of the information and a statement that the school will provide a paper copy of the information on request.

With Internet distribution of the Annual Security Report to current employees, a school must distribute to them by October 1 of each year a notice that includes a statement of the reports' availability, the exact electronic address at which they are posted, a brief description of their contents, and a statement that the school will provide a paper copy of the reports upon request.

The same information must be included in a notice to prospective students and employees if a school decides to use the Web to provide the Annual Security Report to them. The difference is that there is no annual date for distribution of this notice.

At Butte Academy of Beauty Culture, we strive to work together to provide a safe environment that will prepare our students for an incredible career.

### **Scope of the Report**

This report will represent statistical information on crimes that occurred at or around Butte Academy of Beauty Culture during 2020, 2021 and 2022. Butte Academy of Beauty Culture does not offer any type of campus housing or recreational facilities.

Building location  
Butte Academy of Beauty Culture  
303 West Park Street  
Butte, MT 59701  
406-723-8565

### **To report a crime:**

Contact the campus security authorities immediately in the event of a crime. (Note: These people are not campus security or campus police, merely people to notify in case of an emergency.)

Peggy Dallaserra,  
or Kayla Thomas  
Butte Academy of Beauty Culture  
303 West Park Street  
Butte, MT 59701  
406-723-8565

Any Suspicious Activity or person seen in the parking lot or loitering around vehicles or inside the building should be reported to the police department. In addition, you may report a crime to any administration and/or staff member. The campus security authorities do not have arresting authority.

### **For emergencies, dial 9-1-1.**

Every crime that is reported to the security authorities will be investigated and reported to the BSB police department. If a student has drugs or weapons, then the student will be reported to the BSB police department and follow the Disciplinary Actions under the Drug-Free Workplace. Students with weapons would be terminated. Please note that due to the public nature of police

reports, Butte Academy of Beauty Culture cannot ensure the complete confidentiality of any crime report. All incident reports are reviewed by the Director. Butte Academy of Beauty Culture does not have a campus police department. Butte Silver Bow Police Department has sole arresting authority on the Butte Academy's campus and the surrounding areas. Students, Instructors, administrative staff, clients and community members are encouraged to report all crimes and public safety related incidents to the above designated campus security authorities. For matters of emergent nature, dial 9-1-1 immediately. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Butte Silver Bow Police Department (BSBPD) and the designated campus officials in a timely manner. This publication contains information about on-campus and off campus resources. Information is made available to provide Butte Academy students, Instructors and staff specific information about local resources available should they become a victim of a crime. The information about local resources should be used as helpful information and does not infer that those resources are "reporting entities" for Butte Academy of Beauty Culture. Employees and Students can report a crime on a voluntary, confidential basis.

## Preparing the Annual Disclosure

The SCHOOL DESIGNATED INDIVIDUAL, serving as the Campus Security Authority (CSA) for the school, has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. Data is obtained annually from local law enforcement and compared with the data gathered at Butte Academy of Beauty Culture. The resulting data is used to prepare the annual crime statistics report.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, with a notice that a paper copy is available.

## Reportable Offenses Under the Clery Act

*The Clery Act requires reporting on the following offenses:*

- murder;
- manslaughter (negligent and non-negligent)
- sex offenses, forcible and non-forcible;
- robbery;
- aggravated assault;
- burglary;
- motor vehicle theft;
- arson;
- arrests, or persons referred for campus disciplinary action for liquor law violations;
- arrests, or persons referred for campus disciplinary action for drug-related violations;
- domestic violence\*\*
- dating violence\*\*
- sexual assault\*\*
- stalking\*\*
- arrests, or persons referred for campus disciplinary action for weapons possession, carrying, etc., and

- hate crimes, [which for Clery Act purposes include any crime listed in the preceding points and, as of 2008, larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property in which the victim is intentionally selected because of his or her actual or perceived race, gender, religion, sexual orientation, ethnicity, national origin, or disability.]

\*\*On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA). Among other provisions, this law amended the Clery Act to require postsecondary institutions to include in their Annual Campus Security Report all instances of domestic violence, dating violence, sexual assault, and stalking; and instances of gender identity and national origin crimes which fall under the category of Hate Crimes. These new reportable items must be included in the ASR released by October 1, 2014, using a good faith effort to comply with the law until the final regulations are published with an effective date of July 1, 2015, for the October 1, 2015, ASR reporting deadline.

## Geographical Area

The Clery Act requires each institution to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

"Campus" is defined as buildings or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in a manner related to the institution's educational purpose. It also includes property in that contiguous area owned by the institution but controlled by another person, if that property is used by students and supports institutional purposes (e.g. a food or retail vendor).

"Public property" is property that is located within the same reasonably contiguous geographic areas of the campus, like a sidewalk, street or public parking lot, that is adjacent to a facility owned or controlled by the institution for purposes related to the institution's educational purposes. Crimes occurring on "public property" must also be reported in the crime statistics.

A "non-campus building or property" is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the institution and used by students or by the institution for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on "non-campus property" must be reported. However, incidents occurring on public property adjacent to "non-campus buildings or property" do not have to be included. Our institution does not have such property in this category for which we must report.

## Timely Warning

A timely warning to the campus community is distributed regarding any of the above listed crimes (see Reportable Offenses under the Clery Act) which are deemed to represent a threat to the students and employees, and which are reported to campus officials or to local police agencies. The campus crime alert is issued in a manner that is timely and will aid in the prevention of similar crimes. The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on the campus bulletin boards and Facebook. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

## Emergency Response/Evacuation

### Emergency Procedures

The person in charge at the time of the emergency will be the lead Instructor. Students should learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Butte Academy's staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes. A daily crime log does not need to be kept because Butte Academy of Beauty Culture is not considered to have a security department.

In an emergency or a dangerous situation, upon confirmation with Peggy Dallaserra, President, or designee, of the need for mass notification, the President, or designee, will without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Emergency or dangerous situations may include, but are not limited to, gas leaks, earthquakes, contagious viruses, etc.

#### **EMERGENCY NOTIFICATIONS**

In the event of an emergency or a dangerous situation that poses an immediate threat to the campus community, Butte Academy of Beauty Culture may utilize some or all of its mass notification capabilities to notify its campus community. These capabilities may include intercom and text messages to alert the campus community. In addition, members of the administration will post relevant updates and advisories on the school Facebook page. The President, or designee, will simultaneously use the local means at her disposal to notify the campus students, staff and faculty of the situation, as well as disseminate pertinent information to relevant public entities.

Training, exercises and tests will be conducted annually by management on the campus level and by the individuals relevant to mass notification. Management will document each test conducted by all relevant entities.

#### **Student Must Know - Emergency Information**

The campus takes various precautionary measures to protect the students, staff, faculty, and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Security Authority (CSA) that implements and oversees the campus response to a crisis situation. The CSA, Peggy Dallaserra and or Kayla Thomas, will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, students are to familiarize themselves with the following emergency procedures.

Nothing herein precludes any student, staff or faculty from contacting the appropriate authorities directly in the event they feel in threat of physical harm or imminent danger.

\*\*\* In case of emergency- dial 911 \*\*\*

Department of Homeland Security:

**"Active shooter awareness- options for consideration"**

[http:// www.dhs.gov/ video/ options-consideration-active-shooter-training-video](http://www.dhs.gov/video/options-consideration-active-shooter-training-video)

#### **Student Emergency Responses**

There is potential for students to be involved in a variety of emergency situations for which appropriate actions must be taken. These possible situations include incidences that may require emergency evacuation, emergency lockdown, external lockdown, or to shelter in place.

## Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation: fire evacuation and non-fire evacuation.

Fire evacuation:

\*Staff/faculty responsible for the affected areas should conduct a sweep of the building(s) to ensure all students are aware of and appropriately responding to the fire alarm and safely evacuated.

- Evacuation is mandatory when a fire alarm is activated.
- Follow authorized personnel's (e.g., faculty, staff, or fire department personnel, etc.) instructions if given.
- Assist people with disabilities, if possible.
- Ensure all doors and windows are closed as a room and building are evacuated. (Do not lock doors.)
- Do not attempt to reenter the facility unless and until directed to do so by authorized personnel.
- Evacuate to a safe distance and location from the building affected, away from fire hydrants, fire lanes, and not under power lines.

Non-fire evacuation :

\*Staff Response: Team members who are designated to sweep evacuation routes and sites should locate a staff member to take responsibility for students under their supervision, and should then sweep the evacuation route and evacuation site for secondary hazards. They should immediately report their findings to the lead administrator.

- A non-fire evacuation will be initiated by campus CSA.
- Follow CSA instructions if given.
- Do not use the elevators .
- Assist people **with** disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so

## Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and classroom doors, staff can make it more difficult for dangerous person(s) in the vicinity of the campus and in the campus to gain access to staff and students;

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lie on the floor and try to use available resources for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

## External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. In addition to locked entrances, this may also include a supervised entry and exit to campus facilities, and/or barricade to campus property (e.g., barricades or chains restricting access to campus parking and grounds). This lockdown allows staff and students to continue activities while maintaining access control to the campus and remain in an elevated state of security .

- Remain in classroom.
- Follow faculty and staff instructions
- Remain attentive to any change in status.

## **Emergency Evacuation for Bomb Threat or Other Non-Fire Situation**



## Definition

Non-fire emergency evacuation is used for any emergency evacuation not related to a fire incident. It is important to remember that evacuation distances significantly expand, up to hundreds of yards, for suspicious object evacuations. Nevertheless, not all bomb threats will necessarily result in evacuation, depending upon the individual event circumstances.

The objective: move all campus occupants to a remote, predefined and controlled location.

**Note:** The lead administrator will typically direct that this step be completed before making the general announcement for evacuation of the building.

## Other staff:

1. Gather all students and visitors in your area of responsibility and evacuate using the route and site designated by the lead administrator or designee.
2. Ensure that all special needs persons are provided assistance by their designees as per the site evacuation plan.
3. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation; adjust your evacuation route and attempt to notify the lead administrator or the appropriate public safety officials.
4. Once you reach the designated evacuation site, search the site for suspicious objects and adjust accordingly.
5. On evacuation site - develop a written list of all evacuees and provide the list to the lead administrator or his/her designee. Also indicate the presence or lack of any suspicious objects in your room/work area.
6. Supervise students under your care.
7. Do not attempt to reenter the facility unless the lead administrator or his/her designee directs you to do so.

## Emergency Lockdown

### Definition

Emergency Lockdown is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the facility to gain access to staff and students.

**Note - locking doors should not eliminate immediate egress possibilities from the facility.**

The objective: create as many physical layers of separation between you and the potential aggression.

Staff Response:

1. **Make** sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a door that can be locked, gather all students in the vicinity into the room and lock the door.
3. Improvise additional door blocking if possible.
4. Close blinds and cover additional windows, e.g., with a shirt, up-turned table, paper, etc.
5. Turn off lights in the room.
6. If possible, report your status to the lead administrator or designee by telephone or intercom.
7. Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

Department of Homeland Security:

- **"Active shooter awareness - options for consideration"** <http://www.dhs.gov/video/optionsconsideration-active-shooter-trainingvideo>

## External Lockdown

### Definition

External lock down creates a physical layer of security between the internal and external dimensions of the campus. By locking all exterior doors and supervising these doors, staff can make it more difficult for a possible external intruder or a potentially dangerous person in the vicinity of the facility to gain access to staff and students. In addition to locked entrances and supervised entry and exit to campus facilities, this step may include barricades to campus property (e.g., barricades or chains restricting access to campus parking lots and grounds). This lockdown allows staff and students to continue with productive activities while maintaining access control to the facility.

Objective: create a physical layer of security between the external environment and internal campus operation while elevating the overall level of security.

Staff Response:

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If you are in an external classroom to the main building move students to alternative internal classrooms.
3. If possible, report your status to the lead administrator or designee by telephone or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the lead administrator or designee.
6. Be prepared to rapidly implement an emergency evacuation or emergency lockdown - if directed to do so or if circumstances indicate you should do so.

Objective: seek immediate shelter away from doors and windows and remain there during an emergency

## Fire Safety Report:

During the last three years, Butte Academy of Beauty Culture has had no fire-related incidents causing injury to person or property. The following is a copy of the fire and emergency evacuation action plan:

### FIRE EXIT PLAN & USE OF FIRE EXTINGUISHERS

IN CASE THERE IS A FIRE: Do not panic, run, push, scream or yell.

If you are in clinic leave via the nearest exit. If you have a patron take them with you. If you are in the Orange Room or the Class Room exit BY THE SIDE DOOR TO THE ALLEY.

If you are in the kitchen EXIT by the side door to the alley. After the three rooms have emptied, the instructor is to EXIT bringing with them the Hour Book, if they have it, check the rear restroom, close the door and EXIT to the alley.

If you are in the Den, Dispensary, Student Room, Pro-Room, Dryer or Reception you are to EXIT the main entrance to Park St, After all students and patrons have exited, the receptionist (if possible) is to bring the hour cards, appointment book, account book and Hour Book if it is at the desk, EXIT to Park Street, closing the door behind them.

If you are in the basement, you are to EXIT via the outside basement entrance to Park Street, closing the door behind you, DO NOT USE THE STAIRS. If an instructor is present, they are to EXIT last, checking to be certain that everyone has left the area.

These EXITS are Primary only, be sure to familiarize yourself with all EXITS as the Primary EXIT for an area may be blocked in which case you will have to use an alternate EXIT.

Once outside line up at the corner of Idaho and Park in front of the Knights of Columbus .

USE OF THE SCHOOLS FIRE EXTINGUISHERS: It is the policy of the Butte Academy that: In the event of FIRE you are to IMMEDIATELY EXIT the building as per the "FIRE EXIT PLAN", however (although extremely unlikely) should the need arise you may find it necessary to use one of the schools - - FIRE EXTINGUISHERS located:

- 1 In the corner just to the right of the Alley Exit.
- 2 At the right end on the reception desk.
- 3 Just to the left of the door to the Women's restroom in the Student Room.
- 4 On the left side of the shampoo sink in the Basic Classroom #3.
- 5 In the Kitchen in the Lunch Room.

To use any of these fire extinguishers:

- 1 PULL SAFETY PIN
- 2 POINT NOZZLE AT THE BASE OF THE FIRE.
- 3 SQUEEZE HANDLE TOGETHER

PLEASE, Report Fire Extinguisher usage immediately to an Administrator of the School.

- Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.
- No employees are assigned to perform medical or rescue duties during emergency evacuation situations.
- After evacuation, Staff and students are required to remain on the property until everyone has been accounted for, unless otherwise told by a member of management.

- After evacuation, a member of management will ensure all staff and students are present and accounted for.
- A fire log is not required to be kept because Butte Academy of Beauty Culture does not have on-campus student housing.

## Drug and Alcohol Policy

### Substance Abuse Resources:

At Butte Academy of Beauty Culture, the illicit use of drugs and/or alcohol by staff or students is strictly prohibited. The use of illicit drugs and alcohol can cause numerous health problems and can lead to death. The effects to a person's health include respiratory failure, heart attack, overdose, acute intoxication and transmittable diseases such as Hepatitis C and AIDS. Thousands of deaths are caused each year by drug overdoses, allergic reactions to drugs, toxic combinations of drugs, and alcohol poisoning. For more information about the effect of alcohol and drug abuse, please visit [www.drugfree.org](http://www.drugfree.org).

The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of alcohol, illegal drugs or related paraphernalia and the illegal use of any drugs (including the misuse of prescription drugs) at Butte Academy of Beauty Culture campus or while engaged in the course curriculum is strictly prohibited. Butte Academy also prohibits such conduct during non-curriculum time to the extent that, in the judgment of Butte Academy of Beauty Culture, it impairs a student's or staff member's ability to progress through the curriculum, threatens the reputation or integrity of Butte Academy or violates the law. Any student who violates this policy is subject to suspension or expulsion from the program. Any staff member who violates this policy is subject to sanctions up to or including termination.

Under Montana Law, it is Illegal:

- For a person under age 21 to purchase or attempt to purchase, possess or consume any alcoholic or intoxicating liquor. Penalties for violations include:
  - First conviction - fine up to \$300 and or up to 20 hours of community service.
  - Second conviction - fine up to \$600 and or up to 40 hours of community service.
  - Third conviction - fine up to \$900, up to 60 hours of community service.
- For any person to give, sell or furnish alcoholic beverages to a minor. The first offense is a misdemeanor, but the second is a felony.
- For a person to provide alcohol, by gift or sale, to a person who is obviously intoxicated regardless of age.
- To possess a controlled substance unless obtained by a prescription. Penalties for felony conviction are a fine of up to \$5,000, imprisonment for up to 3 years, or both. Penalties for misdemeanor convictions are fines of up to \$1,000, imprisonment for up to one year, or both.
- To manufacture, deliver or possess illicit drugs. Penalties for felony conviction include a fine of up to \$25,000, prison terms ranging from one year to life, or both. Penalties for misdemeanor convictions are fines of up to \$5,000, prison terms of up to one year, or both.

- o To possess more than three ounces of marijuana. This is a felony - subject to imprisonment for up to five years and a fine of up to \$10,000, or both.

Federal Penalties for possession of controlled substances include up to one year imprisonment and fines ranging from \$1,000 to \$100,000 for the first conviction; increasing to imprisonment from 15 days to two years and fines from \$2,500 to \$250,000 for the second conviction; and imprisonment from 90 days to 3 years and fines from \$5,000 to \$250,000 for subsequent convictions. Additionally, for possession of crack cocaine, federal penalties for possession of controlled substances also include forfeiture of personal and real property, boats, aircraft, vehicles, or other conveyance used to transport or conceal a controlled substance, civil fines of up to \$10,000, revocation of firearms licenses, and denial of federal benefits including student loans, Pell Grants, Title IV assistance, other federal grants and contracts, and professional and commercial licenses, for up to one year for the first offense, and up to five years for subsequent offenses.

Any student or staff member who purchases alcohol for a person under the legal drinking age of 21 could be subject to a maximum penalty of 6 months in jail and a \$1,000 fine.

Students or staff members who use prescription drugs should follow the prescribing physician's directions for use. Any prescribed medications shall be in the original container with the label from the pharmacy, Doctor's name, ingredients, and directions for use. If use of a prescription drug may impair your performance or affect safety while performing course-related services, you should notify the Instructor immediately so Butte Academy can take whatever action it finds appropriate to protect your safety and that of other students and clients. Any student or staff member who violates this policy is subject to suspension or expulsion from the program.

### **Drug -Free Workplace**

Butte Academy of Beauty Culture complies with the Drug-Free Workplace Act of 1990 and the Higher Education Act Section 120(a)-(d). School officials enforce laws regulating the use of alcoholic beverages and underage drinking. The possession, transportation, and/or consumption of alcohol by individuals under 21 years of age are strictly prohibited. Alcoholic beverages may not be consumed in public areas and must be concealed. The drinking of alcohol is not permitted on city streets and /or sidewalks around the school.

The unlawful manufacture, distribution, dispensing, possession or use of illegal drugs on the school campus is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner, which impairs performance of assigned tasks. Excessive use of alcohol and other drugs is a serious health problem in itself, but alcohol and drug abuse can also contribute to a host of other physical and mental health problems such as unwanted pregnancy, violent behavior , HIV infection and other sexually transmitted diseases and psychological depression.

### **Disciplinary Actions**

The school officials strictly enforce Federal and State laws, as well as the Institution' s zero-tolerance policy, for the use and sale of illegal drugs. Violators are subject to school discipline, criminal prosecution and removal from school property. Students engaging in the sale of illegal drugs will be expelled. Students found in violation of Institution alcohol, drug and weapons policies might be subject to academic probation, suspension, expulsion, fine or imprisonment. Parents or guardians may be notified about any disciplinary violation involving alcohol or a controlled substance, which has been committed by a student who is under the age of 21.

Employees in violation of the Institution alcohol and drug policies may be subject to corrective action or dismissal or be required to participate fully in an approved counseling or rehabilitation program. Applicable legal sanctions under local,

State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol range from probation, diversion, imprisonment in the county jail for less than one year, to imprisonment in State Prison.

Butte Academy of Beauty Culture recognizes that alcohol and drug dependency is an illness and a health problem. Individual assessment and referral services are available through the consulting with the School Director at any time.

## **Security Training**

The designated campus security official will go over theft and vandalism during orientation with the students.

## **Drug and Alcohol Treatment Facilities**

If you or someone you know is struggling with drug or alcohol abuse, please call 1-877- 335-HOPE (4673) or one of the treatment centers listed below.

AA Abuse Helpline-24 hours  
1-800-299-6310

Montana Chemical  
Dependency  
Center  
525 E Mercury  
Butte, MT 59701  
406-496-5400

Butte Silver Bow  
Chemical Dependency  
Services  
25 West Front Street  
Butte, MT  
406-497-5070

## Sex Offenses, Domestic Violence, Dating Violence, Sexual Assault or Stalking

### Clery Act Crime Statistics Definitions

**Sex Offenses - Forcible** - any sexual act directed against another person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. **Sex Offenses - Non-Forcible** - unlawful, non-forcible sexual intercourse. The Clery Act only includes two types of offenses in this category: incest and statutory rape.

**Sexual assault** - a sex offense that meets the definition of rape or non-consent, fondling, incest or statutory rape as used in the uniform crime reporting system of the Federal Bureau of Investigation. Relationship Violence includes one or more of the following acts:

- A. **Dating violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
1. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
  2. For purposes of this definition:
    - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - b) Dating violence does not include acts covered under the definition of domestic violence.
- B. **Domestic violence** is a felony or misdemeanor crime of violence committed:
1. By a current or former spouse or intimate partner of the victim;
  2. By a person with whom the victim shares a child in common;
  3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  4. By a person similar situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  5. 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 in which the crime of violence occurred. Montana law protects "family and household members," which include persons 18 years of age or older who are spouses, former spouses, parents, stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past.
- C. **Stalking** is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1. Fear for the person's safety, or the safety of others; or
  2. Suffer substantial emotional distress. For purposes of this definition,
    - a) *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 threatens with a person's property.
    - b) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
    - c) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim. For purposes of reporting hate crimes, sexual assaults, domestic

violence, dating violence or stalking, when more than one criminal offense is committed during a single incident, each offense must be included in the institution's Clery Act crime statistics.

### **Reporting a Sex Offense, Domestic Violence, Dating Violence, Sexual Assault or Stalking**

It is the policy of Butte Academy of Beauty to immediately report any sexual offense to the Butte Silver Bow Police Department, whether committed on or off campus. It is imperative that victims of any kind of sexual offense report the crime to one of the Butte Academy's security authorities and/or to the Butte Silver Bow Police Department. It is also important to preserve any and all evidence (i.e. clothing, objects and any other biological evidence) for the proof of a criminal offense.

When sexual assaults are committed off-campus, persons are encouraged to report to the appropriate law enforcement agency, but a student may elect, instead, to report the sexual assault to one of the campus security authorities. Any assault will be immediately reported to the Butte Silver Bow Police Department. If an assault is reported to the campus security authorities, a grievance form will be provided to student.

### **Procedures if you are a Victim of Sexual Assault, Domestic Violence, Dating Violence or Stalking.**

1. Report to Police.
2. Tell the first person you see and point out the attacker.
3. Don't shower or bathe.
4. Preserve as much evidence as possible.
5. Remember all you can about the attacker such as age, height, weight, race, color of eyes-hair- clothes, type of complexion-pants-shirt-shoes.

### **Disciplinary Action for sex offense, domestic violence , dating violence, sexual assault or stalking convictions**

If a student or a staff member is convicted of a sexual offense, domestic violence, dating violence, sexual assault or stalking regardless of whether or not the action took place on the Butte Academy campus, that individual is subject to disciplinary actions by Butte Academy. Any student or staff member may be subject to sanctions leading up to or including termination if convicted of any domestic violence, sex offense, including rape, acquaintance rape, any other forcible or non-forcible sex offenses or stalking.

All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings and hearings. Also, Butte Academy is obligated to comply with a student's request for an academic situating change following an alleged sex offense.

Both the accuser and the accused will be informed of any initial, interim, and final decisions by the Director of Butte Academy any sanctions imposed by the institution. Additionally, both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Compliance with these provisions does not constitute a violation of the Family Education Rights and Privacy Act of 1974.

### **Unfounded Crimes**

Butte Academy of Beauty Culture may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situations where sworn law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore "unfounded."



## Awareness Programs to prevent dating violence, domestic violence, sexual assault, and stalking:

At this time, Butte Academy of Beauty Culture does not have on-campus resources for victims of a sexual assault. The following organizations are available to the community for assistance. These organizations will also provide training/education classes for our students at our campus, along with pamphlets and education material.

Safe Space of Butte, MT (406) 782-8511

Montana Coalition against Sexual and Domestic Violence (406)443-7794

Rape, Abuse, and Incest National Network (800) 656-4673

With these organizations, their programs help prevent dating violence, domestic violence, sexual assault, and stalking including primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at current students and employees.

**Bystander intervention:** safe and positive options that may be carried out by an individual 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 talking action to intervene.

**Ongoing prevention and awareness campaigns:** Butte Academy involves the community for assistance with the education, interventions, initiatives and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking.

**Risk Reduction:** the practice of educating 'potential victims.' In order to promote safety and to help individuals and communities address conditions that facilitates violence. Examples are "don't walk alone at night." "don't set your drink down." "use the buddysystem."

## Registered Sex Offenders

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Cleary Act and the Family Educational Rights and Privacy Act of 1974 (FERPA), the state of Montana is required to provide information as to the location, enrollment and/or employment of a sex offender at a post-secondary institution to local law enforcement authorities. Butte Academy of Beauty Culture is required to inform both staff and students of recourses where this information can be found.

The law also requires sex offenders already required to register in a State to provide notice to each higher education institution in that State at which the person is employed, carries a vocation, or is a student. In Montana, convicted sex offenders must register with their local Sheriff's Office.

A list of all registered sex offenders in Montana is available from the Montana Sex Offender Registry at <http://cor.mt.gov/Victims/LocateOffender>. The Butte Academy of Beauty campus address is 303 West Park Street,

Butte, MT 59701. Butte is located in Silver Bow County.

## Hate Crimes

Butte Academy of Beauty Culture does not condone violence or hate crimes of any kind. Further, Butte Academy endeavors to safeguard the rights of American citizens that are mandated by the Constitution of the United States, regardless of real or perceived race, ethnicity, national origin, religion, gender, gender identity sexual orientation, sexual identity, disability and political or religious beliefs.

## Security Training

Periodically, during the academic year, Butte Academy of Beauty Culture provides educational programs conducted by professionals in the Butte area, to promote the awareness of sexual assault (rape and acquaintance rape) and domestic violence, as well as education sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

## SECURITY TIPS

### PERSONAL SAFETY: PROTECT YOURSELF

Prevention is the best protection against crime.

- Don't dismiss suspicious people or situations.
- Don't put yourself in harm's way; avoid dangerous situations.
- Lock your car doors.
- Use common sense.
- Don't **walk** alone at night; stay in lighted areas.
- Park your vehicle in lighted areas; lock the doors.
- Keep valuables out of sight; don't tempt a thief.
- Don't give out your keys; they can be copied.
- Report all crimes and suspicious acts.

### THINGS TO DO TO REDUCE THE RISK

- Lock doors.
- Avoid out-of-the-way places.
- Vary your routine.
- Learn about friends' attitudes before becoming friendly.
- Watch alcohol intake.
- Leave lights on in rooms.
- Have transportation or use public transportation.

## AUTO THEFT PREVENTION: SECURING YOUR VEHICLE

- Always lock your car, even if you're leaving it for a short time.

- Remove the key, and do not keep a spare key hidden somewhere on the frame or body of the vehicle



<i>Domestic Violence</i>	0	0	0	0	0	0	0	0	0
<i>Stalking</i>	0	0	0	0	0	0	0	0	0
<b>Illegal Weapons Violation</b>	2022	2021	2020	<b>2022</b>	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Drug Violations</b>	2022	2021	2020	<b>2022</b>	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>	2022	2021	2020	<b>2022</b>	2021	2020	2022	2021	2020
<i>Arrests</i>	0	0	0	0	0	0	0	0	0
<i>Disciplinary Referrals</i>	0	0	0	0	0	0	0	0	0

There were no reported Hate Crimes for the years 2020,2021,or 2022 Additionally, there were no unfounded crimes in 2020, 2021 or 2022. The Butte Academy of Beauty Culture does not have on campus housing.

**DISCLOSURE OF ANNUAL CRIME STATISTICS**

Butte Academy of Beauty Culture provides all faculty and students a copy of the current annual campus security report on or before October 1 of each year and to all prospective student’s enrolling at Butte Academy of Beauty. Annual security report includes crime statistics information for the three most recently completed calendar years.

**HAZARD AND INCIDENT REPORT**

At Butte Academy, we strive to keep a safe and fun learning environment. However, life happens. Accident and incident forms are available for students, staff and guests should any situation arise. We encourage the prompt use of writing an incident report and giving it to head instructor(Peggy Dallaserra).

