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

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

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

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

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

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

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

About Accelerated Learning Program

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

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

Campus Safety

Campus Security encourages college community members to be fully aware of the safety issues on the campus and to take action to prevent and report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community. The College of St. Scholastica also encourages utilizing bystander intervention approaches as outlined in our Saints Step In campaign.

Reporting of Crimes or Emergencies

Members of the St. Scholastica community are urged to notify the program director immediately of any criminal activities or other emergencies that they may observe on campus. If an emergency requires 9-1-1 response for police, fire or ambulance assistance, contact 9-1-1 by using any campus telephone.

Maintenance and Security of Campus Facilities

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

Security Awareness and Crime Prevention

It is the goal of The College of St. Scholastica to take a preventive rather than reactive approach to reducing crimes. The primary approach to accomplishing this goal is the College’s crime prevention program. This program is based upon the dual concepts of eliminating or minimizing criminal opportunities, and encouraging students, faculty and staff to be responsible for their own security and the security of others. The following is a list of crime prevention programs and projects employed by The College of St. Scholastica.
- **New Student Orientation**: Welcomes new students into our community, sets expectations for behaviors based on our values, and all students to respect others.

- **Inspections**: Inspections of exterior lighting and exterior doors and grounds are conducted by building management on a regular basis. Building management correct any deficiencies noted.

- **Sexual & Gender Based Misconduct Intervention & Prevention**: The College provides a confidential Gender Equity and Anti-Violence Allies (GEVA) Team to campus community member needing more information about sexual and gender based misconduct. The College’s Violence Intervention & Prevention Project (VIP) provides awareness, education, prevention, and bystander intervention programs about sexual and gender based misconduct throughout the campus and greater Duluth community. The VIP Project Coordinator also coordinates the College of St. Scholastica Community Coordinated Response Team to work on our prevention efforts and response/intervention for those who have experienced sexual or gender based misconduct.

- **Reporting Sexual or Gender Based Misconduct**: The College provides three options for reporting sexual or gender misconduct. See Sexual & Gender Based Misconduct Policy for more in depth information regarding requirements. The following reports are linked as follows: CSS Confidential Report, CSS No Name Report, CSS Formal Report for Investigation.

- **Campus Crime Reporting**: Contact the program director to report any criminal activity. This is a confidential reporting process that allows the campus community to report any criminal activity.

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

- **Timely Warning Alerts**: Notice is given to the campus community of any criminal activities on campus that might affect the safety of others. This is done by posting notices throughout the campus using the campus e-mail announcements.

- **Daily Crime Log**: The Daily Crimes Log is for recording all criminal incidents reported to the Campus Security Department and the Campus Site Director. The Daily Crime Log for the last 60 days is open to public inspection and posted outside of the Campus Site Director’s Office. This log is maintained by the Campus Site Director or their designated representative.

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

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

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

  1. Incident number – The CSS Security incident number.
  2. Location – The location where the incident occurred.
  3. Offense – The classification of the offense that was reported. In the event that more than one offense is reported, all the offenses will be listed under this category.
  4. Disposition – The disposition is the current status of the reported incident.
• **Active/Open** – The case is not cleared and has a reasonable solvability factor. The matter will be investigated further.

• **Inactive** – No current solvability factors present.

• **Arrest** – The individual or individuals involved in this case were arrested for the alleged offense.

• **Conduct Referral** – The individual or individuals involved in this case were referred to the Student Conduct Officer for sanctions.

• **Closed** – The case has been investigated and closed out.

• **Unfounded:** A determination is made through investigation that a reported offense or attempted offense is false or baseless.

### Building Access:

The ground floor main building entrance is open:

- **Monday – Friday:** 7 a.m. – 5:30 p.m.

  During closed hours, the main building entrance is controlled by an automated card access system. Staff must use their personal electronic pass card to gain entry to the building.

### Emergency Response and Notification

The College encourages all community members who become aware of any threat or dangerous situation, to immediately call 911 and Campus Security at (218) 723-6175.

When Campus Security receives a report of a crime or incident, security personnel will respond immediately to evaluate and mitigate the situation. When warranted, security will request the local authorities to respond upon confirmation of a significant emergency or dangerous situation which poses an immediate threat to the greater campus community. The College will determine the content of an emergency message and initiate an immediate notification through Saints Alert to the campus community. Saints Alert and warnings will not be issued if the notification would compromise efforts to assist victims, contain the event, or otherwise mitigate the emergency as determined by the professional judgment of responsible authorities.

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

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

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

### Timely Warning Alerts

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

To report an incident that may warrant the issuing of a timely warning, immediately contact Campus Security at (218) 723-6175.

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

- Murder
- Criminal homicide
- Negligent manslaughter
- Forcible sex offenses
- Nonforcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

B. When will timely warnings be issued?
The College will issue a timely warning as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information that Campus Security or the Rochester Police Department has available to it at the time.

C. What department or individual is responsible for issuing the timely warning?
The Safety and Security Manager or his designee is responsible for preparing and distributing timely warning reports. The Safety and Security Manager may be reached at (218) 723-6387 or via e-mail at mturner@css.edu.

D. How are timely warnings distributed?
In most instances, the timely warning will be issued through the College’s e-mail system to students, faculty and staff. Depending on the particular circumstances of the crime or threat, the Campus Director may also post a notice through flyers posted in the academic buildings.

E. What is included in a timely warning?
The intent of a timely warning is to enable members of the campus community to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:
- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Composite drawing of the suspect, if available
- Date and time of the incident
- Other relevant information

F. How should a crime be reported?
Anyone with information about a Clery Act crime or other serious incident should report the circumstances to Campus Security, by phone (218) 723-6175.

**Alcohol and Drug Policy**

http://css.edu/studenthandbook

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

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

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

**Alcohol Policy and Sanctions**

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

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

As an independent educational institution, The College of St. Scholastica extends the same right to members of the campus community who are of legal drinking age under strict conditions. Minnesota statutes section 340A.101 (2) and Duluth City Code Division 2, subdivision 1, section 8-13 defines “alcoholic beverage” as any beverage containing more than one-half of one percent alcohol by volume.

Inappropriate behavior usually falls into a violation of one of the Benedictine values: a failure to live well in community, a violation of hospitality, respect, stewardship, or a hindrance on the ability to learn well. This includes actions both on and off campus which violate the rights or property of others as defined by the Jurisdiction statement in the Code of Conduct in this handbook. Behavior following consumption of alcoholic beverages which violates College policy and/or state law will be considered an offense subject to review by the Code of Conduct for Students.

The College is committed to providing resources, counseling, education and other opportunities for responsible use to all students. On-campus counseling, support and information regarding alcohol or other drug concerns for oneself or a friend are available through the Student Center for Health and Well Being (hyperlink their website) in Tower 2150, 218-723-6085. The RESTORE (Reinforcing and Empowering Students to Overcome Restricted
Experiences) team is available on campus to provide additional support and guidance to navigate through the choices of college life.

**Use Guidelines:**
The College allows absolutely no public consumption of alcohol, except at approved College events. Events involving students with alcohol must be approved by Dean of Students or their designee. Alcoholic beverages may be used in private rooms of the student apartments by those of legal age. Somers Residence Hall is an alcohol-free building for residents and guests regardless of age. Alcohol is not allowed in any classroom setting. The College reserves the right to determine if the use of alcoholic beverages in residential apartments by those of legal age is excessive or its use violates (by pattern or in a single incident) our Benedictine Values to the point where appropriate sanctions may be applied.

**Alcohol Policies:**

- **Hosting**
  - Bulk dispensing of alcohol is prohibited. This may include, but is not limited to kegs or mass quantities of alcohol. Any container(s) along with any taps will be seized by school personnel and not returned to the residents.
  - Distribution to minors is prohibited.
  - Delivery of alcoholic beverages to students on campus is prohibited. Alcohol cannot be sold (e.g., selling cups, asking for donations, etc.) anywhere on campus except in cases of a College sanctioned event.
  - For violations of the hosting policy in campus residences, anyone on the housing contract can be held responsible and therefore in violation of the hosting policy, regardless of age or presence.

- **Presence**
  - Breathalyzer/No Consumption under the age of 21: If a student has not consumed alcohol, as proven by a breathalyzer test from a College official, no alcohol consumption violation will be recorded, regardless of age. Please note other Code of Conduct violations may apply. **It is the student’s responsibility to request the breathalyzer.** Students who have not consumed alcohol or are over 21 will still be included on the incident documentation as witnesses, with the potential for follow-up.
  - No Breathalyzer under the age of 21: If a student is under the age of 21 and does not take the breathalyzer, the student(s) in presence of alcohol will be cited for underage consumption and any other applicable citations.
  - Roommates over 21: When a person who is not of legal drinking age is in their own residence with a roommate who is of legal drinking age, the underage student may be present if alcohol is being consumed. The person under the age of 21 may not consume alcohol.

- **Consumption**
  - Underage Consumption: Students not of legal drinking age found consuming alcohol on campus at any time will be in violation of the alcohol consumption policy.
  - Public Intoxication:
    - Intoxication, defined as being under the influence of alcohol or any other psychoactive drug to any extent that requires the attention of university staff, causes a disturbance, or is a danger to persons (self or others) or property, is prohibited.
  - Dangerous Consumption/Detox:
    - Dangerous Consumption is defined as, but is not limited to, the excessive consumption of
alcohol or the commingling of substances resulting in serious impairment, poisoning, risky behavior, etc. It will be at the discretion of staff to determine whether or not an individual is in violation of dangerous consumption; determining factors will include blood alcohol concentration, physical indicators, and behavior. Regardless of age, if dangerous consumption is determined, faculty or staff, have the authority to request the student to be sent to the hospital or detox.

- **Possession**
  - Underage: Students who are under the legal drinking age in possession of alcohol (in a public or private space) will be found in violation of the possession policy.
  - Container Policy: Open or broken-sealed containers of alcohol are not allowed in any public area on campus without prior permission of the Dean of Students or their designee. Permission is required to use alcoholic beverages in any public area of the College including but not limited to the following: dining halls, apartments/halls picnic areas, athletic facilities, Science Center, Tower Hall, and other College grounds.
    - College authorities reserve the right to request IDs from any person carrying unconcealed containers of alcohol on campus.
    - Alcohol is not allowed in any classroom at any campus location. Alcohol brought into any classroom, for any reason, is a violation of College policy and is behavior subject to sanctions.

- **Common Related Violations**
  - See Noise Policy
  - See Sexual Assault/ Sexual Misconduct Policies
  - See Vandalism/ Damage to Community Property
  - See Visitation Policy
  - See Drug Policy

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

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

The College of St. Scholastica students involved in an incident where alcohol is present and are under the legal age to consume alcohol, have the option of taking a breathalyzer test. Although it may be offered, it is the student’s responsibility to request the breathalyzer test at the time of the incident if they want to demonstrate sobriety. The results will be shared with the student and sent to the Dean of Students or designee. If a breathalyzer is taken, the following are possible results:

a. Students under the age of 21 with a positive result (detection of any alcohol) are subject to a consumption violation.

b. Students under the age of 21 with a negative test result (blow a zero) will not be subject to an alcohol violation. The student’s presence in the situation may be noted in the record, but unless there are corollary, related or concurrent violations, no citation will be issued.
c. Residents and students under the age of 21 who choose not to take the breathalyzer test, will be assumed to have consumed alcohol and will receive a consumption violation.

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Fourth Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category A:</strong> Underage Consumption/Underage Possession</td>
<td></td>
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</tr>
<tr>
<td>● Meet with designee of Dean of Students</td>
<td>● Meet with designee of Dean of Students</td>
<td>● Meet with designee of Dean of Students</td>
<td>● Meet with a designee of the Dean of Students</td>
</tr>
<tr>
<td>● $50 fine</td>
<td>● $100 fine</td>
<td>● $150 fine</td>
<td>● RESTORE meeting</td>
</tr>
<tr>
<td>● Additional restitution for any damage to the community</td>
<td>● Additional restitution for any damage to the community</td>
<td>● Additional restitution for any damage to the community</td>
<td>● Possible alcohol assessment</td>
</tr>
<tr>
<td>● AlcoholEDU course</td>
<td>● AlcoholEDU course</td>
<td>● AlcoholEDU course</td>
<td>● Housing contract will likely be cancelled</td>
</tr>
<tr>
<td>● RESTORE meeting if determined by Dean of Students</td>
<td>● RESTORE meeting or other wellness based sanction, determined by designee of Dean of Students</td>
<td>● RESTORE meeting or other wellness based sanction</td>
<td>● Suspension from the College and other restrictions or sanctions will likely be considered.</td>
</tr>
</tbody>
</table>
### Category B: Hosting Public Intoxication Container Policy

- Meet with designee of Dean of Students
- $100 fine
- Additional restitution for any damage to the community
- AlcoholEDU course and/or RESTORE meeting or other wellness based sanction determined by designee of Dean of Students
- $200 fine
- Additional restitution for any damage to the community
- AlcoholEDU course or RESTORE meeting or other wellness based sanction determined by designee of Dean of Students
- $400 fine imposed
- Additional restitution for any damage to the community
- AlcoholEDU course or RESTORE meeting or other wellness based sanction determined by designee of Dean of Students
- Meeting with a designee of the Dean of Students
- Your housing contract will likely be cancelled
- Suspension from the College and other restrictions or sanctions will likely be considered.

### Category C: Dangerous Consumption

Handled on an individual basis by Dean of Students designee: referral to the RESTORE team; possible required alcohol assessment and parents/guardians are likely to be notified as a health and safety concern.

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

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

This policy covers the unlawful manufacture, purchase, sale, distribution, possession, or use of an illegal drug or controlled substance. All of these are prohibited on The College of St. Scholastica property and as part of any activity sponsored by the College. Violations include, but are not limited to:
- unlawful manufacture, purchase, sale, distribution, possession, or use of an illegal drug or controlled substance
- being in the presence of illegal drug use, sale, or distribution
- possession of drug paraphernalia
- any involvement in the exchange of money, goods or services for an unlawful drug or controlled substance
- reasonable suspicion of unlawful drug use (odor, behavior, environmental factors) that in the judgement of College officials constitutes a preponderance of evidence.

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

- Students can be held accountable for a violation of the drug/controlled substance policy if there is reasonable suspicion that drug use is occurring or has recently occurred. This includes odor, such as the smell of marijuana, in living spaces, behavior that indicates that drug use has occurred, or other environmental factors.

- Drug paraphernalia is not allowed anywhere on The College of St. Scholastica campus. Those who possess, manufacture, deliver, or advertise drug paraphernalia on campus will be in violation of both campus policy and Minnesota Statutes 152.092-.095. This includes hookahs or other drug paraphernalia which will be confiscated and not returned to the owner.

- Students are cautioned that the College does not provide sanctuary from the law, nor are students immune from legal investigation or arrest by civil authorities resulting from the possession, use and sale of any dangerous drugs. The sale or transfer of illegal drugs will likely result in suspension or dismissal from the College and possible prosecution under state and federal law. The College of St. Scholastica cannot and will not protect students or staff from prosecution under federal, state, or local laws. (See Drug Related Convictions and Federal Student Aid later in this policy)

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

**Synthetic Drugs**
Students found to be in possession of, distributing, manufacturing, consuming, or advertising synthetic marijuana also known as K2, spice, or bath salts will be found in violation of The College of St. Scholastica’s drug policy and Minnesota Statute 152.027 subdivision 6.
Drug and alcohol consultation and support services on campus
Drug counseling and recovery support for students is available through Recovery Services and more specifically the CLEAN Program, RESTORE, and SCHAWB. Students interested in further information, counseling, and/or support services are urged to refer to the drug and alcohol counseling resources.

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

- Possible College sanctions include but are not limited to the following:
  - meet with Dean of Students designee,
  - educational experience,
  - fine(s) ranging from $100-500,
  - restitution for damage to community,
  - suspension or dismissal from campus housing,
  - suspension or dismissal from the College.
- Any student who is determined to be manufacturing or distributing will likely be suspended or dismissed from The College of St. Scholastica.

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

<table>
<thead>
<tr>
<th>Violation Category</th>
<th>Class D or E small quantity</th>
<th>Class D or E large quantity</th>
</tr>
</thead>
</table>
| 1st Offense        | ● Housing probation of one semester  
                     ● Fine of $100  
                     ● Marijuana 101 course | ● Housing suspension of one year  
                     ● Fine of $200  
                     ● Marijuana 101 course  
                     ● RESTORE referral |
| 2nd Offense        | ● College probation and/or housing suspension for minimum of 1 year  
                     ● Fine of $200  
                     ● Substance use assessment, follow through on recommendations  
                     ● RESTORE referral  
                     ● Urinalysis 30-60 days from dismissal or probation (must pass to remain in or return to housing) | ● Dismissal from college  
                     ● Fine of $500 |
| 3rd Offense        | ● Suspension or dismissal from college  
                     ● Fine of $500 | |
<table>
<thead>
<tr>
<th>Violation Category</th>
<th>Class A, B, or C small quantity</th>
<th>Class A, B, or C large quantity</th>
</tr>
</thead>
</table>
| 1st Offense        | ● Housing probation or suspension for 1 year  
                         ● Fine of $200  
                         ● Alcohol/Drug assessment, follow through on recommendations  
                         ● RESTORE referral | ● Suspension from college for 1 year  
                         ● Housing dismissal  
                         ● Fine of $400  
                         ● Alcohol/Drug assessment, follow through on recommendations  
                         ● RESTORE referral  
                         ● Urinalysis within 30 to 60 days of suspension from college and 30 days prior to return to college (must pass UA in order to return) |
| 2nd Offense        | ● Suspension from college for minimum of 1 full semester  
                         ● Fine of $500  
                         ● Minimum of outpatient treatment, inpatient treatment preferred  
                         ● Urinalysis within 30 to 60 days of suspension and 30 days prior to return to return to college (must pass UA in order to return) | ● Dismissal from college |
| 3rd Offense        | ● Dismissal from college | |

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

**Class A:** Heroin, Bath Salts, K2  
**Class B:** LSD, Cocaine, MDMA/Ecstasy  
**Class C:** Mushrooms  
**Class D:** Marijuana  
**Class E:** Non-prescribed use of prescription drugs, miscellaneous pharmaceuticals

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

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

Nevertheless, the College acknowledges that occasional medical emergencies arise as a result of excessive or hazardous drinking/drug use (alcohol poisoning, overdose, and other adverse reactions and effects). Students are expected to call for help when such emergencies occur (Residential Life staff, 911, Duluth Police Department). To encourage responsible action and the utilization of assistance when needed, the College has a Medical Amnesty policy that applies to the following:

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

Legal Context

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

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

Application of Medical Amnesty within CSS

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

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

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

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

**Information about Alcohol Poisoning and When to Call for Help**

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

Alcohol poisoning symptoms include:

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

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

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

**If the person is unconscious**, breathing less than eight times a minute or has repeated, uncontrolled vomiting, call 911 or your local emergency number immediately. Keep in mind that even when someone is unconscious or
If the person is conscious, call 800-222-1222 (in the U.S.), and you'll automatically be routed to your local poison control center. The staff at the poison control center or emergency call center can instruct you as to whether you should take the person directly to a hospital. All calls to poison control centers are confidential.

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

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

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

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

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

Drug Related Convictions and Federal Student Aid:
A federal or state drug conviction can result in lost eligibility for federal grants, loans, or work-study assistance as a result of penalties under 484(r)(1) of the Higher Education Act. Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid-they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

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

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

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>3 + Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 year from date of conviction</td>
<td>Two years from date of conviction</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

### Sale of Illegal Drugs

<table>
<thead>
<tr>
<th>First Offense</th>
<th>Second Offense</th>
<th>3 + Offenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 years from date of conviction</td>
<td>Indefinite Period</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

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

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

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

### Sexual & Gender Based Misconduct Policy

This set of policies includes the policies, procedures and resources related to:
- Sexual Assault, Sexual Violence and Sexual Misconduct
- Intimate Partner Violence (often knows as Domestic Violence or Dating Violence)
- Stalking

### Notice of Non-Discrimination:

The College of St. Scholastica does not discriminate on the basis of sex or gender in its education programs and activities. Inquiries concerning the application of Title IX may be referred to one or all of the following:
- Title IX Coordinator-Human Resources: Nam Provost (218-723-7032)
- Title IX Deputy-Athletics: Stacey Deadrick (218-723-6299)
- Title IX Deputy-Student Affairs: Steve Lyons (218-723-6167)
- Title IX Deputy-Academic Affairs: Jeri Collier (218-723-6064)
- Title IX Deputy-Extended Sites: Amy Grimm (651-403-8627)

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

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

a) Non-Consensual Sexual Penetration (commonly known as rape or sexual assault) as defined as:
   - any sexual penetration (anal, oral, or vaginal) however slight using any body part or object by a person of any sex upon another person of any sex without consent or with force
   - Please click the link for examples of Non-Consensual Sexual Penetration.

b) Non-Consensual Sexual Contact (also form of sexual assault) as defined as:
   - any intentional sexual touching however slight using any body part or object by a person of any sex upon another person of any sex without consent or with force
   - Please click the link for examples of Non-Consensual Sexual Contact.

c) Sexual Exploitation as defined as:
   - when an individual takes nonconsensual or abusive sexual advantage of another individual for one’s own advantage/benefit, or to the advantage/benefit of someone other than the person being exploited; the behavior may not otherwise fall under the definition of other sexual misconduct offenses.
   - Please click the link for examples of Sexual Exploitation.

d) Sexual Harassment additionally can be considered a sexual assault/violence offense.

**Consent: Definition**
Informed and voluntary consent is free of risk, and a process which respects all partners’ boundaries. Consent is a clear YES to the sexual act in question, every time. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationship or consent cannot imply consent to future sexual acts. Silence and/or body language, in and of themselves, cannot be interpreted as consent. Consent is not giving in because of fear, to gain approval, to avoid being hurt or due to coercion. Consent cannot be given if someone is mentally and/or physically incapacitated (by alcohol, drug use, unconsciousness, sleep, restraint, blackout or legal status) where someone cannot give a rational, reasonable decision. Consent is always active, not passive. For reference to Minnesota’s legal statute regarding consent, please visit [www.revisor.mn.gov/statutes/?id=609.345](http://www.revisor.mn.gov/statutes/?id=609.345)

**Intimate Partner Violence (IPV) Definition**
Intimate Partner Violence, also referred to as Domestic/Dating/Relationship Violence, is defined as a pattern of behaviors used to exert power and control over someone else in an intimate relationship (whether opposite-sex or same-sex, current or former) such as dating, living together, domestic partnerships or marriage. Behaviors can include, but are not limited to:

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

Emotional Abuse: name calling, put downs in front of others, humiliate and degrade victim through words and behaviors, require victim to look or dress a certain way

Minimize, blame and deny the controlling behavior and abuse; blame the victim for the abusive behavior; define the abusive behavior as loving behavior, describe the abusive behavior as normal

Use of Privilege: use male privilege and social roles to justify behavior; use status as a citizen, certain religious faith, race, ethnicity, sexual orientation or other privilege of status to threaten, coerce or justify behavior

For same-sex partners: “outing” or the threat of “outing” can be a strong element of control.

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

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

Behaviors can include but are not limited to:
- Repeated, unwanted, intrusive, and frightening communications by phone, text, mail, and/or email.
- Repeatedly leaving or sending unwanted items or presents.
- Following or lying in wait at places such as home, school, work, or recreation place.
- Making direct or indirect threats to harm someone, his or her children, relatives, friends, or pets.
- Damaging or threatening to damage property.
- Harassment through the internet.
- Posting information or spreading rumors on the internet, in a public place, or by word of mouth.
- Obtaining personal information of someone by accessing public records, using internet search services, hiring private investigators, going through their garbage, following them or contacting their friends, family work, or neighbors, etc.
- Technology can be used to stalk. Although newly-developed technology enhances our lives, it can also empower criminals. Cell phones, computers, networking sites like Myspace and Facebook, and surveillance equipment are just some of the technologies stalkers now use.

To an outsider, stalking behavior can appear friendly and unthreatening, such as showering someone with gifts or flattering messages. These acts, however, are intrusive and frightening if they are unwelcome.

**Reporting Options**
There are multiple options of reporting, on and off campus if you have experienced sexual and/or gender based misconduct. All options are viable and open to CSS campus community members. You are the only person who will be able to make a decision regarding the best reporting option for you and your healing. We strongly
encourage campus community members to use the Gender Equity & Anti-Violence Allies (GEVA) to navigate options, resources, and support. CSS campus community members who have been victimized may access campus resources regardless of which report they make.

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

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

**To Report Confidentially:**
Campus community members, who desire to keep the details of an incident confidential, should speak with members from Counseling Services, Health Services, Student Support Services and/or other off campus resources and support such as PAVSA (Duluth’s Rape Crisis Center) or Safe Haven (Battered Women’s Shelter). Campus counselors and many of the off campus agencies services are available free of charge. To ensure the College is keeping and portraying accurate accounts of disclosures of sexual and gender based violence, these campus community members are asked to fill out a **CSS Confidential Report Form** to help keep accurate statistics about issues of sexual and gender based violence. This document contains no personally identifiable information, solely provides statistical data. These resources are not required to fill out any other information unless a victim/survivor desires. If a victim/survivor chooses, one of these confidential members can fill out a **CSS No Name Report** or **CSS Formal Report for Investigation**. These members may suggest a victim/survivor speak with a member of the **GEVA Team (Gender Equity & anti-Violence Allies Team)** who can aid in the understanding, clarification, and choosing of various reporting options.

**CSS No Name Report (Quasi Confidentiality):**
Many members of the campus community can be resources who are not required to tell anyone your private, personally identifiable information unless there is cause for fear for your safety or the safety of others, however are required to fill out a **CSS No Name Report**. These resources include those without supervisory responsibility or remedial authority to address sexual and gender based misconduct, such as RA’s, Residence Life Staff, Faculty Members, Admissions Officers, Student Activities Personnel, and Student Affairs Staff. These members are required to make a **CSS No Name Report** within 24 hours of the disclosure of sexual and gender based misconduct to the Title IX Coordinator(s). Information on this report does not contain any personally identifiable information, except in the rare event that the incident reveals a need to protect you or other members of the campus community. If a victim/survivor wishes, staff and faculty can aid in making a **CSS Formal Report for Investigation** however this is not required. Additionally these members may suggest you speak with a member of the **GEVA Team** (Gender Equity & anti-Violence Allies) who can aid in the understanding, clarification, and choosing of various reporting options.

**CSS Formal Report for Investigation (Non-Confidential Reporting Option):**
CSS community members are encouraged to speak to officials of the institution to make a **CSS Formal Report for Investigation** of incidents should they choose. Speaking with Deans, Presidents, Vice Presidents, Campus Security, Human Resources, and other administrators with supervisory responsibilities will initiate a formal on campus internal investigation of the incident. These members are considered responsible employees based on
Title IX and are required to disclose your information to the Title IX Coordinator. Formal reporting doesn’t mean that your report won’t be confidential, but it does mean that people who need to know will be told and information will be shared as necessary with investigators, witnesses, and the reported student. The circle of people will be kept as tight as possible, to preserve your rights and privacy. Campus community members who are unsure about whether they would like to make a formal report are advised to speak with a confidential resource or a member of the GEVA Team to aid in understanding, clarification, and choosing of various reporting options.

**Off Campus Reporting: Rochester Police Department**

Campus community members wanting to make an external report to law enforcement can report to the Rochester Police Department by calling 911. This is an off campus process, but victims/survivors are entitled to this option should they choose. A campus community member can choose to complete both an on campus formal investigation and an off campus report to police. A victim/survivor or any other campus community member needing assistance making a report to the police should connect with a member of the GEVA Team. It is advisable for campus community members who have experienced sexual and/or gender based misconduct wishing to make an external report to save any evidence of the case that they can. Evidence that would be helpful includes but is not limited to: clothes at the time of the incident, bedding, pictures, texts, etc. Such evidence may be important in on campus investigations as well. Lack of such evidence should not deter any person from making any type of report they desire. It is advisable to consult with a member of the GEVA Team should you have questions.

**Investigation**

Following the disclosure of an incident(s) of sexual and/or gender based misconduct, the College will provide prompt, thorough, and impartial investigations and remedies to address and prevent the recurrence of sexual and gender based misconduct on our campus. All CSS Formal Reports for Investigation will be investigated by the Gender Based Misconduct Investigation Team under the guidance of the Title IX Coordinator(s) who have been trained on the issues of sexual and gender based misconduct. The Title IX Coordinator(s) will conduct a preliminary investigation (Little I) to determine the appropriate charges to be investigated. The Gender Based Misconduct Investigation Team will then conduct an investigation sharing the results with only the Title IX Coordinator(s) who will make a finding of whether sexual and/or gender based misconduct has taken place. The Title IX Coordinator(s) will then consult with appropriate adjudication bodies for sanctioning. Both the victim/survivor and reported party will be informed of all outcomes in person and in writing. The College’s investigative process of sexual and/or gender based misconduct is not a legal process and is not a substitute for making formal legal charges to the police. If a civil or criminal suit is filed, the College reserves the right to conduct its own investigation and proceedings regardless of the status or resolution of any civil or criminal litigation.

**Sanctions**

Temporary sanctions and/or accommodations for immediate safety concerns may be implemented during the course of an investigation. Interim action may be imposed as outlined in the Judicial Disciplinary Procedures and Process section of this handbook. Victims/survivors will be provided with information regarding accommodations and assistance. To get temporary accommodations, please visit the Title IX Coordinator(s), Dean of Students or their designees. Final sanctions for violating this policy include the possibility of educational opportunities, suspension or dismissal from the College. A campus community member charged with violating the sexual and gender based misconduct policy can be prosecuted under Minnesota Criminal Statutes and/or disciplined under the Campus Student Code of Conduct. Even if criminal justice authorities choose not to investigate or prosecute, the College may pursue disciplinary action. For additional information on campus investigation and sanctioning procedures, refer to the judicial procedures of your appropriate handbook.
**No Retaliation**
Retaliatory or intimidating conduct is prohibited against any individual who has made a report of sexual and gender based misconduct or who has testified or assisted in an investigation. Retaliatory or intimidating conduct may include, but is not limited to; the use of texts, emails, conversations, phone calls, or other contact directly or through third parties; friend or acquaintance. The College of St. Scholastica will investigate and take appropriate action against any student, faculty, or staff member who retaliates against any person for their report of sexual and gender based misconduct.

**Charges against Student Organizations or Departments**
When there is reason to believe that a student organization or department has committed or promoted behavior involving sexual and gender based misconduct of another campus community member, the organization or department may be disciplined. Sanctions may include loss of funding, loss of recognition by the College, and individual members of the organization in question may be held responsible for their actions which violate this policy and subject to further sanctions. A student organization or department is responsible for the actions of its members when they are operating on behalf of the organization.

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

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

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

**Rights of Both Parties**

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

- To have an advocate or support person present at all meetings or hearings.
- To receive private and confidential medical treatment.
- To receive information about and access to all campus accommodations available, including assistance in making changes to academic, work or living environments.
- To receive information on how the reporting and investigation process proceeds.
- To choose whether they would like to participate or not in police and/or campus investigations and judicial procedures.
- To be notified when a report has been made by a third party naming the person as the victim.
- To expect that if they make a formal report, a Title IX Coordinator shall initiate an inquiry and determine whether an investigation is required within three weeks of filing the report.
- To expect that if a Title IX Coordinator determines that sufficient information exists to conduct a formal investigation, the investigative process and any imposition of sanctions will be concluded within no less than 90 days of the campus community member making a formal report.
- To receive a timely, written, formal notice of the charges.
To have safety issues addressed throughout the investigative and judicial process, and no expectation or requirement of participating in mediation.

To have prior mental health or incidents of violence against the person (except those which establish a pattern i.e.: sexual harassment, intimate partner violence, stalking) excluded from a campus hearing.

To be exempt from charges of other lesser secondary violations of policy in making a report (see “Amnesty for Gender-Based or Sexual Misconduct/Violence Complainants and Witnesses).

To be informed of the outcome and sanction of any disciplinary hearing or adjudication decisions

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

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

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

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

Dissemination of Sexual and Gender Based Misconduct Policy

The College of St. Scholastica’s Sexual and Gender Based Misconduct Policy will be reviewed as needed with the College’s Community Coordinated Response Team. A copy of the policy will appear annually in the Student Handbook, Staff Handbook, and Faculty Handbook and online at the St. Scholastica website at www.css.edu/StudentHandbook or www.css.edu/VIP all students, staff, and faculty are expected to be knowledgeable of this policy and to adhere to campus policy therein.

Resources/Support

If you have experienced sexual and/or gender based misconduct, resources and support are available to you. The GEVA Team can help clarify options, connect you to resources, and provide support. Click here for further information about resources and support.

Additionally, the College of St. Scholastica has events and programming related to sexual and gender based misconduct. Please click here for more information about our programs.
The College of St. Scholastica offers many opportunities for students, staff, and faculty to gain awareness and skills about prevention, reduction, and intervention of sexual and gender based misconduct. Some of those programs include:

- **Student Specific Programs:**
  - Online Orientation & Haven Program for all first year and transfer students
  - Welcome Weekend: Sex Signals & VIP Program Communication
  - Dignitas Programming for first year students via Dignitas Labs and classroom presentations
  - Programs within Residential Life for residents
  - Partnerships with Athletic Teams
  - Annual education, prevention, and bystander intervention opportunities throughout the year which includes but is not limited to programs, events, and activities within the following months; Domestic Violence Awareness Month (October), Stalking Awareness Month (January), Sexual Assault Awareness Month (April)
  - BEST (Be Equal Safe & Trustworthy) Party Model Programs: an environmental assessment, primary prevention focused program aimed at reducing unsafe and unequitable environments with a focus on parties that can be extended to greater campus community
  - CSS Saints Step In Bystander Campaign
  - Student Leader Training—Response & Bystander Intervention conducted yearly
  - HSC 1113 & 1114: Two courses offered regarding dynamics, forms, impact, and advocacy services and skills related to sexual violence. There are many other courses offered at the College of St. Scholastica that could provide students with further understanding of the dynamics, impact, and prevention of violence in our community.

- **Staff/Faculty Specific Programs:**
  - Online Human Resource Training for Staff, Faculty, and Supervisors
  - Departmental Presentations each semester
  - Ongoing In Person Programs offered throughout the year
  - CSS Saints Step In Bystander Program
  - Yearly and ongoing training to members of Gender Based Misconduct Investigation Team and Title IX Coordinators

- **General Campus Community Opportunities:**
  - Multi-disciplinary Gender Equity and Anti-Violence Allies (GEVA) Team
  - Monthly education, awareness, prevention, and bystander programs each semester open for all campus community members

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

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<tr>
<th>Location</th>
<th>Description</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>Campus Support Services-Based on Duluth Campus</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Gender Equity &amp; Anti-Violence Allies (GEVA) Team</strong></td>
<td>Clarify, support, and connect students, staff, and faculty who have experienced sexual and gender based violence.</td>
<td>Lexie Generous 218-625-4485 Missy Watschke, 218-723-6747 Jamie Nauman, 218-723-7081 Katie Wieliczkwiewicz, 218-723-6084 Jessica Johnston, 218-723-6645 Dina Clabaugh, 218-723-7037 Kara Thoemke, 218-723-7081</td>
</tr>
<tr>
<td><strong>Title IX Coordinators</strong></td>
<td>Reporting of Title IX violations which include but are not limited to: Sexual Assault, Sexual Harassment, Sexual Violence, Domestic/Dating/Intimate Partner Violence, Stalking,</td>
<td>HR: Nam Provost 218-723-7032 Athletics: Stacy Deadrick 218-723-6299 Student Affairs: Steve Lyons 218-723-6167 Academic Affairs: Jeri Collier 218-723-6064 Extended Sites: Amy Grimm 651-403-8627</td>
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<tr>
<td><strong>Off Campus Resources-Olmsted County</strong></td>
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</tr>
<tr>
<td><strong>Rochester Police Department</strong></td>
<td>Patrol Officers</td>
<td>9-11 507-328-6800</td>
</tr>
<tr>
<td><strong>Olmsted Medical Center Hospital</strong></td>
<td>24 Hour Emergency Services</td>
<td>507-529-6600</td>
</tr>
<tr>
<td><strong>St. Mary’s Hospital-Mayo Clinic</strong></td>
<td>24 Hour Emergency Services</td>
<td>507-255-5591</td>
</tr>
<tr>
<td><strong>State &amp; National Resources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Minnesota Coalition Against Sexual Assault</strong></td>
<td>Connection with member programs providing advocacy and support to sexual assault victims.</td>
<td>651-209-9993</td>
</tr>
<tr>
<td><strong>Day One Minnesota Domestic Violence Crisis Line</strong></td>
<td>Crisis intervention and support and connection to available shelters.</td>
<td>866-223-1111</td>
</tr>
<tr>
<td><strong>OutFront Minnesota Anti-Violence Program</strong></td>
<td>Advocacy and support services to LGBTQA identified</td>
<td>612-822-0127</td>
</tr>
</tbody>
</table>
survivors of sexual and domestic violence and hate/bias crimes

<table>
<thead>
<tr>
<th>Organization</th>
<th>Services Provided</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAINN National Sexual Assault Hotline</td>
<td>Crisis intervention and support</td>
<td>1-800-656-HOPE (4673)</td>
</tr>
<tr>
<td>National Domestic Violence Hotline</td>
<td>Crisis intervention and support</td>
<td>800-799-SAFE (7233)</td>
</tr>
<tr>
<td>The Network laRed</td>
<td>Crisis intervention and support for LGBTQ victims survivors of violence</td>
<td>617-742-4911</td>
</tr>
</tbody>
</table>

**Minnesota Sex Offender Registry**

Access to sex offender information for the state of Minnesota is provided to the public as the result of the Jacob Wetterling Registration Act, which was passed by the United States Congress, and Megan's Law, which requires states to release relevant information about registered offenders to protect the public. [http://www.doc.state.mn.us/level3/SearchResults.asp?SearchType=City&City=Rochester](http://www.doc.state.mn.us/level3/SearchResults.asp?SearchType=City&City=Rochester)
[http://www.doc.state.mn.us/](http://www.doc.state.mn.us/)

**Crime Statistics**

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

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON CAMPUS</th>
<th>NONCAMPUS</th>
<th>PUBLIC PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>MURDER/NON-NEGILIGENT MANSLAUGHTER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEGLIGENT MANSLAUGHTER</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, FORCIBLE</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SEX OFFENSES, NON-FORCIBLE</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ROBBERY</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>AGGRAVATED ASSAULT</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>BURGLARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MOTOR VEHICLE THEFT</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ARSON</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Hate Crimes Statistics

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>ON CAMPUS</th>
<th>NONCAMPUS</th>
<th>PUBLIC PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses, Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>*</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Crimes Involving Bodily Injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
It’s important to note that our Rochester campus does not have any on campus student housing and therefore is exempt from the Annual Fire Safety Report and Missing Student Notification requirements.