Any sexual assault or physical abuse, including, but not limited to, rape, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)

Butte College may have an obligation to respond to a sexual harassment or sexual assault incident that initially occurred off school grounds, outside a school’s education program or activity, if the incident involves Butte students and if the victim/survivor initiates a complaint with the school regardless of where the incident occurred. The College must process the complaint in accordance with its established procedures.

“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

These written procedures and protocols are designed to ensure victims of sexual assault receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students, faculty, or staff members who allege they are the victims of a sexual assault on District property, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, or concerning an incident that initially occurred off school grounds if the incident involves Butte students, shall be provided with information regarding options and assistance available to them. Information shall be available from the Safe Place and Wellness Program, Student Health Clinic, Campus Police, Vice President for Student Services/Title IX-504 Compliance Officer, and the Director for Human Resources. Each entity shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the aforementioned offices/individuals are authorized to release such information.

Victims of a sexual assault are encouraged to:

- **Call 911 if in immediate danger.**
- **Go to a safe place.** This is not the time to be alone. At the very least, emotional support is needed. Contact the Safe Place and Wellness Program, Student Health Clinic, Butte College Police, Human Resources, and/or the Vice President for Student Services/Title IX-504 Compliance Officer.
- **Get medical attention.** Go to a hospital or the Butte College Student Health Clinic to be examined and treated as soon as possible for any injuries or infections. Victims can seek
medical treatment and provide medical evidence without having to report to the police. If a victim chooses to report later, physical evidence that was collected soon after the assault would make legal proceedings more effective.

- **Report the assault to police and campus officials**, whether or not a victim plans to file charges. Reporting a rape does not commit a victim to filing charges but does make filing a charge easier at a later date. When a victim makes a report, he/she may be accompanied by another person. A report may be filed with the Office of the Vice President for Student Services/Title IX-504 Compliance Officer, Safe Place & Wellness Program, Butte College Campus Police or local law enforcement. If the perpetrator of the assault is a faculty or staff member at Butte College, a victim has the option of initiating a complaint with the Butte College Director for Human Resources.

- **Refer to AP 3540 Resource Manual for Sexual Assault** for complete information regarding the District’s written procedures and protocols designed to ensure victims of sexual assault receive appropriate and necessary information, treatment, and assistance. The Resource Manual for Sexual Assault is available on the Safe Place and Wellness Program website: [http://www.butte.edu/safeplace/assault.html](http://www.butte.edu/safeplace/assault.html). Copies of the Resource Manual for Sexual Assault are also available through Safe Place and Wellness Program, Student Health Clinic, Butte College Police, Human Resources, and the Vice President for Student Services/Title IX-504 Compliance Officer.