

**NORTH CENTRAL MISSOURI COLLEGE  
DRUG-FREE SCHOOLS AND COMMUNITIES ACT (DFSCA)  
ALCOHOL AND OTHER DRUG (AOD) REPORT  
2010 BIENNIAL PROGRAM REVIEW**

The Drug-Free Schools and Communities Act (DFSCA) and subsequent legislation require an institution of higher education (IHE) to provide a biennial program review of alcohol and other drug prevention programs to be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program. In compliance, North Central Missouri College conducts a biennial review in all even years.

### **Institutional Mission**

The mission of NCMC is to assist individuals in our educational/business community to attain their goals through open admission, reasonable costs, progressive curriculum and services, delivered by a caring, competent staff in a safe, technology-rich learning environment.

### **Foundational Belief of NCMC AOD Programming**

North Central Missouri College is a two-year community college that prides itself on being a small, tight-knit community of learners. Care and compassion for one another permeates the culture of the institution and work together to assist students and staff in reaching their goals and being productive members of society. The misuse and abuse of alcohol and other drugs have the potential to threaten the culture and goals. As a result, NCMC is committed to promoting individual well-being and promotion of healthy, productive choices.

### **Alcohol and Other Drug Policy**

#### **Policy- Alcohol and Illegal Drugs**

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), notes that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, NCMC has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

#### **Students**

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, use or transportation of alcoholic beverages, controlled substances and illegal drugs by any student on college property, or at NCMC approved classes, field trips or activities off campus shall be strictly prohibited. The misuse of alcoholic beverages is strongly discouraged. No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a college- approved event off campus. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. Missouri under-age drinking laws will be enforced through judicial referrals and, or reporting incidents to the Trenton Police Department.

A violation of NCMC alcohol and drug policies by students is a violation of the Student Code of Conduct, which may result in a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from the halls and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal

sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

### Employees

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on college property or at any of its activities is prohibited. Violations of NCMC alcohol and drug policies as stated in College policies or employee handbooks/manuals may result in disciplinary action including corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Failure to disclose previous convictions on a job application is grounds for termination.

NCMC supports the laws and regulations of the United States of America, the State of Missouri, Grundy County, and the City of Trenton as well as the counties and cities in which our outreach sites are located. Each student and employee is expected to do the same. A Federal Trafficking Penalties table, obtained from the U.S. Drug Enforcement Administration, is provided below:

### Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	<b>First Offense :</b>	5 kgs or more mixture	<b>First Offense :</b>
Cocaine Base (Schedule II)	28-279 gms mixture	Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual	280 gms or more mixture	Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture	<b>Second Offense :</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual	100 gms or more mixture	<b>Second Offense :</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	<b>2 or More Prior Offenses:</b> Life imprisonment

Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
<b>PENALTIES</b>				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense</b> : Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
		<b>Second Offense</b> : Not more than 30 yrs. If death or serious injury, not more than 15 yrs. Fine \$2 million if an individual, \$10 million if not an individual		
Other Schedule III drugs	Any amount	<b>First Offense</b> : Not more than 10 years. If death or serious injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.		
		<b>Second Offense</b> : Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual		
All other Schedule IV drugs	Any amount	<b>First Offense</b> : Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.		
Flunitrazepam(Schedule IV)	Less than 1 gm	<b>Second Offense</b> : Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
All Schedule V drugs	Any amount	<b>First Offense</b> : Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.		
		<b>Second Offense</b> : Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

### Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 <sup>st</sup> OFFENSE	2 <sup>nd</sup> OFFENSE*
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life	Not less than 20 years, not more than life
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
		Fine not more than \$4 million if an individual, \$10 million if other than an individual	Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years	Not less than 10 years, not more than life
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life

		Fine not more than \$2 million if an individual, \$5 million if other than an individual	Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana (Schedule I)	more than 10 kgs hashish; 50 to 99 kg mixture	Not more than 20 years	Not more than 30 years
		If death or serious injury, not less than 20 years, not more than life	If death or serious injury, mandatory life
	more than 1 kg of hashish oil; 50 to 99 plants	Fine \$1 million if an individual, \$5 million if other than an individual	Fine \$2 million if an individual, \$10 million if other than individual
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg	Not more than 5 years	Not more than 10 years
		Fine not more than \$250,000, \$1 million other than individual	Fine \$500,000 if an individual, \$2 million if other than individual
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

\*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$8 million if an individual and \$20 million if other than an individual.

### Alcohol and Drug Abuse Information and Programs

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. First-time violators of the College's substance abuse policies are required to attend a substance abuse education class as part of the disciplinary process. Specific information is addressed in the Alcohol and Drug Biennial Review, available on the Student Consumer Information page at: <http://www.ncmissouri.edu/hea> or located in the Dean of Student Services Office. The College also provides education through dissemination of informational materials, educational programs, counseling referrals and college disciplinary actions.

### Alcohol and Other Drugs Biennial Review

NCCMC compiles a Biennial Review of the College alcohol and drug policy and initiatives. The Biennial Review includes: foundational belief, a review of policy, annual notification, goals, statistical reporting elements, enforcement/sanction consistency, AOD campus efforts, measured effectiveness of the policy and programs through a SWOT analysis, and identified improvements that can be made. It can be found at: <http://www.ncmissouri.edu/hea>

### Health Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Additional health risks can include:

<b>Substance</b>	<b>Some Possible Long-Term Effects</b>
Alcohol	toxic psychosis, physical dependence, neurological and liver damage, fetal alcohol syndrome, impaired judgment
Amphetamines <i>uppers, speed, crank</i>	loss of appetite, delusions, hallucinations, heart problems, hypertension, irritability, insomnia, toxic psychosis, rebound depression
Barbiturates <i>barbs, bluebirds, blues</i>	severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence, impaired judgment
Benzodiazepines (Valium, Xanax, Ativan, Dalmane, Rohypnol) <i>benzos, downers, sleepers, tranqs, roofies</i>	impaired judgment, sedation, panic reaction, seizures, psychological dependence, physical dependence
Cocaine & Cocaine freebase <i>coke</i>	loss of appetite, depression, weight loss, seizure, heart attack, stroke, hypertension, psychosis, chronic cough, nasal passage injury, hallucinations
Codeine	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Heroin <i>H, junk, smack</i>	physical dependence, constipation, loss of appetite, lethargy, respiratory depression
Inhalants <i>ames, gas, laughing gas, poppers, snappers</i>	psychological dependence, psychotic reactions, confusion, frozen airway, sudden death
LSD <i>acid</i>	may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, flashbacks
MDA, MDMA, MOMA <i>ecstasy, xtc</i>	same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, paranoia
Marijuana (cannabis) <i>pot, grass, dope, weed, joints</i>	bronchitis, conjunctivitis, mood swings, paranoia, lethargy, impaired concentration
Mescaline (peyote cactus) <i>mesc, peyote</i>	may intensify existing psychosis, hallucinations at high dose
Methaqualone <i>ludes</i>	coma, convulsions
Morphine <i>M, morf</i>	physical dependence, constipation, loss of appetite, lethargy
PCP <i>crystal, tea, angel dust</i>	psychotic behavior, violent acts, psychosis, hallucinations at high dose
Psilocybin <i>magic mushrooms, shrooms</i>	may intensify existing psychosis
Steroids <i>roids, juice</i>	cholesterol imbalance, acne, baldness, anger management problems, masculinization of women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, hypertension, congestive heart failure, liver damage, depression

### Treatment Programs

There is no available on-campus counseling. Locally, counseling and referral assistance to students and employees who are troubled by alcohol or substance abuse problems is provided by North Central Missouri Mental Health Center and Preferred Family Healthcare. Staff and faculty who are experiencing symptoms associated with their own or someone else's alcohol or drug use are encouraged to seek help. NCMC employees may also seek assistance through the NCMC EAP program through Blue Cross/Blue Shield.

### Annual Notification

AOD policy notification to all NCMC students and employees is made in the following ways:

- Email
- Provided on the Student Consumer Information page
- Provided as part of the Clery Report
- Reviewed during new employee orientation
- Paper copies are available at the Academic Resource Center (ARC), Library, Vice President of Instruction and Student Services' Office, Dean of Instruction's Office, Dean of Allied Health's Office, and the Dean of Student Services' Office

### Alcohol and Other Drug Program Goals

1. Promote low-risk/no-risk choices regarding alcohol and other drugs
2. Decrease number of documented alcohol incidents in residence halls
3. Promote the well-being of NCMC students and staff

### Required Statistical Reporting Elements

The number of reported drug and alcohol-related violations that occurred on campus or as part of NCMC's activities:

	2009	2010
Residence Halls	Drugs – 0 /Alcohol - 5	Drugs -0 /Alcohol -8
On-Campus/Non-residential	Drugs - 0 /Alcohol -0	Drugs - 0 /Alcohol -0
Off-Campus/NCMC Activity	Drugs - 0 /Alcohol -0	Drugs – 0 /Alcohol -0

The number and types of sanctions imposed by NCMC as a result of drug and alcohol-related violations that occurred on campus or as part of NCMC's activities

Year	Number of sanctions	Type of sanctions
2009		
Alcohol	5	Written warning
Drugs	0	N/A
2010		
Alcohol	10	Loss of visitation, behavioral contract, probation, alcohol class, community service
Drugs	0	N/A

The number of reported drug and alcohol-related fatalities that occurred on campus or as part of NCMC's activities:

	2009	2010
Selby Residence Hall	Drugs - 0 /Alcohol – 0	Drugs - 0 /Alcohol – 0
Ellsworth Residence Hall	Drugs - 0 /Alcohol – 0	Drugs - 0 /Alcohol - 0
On-Campus/Non-residential	Drugs - 0 /Alcohol – 0	Drugs - 0 /Alcohol - 0
Off-Campus/NCMC Activity	Drugs - 0/Alcohol – 0	Drugs - 0 /Alcohol - 0

The number and type of sanctions imposed by NCMC as a result of drug and alcohol-related fatalities that occurred on campus or as part of NCMC's activities.

Year	Number of sanctions	Type of sanctions
2009		
Alcohol	0	N/A
Drugs	0	N/A
2010		
Alcohol	0	N/A
Drugs	0	N/A

### Assessment of Sanctions

NCMC has a very small percentage of students who have been referred through the judicial process for alcohol or other drug violations. The reported incidents are limited and usually involve multiple students. As a result, students involved in the same incident are generally sanctioned equally. Additional sanctions may be imposed for the host of a party.

Internal procedures and protocol also exist that allow NCMC to evaluate consistency in sanction decisions. Non-academic misconduct is tracked through NCMC's complaint policy. An Annual Institutional Record of Student Complaints allows the College to track type of misconduct and the sanction imposed in order to evaluate judicial decisions and sanctions for consistency.

In addition, NCMC has established alcohol guidelines to direct disciplinary action. See Addendum. The guidelines are followed, with only rare exceptions to allow for professional discretion.

Finally, the Director of Residence Life has served as the judicial officer for reported alcohol/drug violations in the residence halls, which has also established consistency in sanctioning. Though the Dean of Student Service can serve in that role and would serve as the judicial officer for non-residential alcohol/drug incidents, there have been no reported incidents.

### Alcohol and Other Drug Program Inventory

The following items serve as elements in the NCMC alcohol and drug program:

- Tobacco free initiative – In 2009, NCMC become tobacco-free
- First three-week programming – In 2010, orientation and residence life staff planned significant programming to occur in the first-three weeks of class to assist students in establishing involvement and connection to campus, while promoting alcohol-free choices. Programming will take place in Fall 2011
- Alcohol-free alternatives – Campus activities/programs offered 2-3x week throughout the semester
- Extended hours are offered at the Academic Resource Center (ARC), NCMC Library, and Ketcham Community Center (KCC) to offer students an alternative to off-campus parties. Extended hours at ARC and Library promote educationally-purposeful activities. KCC offers healthy, active options for students
- Alcohol-free residence halls and campus
- NCMC does not utilize alcohol industry sponsorship

- Strong promotion of student organizations, with emphasis on those that apply to degrees
- Resident Assistant training is provided regarding alcohol and drug prevention, alternative programming set-up, health and wellness, role-playing, confrontation, crisis intervention, and how to serve as a resource/referral.
- The Residence Life staff invite the Trenton Police Department to lunch to discuss safety and security issues, as well as develop relationships
- NCMC Wellness Committee promotes healthy lifestyles
- NCMC provides counseling services through an outsourced, local provider (North Central Missouri Mental Health Center) and works with Preferred Family Healthcare to provide Depression Screening, Suicide Prevention activities, and other programmatic options and resources

## **Program Effectiveness/SWOT Analysis**

North Central Missouri College utilizes the Part 86 Compliance Checklist, provided by the Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, as one tool to check for compliance. A completed checklist is found in Addendum H.

A focus group consisting of NCMC Residence Life staff was also utilized to explore AOD efforts, including a focus on conduct, sanctions, and programmatic efforts. The conclusion of the focus group is that enforcement and sanctioning consistency is being maintained, but additional programmatic efforts, especially those in the first three weeks, may assist to decrease the number of incidents. There was discussion regarding off-campus drinking by traditional-aged students. The hosts were identified and spoken to by campus officials.

There was additional focus on enforcing the policy that mandates student-athletes on scholarship be required to live in on-campus housing while receiving an athletic scholarship. Student-athletes comprise approximately 60-70% of the on-campus residential population and are often recruited from outside the district. Through on-campus oversight by Residence Life staff and coaches, additional support can be provided to student-athletes and encourage them to make low risk choices.

In 2010, the anecdotal reporting of off-campus drinking had decreased, though it is difficult to monitor. On-campus reports increased slightly. Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis is also provided to assess program effectiveness.

### Strengths

Number of staff in hall to oversee, program  
 Consistency in enforcing campus policy on campus  
 Significant athlete population in residence halls  
 Late night programming  
 Establishment of campus Wellness Committee  
 Alcohol-free events and activities are sponsored  
 The academic schedule offers core classes on Thursdays, and Fridays  
 Exams/projects increasingly require class attendance and academic responsibility  
 The campus encourages an increase in academic standards  
 Culture to encourage high levels of contact with students  
 Alcohol is banned on campus  
 Nursing students are required to receive drug tests

### Weaknesses

Friday/Saturday on-campus options are limited  
 Limited funding, no designated funding for AOD specific purposes

### Opportunities

Limited bar options in Trenton  
 Good resources available within state (other campus partnerships, service agencies, etc)  
 Alcohol industry sponsorship does not exist on-campus

### Threats

Significant commuter population and inability to enforce off-campus

Difficult to track off-campus incidents

Culture of drinking on college campuses

State culture of unhealthy choices

Development of additional AOD-related products (alcoholic energy drinks, synthetic marijuana)

### **Recommendations for Improvement**

- More online resources made available for commuter and outreach students
- Develop and involve AOD Task Force or existing Wellness Committee in Biennial Review
- Research prevention activities that have demonstrated effective in preventing high-risk drinking or drug use
- Utilize CCSSE data to gauge student opinion
- Share with President's cabinet
- Consider the development of a social norms marketing campaign
- Consider the banning of shot glasses, beer mugs, and wine glasses at the campus book store

### **Addendums**

- A Alcohol Protocol
- B NCMC Residence Life policies
- C Alcohol 101 Agenda
- D Alcohol 102 Agenda
- E First Step/Alcohol Awareness Quiz
- F Alcohol 101 Quiz
- G Alcohol Myths
- H Compliance Checklist

## ADDENDUM A

# NorthCentral MISSOURI COLLEGE

## RESIDENCE LIFE Alcohol Policy/Procedures PROTOCOL

*Each incident pertaining to or involving alcohol and/or intoxication will be treated on a case by case basis allowing consideration of all circumstances specific to each case. The following are sanctioning guidelines specific to each rule violation. As each violation will be treated on a case by case basis the guidelines will direct but not limit disciplinary actions.*

**Violation of Residence Hall Section A-6:** *Having alcohol related paraphernalia or alcohol container collections or displays in a room, residence hall, or on campus.*

### **1<sup>st</sup> Offense:**

Removal of material  
Verbal Warning (noted in file) - in accordance with NCMC policy/procedures.  
Written Warning – optional  
Loss of Privileges - optional  
Community Service: 0 – 5 hours  
Alcohol Class: None  
Counseling: None

### **2<sup>nd</sup> Offense:**

Removal of material  
Written Warning - in accordance with NCMC policy/procedures.  
Loss of privileges/probation - optional  
Community Service: 0 – 10 hours  
Alcohol Class: 101 (optional)  
Counseling: None

### **3<sup>rd</sup> Offense:**

Removal of material  
Loss of privileges / probation - optional  
Community Service: minimum 5 – 15 hours  
Alcohol Class: 101 (mandatory)  
Counseling: Optional

**Violation of Section A-8:** *Consuming alcoholic beverages on college property.*

### **1st Offense:**

Removal of all substances and containers  
Written documentation – mandatory  
Loss of privileges / probation - mandatory  
Community Service: 0 – 15 hours  
Alcohol Class: 101 (mandatory)

Counseling: Optional

**2<sup>nd</sup> Offense:**

Removal of all substances and containers  
Written documentation – mandatory  
Loss of privileges / probation - mandatory  
Community Service: minimum 10 – 25 hours  
Alcohol Class: 102 (mandatory)  
Counseling: Optional  
Removal from Halls: Optional  
Expulsion: Optional

**3<sup>rd</sup> Offense:**

Removal of all substances and containers  
Written documentation – mandatory  
Loss of privileges / probation - mandatory  
Community Service: minimum 10 – 25 hours  
Counseling: Recommended  
Removal from Halls: Mandatory  
Expulsion: Optional

**Violation of Section A-9:** *Being under the influence of alcohol on college property or in connection with a college activity.*

**1st Offense:**

Verbal Warning – (noted in file) in accordance with NCMC policy/procedures.  
Written documentation – optional.  
Loss of privileges / probation – optional  
Community Service: 0 – 15 hours  
Alcohol Class: 101 (optional)  
Counseling: Optional

**2<sup>nd</sup> Offense:**

Written documentation – mandatory  
Loss of privileges / probation – mandatory  
Community Service: minimum 0 – 15 hours  
Alcohol Class: 101 (mandatory) 102 (optional)  
Counseling: Optional  
Removal from Halls: Optional

**3<sup>rd</sup> Offense:**

Loss of privileges / probation – mandatory  
Community Service: minimum 10 – 25 hours  
Alcohol Class: 102 (mandatory)  
Counseling: Recommended  
Removal from Halls: Optional  
Expulsion: Optional

**Violation of Section A-14:** *Having alcohol in your room, in a residence hall, on any college property or at a college activity.*

**1st Offense:**

Removal of all substances and containers

Written Documentation – mandatory  
Loss of privileges / probation – mandatory  
Community Service: 0 – 15 hours  
Alcohol Class: 101 (mandatory) 102 (optional)  
Counseling: Optional  
Removal from Halls: Optional  
Expulsion: Optional

**2<sup>nd</sup> Offense:**

Removal of all substances and containers  
Written Documentation – mandatory  
Loss of privileges / probation – mandatory  
Community Service: minimum 10 – 25 hours  
Alcohol Class: 102 (mandatory)  
Counseling: Recommended  
Removal from Halls: Optional  
Expulsion: Optional

**3<sup>rd</sup> Offense:**

Removal of all substances and containers  
Written Documentation – mandatory  
Loss of privileges / probation – mandatory  
Community Service: minimum 15 – 50 hours  
Alcohol Class: 102 (mandatory)  
Counseling: Recommended  
Removal from Halls: Mandatory  
Expulsion: Optional

***\*\*\*Violations not highlighted in these sections will be disciplined at the discretion of the Residential Life Staff in accordance with the NCMC Handbook and policy and procedures manual.***

ADDENDUM B

# NorthCentral

MISSOURI COLLEGE

## Residence Life

### Student Conduct Policy/Procedures

The rules and procedures of the housing program are aimed toward assisting students in achieving the highest possible academic goals and socially responsible behavior. It is the philosophy of the Office of Residence Life that violations should be handled in such a way as to inform and guide students toward the development of personal responsibility. Student behavior is expected to be lawful and in abidance with all federal, state and college regulations. Through the terms and conditions of the contract, housing publications and explanations at residence hall meetings, students should have a clear understanding of their responsibility regarding housing rules and expectations. Such rules apply to all residence hall students and their guests.

#### I. Guest Policy

The guest policy at NCMC is a privilege which is intended to enhance the social and educational life in a positive manner for NCMC students. Guest privileges are to be exercised with concern for others' rights to privacy and safety. No student should be denied access to his or her room at any time. Students must sign in their opposite sex guest with a member of the RA staff, beginning at 8 PM.

#### Guest Hours:

Sunday-Thursday: 10 AM-Midnight

Friday-Saturday: 11 AM-1 AM

#### A. Overnight Guests

Family members or friends of the same sex are allowed overnight stays under the following conditions:

- Only Friday and Saturday night stays are permitted
- Guest must be of the same sex
- Resident allowed only one guest per night
- Resident must complete a Guest Request Form (including roommate signature, if applicable)
- Request Forms are due by 5:00 PM on the Wednesday prior to the weekend of choice
- Request Forms are to be approved by the Residence Hall Coordinator

The Residence Hall Coordinator may deny overnight guest requests at his or her discretion. Denial may be based upon but not limited to:

- The number of pre-approved guests for the particular night
- The number of guests the resident has requested recent weeks
- Previous disciplinary issues occurring with the resident or his/her guests

*\*Overnight guests are subject to hall policies and are expected to conduct themselves accordingly. Guest can be dismissed at any time if these policies are violated.*

Violators of the guest policies will be subject to a written notice, formal charges resulting in the loss of guest privileges, monetary fine, and possible termination of Residential Life Housing Contract, at the discretion of the Residential Life Director.

#### II. Escort Policy

In accordance with the guest policy, each student that has an opposite sex guest in their dorm, must escort their guest from the lobby door to their room. A student with an opposite sex guest, must escort them at all times when they are in the residential area of the resident hall. A student wishing to have a same sex guest, that is not a student at NCMC, must also escort their guest all times in the residential area of the residence hall.

Members of opposite sex/same sex guests must be escorted during these hours:

Sunday-Thursday:

10 AM-Midnight

Friday-Saturday:

11 AM-1 AM

Violators of the escort policies will be subject to a written notice, formal charges resulting in the loss of guest privileges, monetary fine, and possible termination of Residential Life Housing Contract, at the discretion of the Residential Life Director.

If the violating party is not a student at NCMC, he or she will be asked to leave campus, and the student of NCMC will be given a written notice and any formal charges in accordance with the discipline policy.

### III. Quiet Hours

NCMC is a place of education, and a learning environment must be maintained at all times. Quiet hours refer to the amount of noise that can be heard outside of your room, with the door shut. A general rule of thumb, if it can be heard with the door shut, than you are subject to violating the quiet hour's policy.

24 Hour courtesy quiet hours apply

Quiet Hour Times:

Sunday-Thursday

10 PM-10 AM

Friday-Saturday

Midnight-10AM

#### **During Finals Week:**

**24 Hour Quiet Hours Apply Starting on Sunday of Finals Week and continues through the entire week!!!**

Students in violation of the Quiet Hour Policy will be subject to documentation and formally charged in accordance to the discipline policies in the Student Handbook.

### **IV. Discipline Policy/Guidelines**

The Resident Coordinator, through the Resident Assistants, has the authority and responsibility to uphold ethical and responsible behavior in the residence halls.

**Misconduct subject to disciplinary penalties** - The following actions constitute misconduct for which students may be subject to administrative action or disciplinary penalties:

1. Furnishing false information to a College official and/or forgery on any College documents.

2. Failure to comply with direction of College officials acting in the performance of their duties.
3. Any conduct that substantially threatens or interferes with the maintenance of appropriate order and discipline in the operation of the college, or any conduct on college property or in connection with a college activity which invades the rights of others.
4. Any action which interferes with a student's right to study, including but not limited to noise.
5. Not having an escort in the residential part of a residence hall. NCMC escort policy states that males must have a female escort at all the times in the residential part of Selby Hall and females must have a male escort at all times in the residential part of Ellsworth Hall.
6. Having alcohol related paraphernalia or alcohol container collections. Alcohol posters or displays in a residence hall room window.
7. Holding any form of a sporting event (i.e., Frisbee, hockey, soccer, washers) or throwing any objects in the hallways.
8. Consuming alcoholic beverages on NCMC property.
9. Being under the influence of alcohol while on college property or in connection with a college activity.
10. Lewd, indecent, or obscene conduct or expression on college property or in connection with a college activity.
11. Any vandalism or destruction of college property.
12. Having a guest of the opposite sex in your residence hall during restricted hours.  
**Restricted Hours for Ellsworth/Selby Hall:**  
Sunday-Thursday Midnight - 10 AM  
Friday-Saturday 1 AM – 11 AM
13. Having an open flame in your room. Items such as these and other prohibited items can be found in section VIII (Prohibited Items) of this document. Smoking in a residence hall is prohibited.
14. Having alcohol in your room, in a residence hall, on any college property or at a college activity. **STUDENTS SHOULD REMEMBER THAT NCMC IS AN ALCOHOL-FREE CAMPUS.**
15. Physical abuse of any person or conduct that threatens or endangers the health or safety of any person on college property or at a college sponsored event.
16. Theft or attempted theft of, or the unauthorized use or possession of, or the unauthorized exertion of control over, or causing damage to property of any kind belonging to the college, a member of the college community, a campus visitor, or a person or agency participating in a college activity, or possession of any stolen property.
17. Unauthorized entry or access to, or unauthorized use or occupancy of, any college property including without limitations lands, buildings, structures, steam tunnels, telecommunications, computer or data processing equipment, programs, systems, or software, or other facilities or services connected with a college activity.
18. Tampering with, stealing, or damaging mail, mailboxes or any other mail-related items.
19. Conduct or expression on college property or in connection with a college activity that is intended to threaten, to abuse, or to harass a person or group of people on the basis of race, religion, color, sex, sexual orientation, age, national origin, handicap, or status as a disabled or Vietnam era veteran.
20. The possession of firearms or other deadly or dangerous weapons on college property or in connection with a college activity.
21. Possession of drug and/or narcotic paraphernalia or drug and/or narcotic related paraphernalia displays except as expressly permitted by law.

- 22.** Use, possession, or distribution of narcotics and/or dangerous drugs except as expressly permitted by law.
- 23.** The possession or use of fireworks, gunpowder, bullets, and other chemicals or materials used to create an explosion or an explosive mixture.
- 24.** Obstruction or disruption of any college activity or inciting, aiding, or encouraging other persons to engage in such conduct. If substantial obstruction or disruption is threatened or occurs, the Dean of Student Services, or her/his designee, may issue a disciplinary suspension warning.
- 25.** Misuse of the fire alarm system, sounding of a false alarm, or tampering with other safety equipment such as fire extinguishers and smoke detectors.
- 26.** Committing rape or sexual assault on or off campus.
- 27.** Encouraging or watching rape or sexual assault on or off campus.
- 28.** Being present in a room where a violation is taking place or your affiliation with a group that is violating one of these standards. Guests who violate university policy may be asked to leave NCMC property or an activity. Students are responsible for the conduct of their guests.

*\*Disciplinary action is at the discretion of the Dean of Student Services Office and Residence Life staff.*

*\* The aforementioned list of actions that are considered misconduct by NCMC is not all-inclusive. Misconduct can include activities not listed here.*

*\*Contact of Parents is at the discretion of the Dean of Student Services and Residence Life staff.*

## **V. Sex Offender Policy/Procedure**

- A. Any student who must register as a Sex Offender is prohibited from living on-campus in a residence hall.
- B. Procedure: If a student has not signed up for a room, they will not be allowed to select a room or sign a room contract.

If the student is on the registry and has signed a contract but the academic year is not in session, they will be notified that their contract is now null and void.

If the student is on the registry, living in the residence halls and the academic year is in session, the student will be notified that their contract is no longer in effect. They will be asked to leave the residence halls immediately. There will be no refund on the room.

If the student appeals the violation, that person will be asked to vacate the halls immediately and not return until an appeal is granted and the student is found to not be in violation of the policy

## **VI. Pet Policy**

Students may have non-poisonous fish only. Aquariums are to be 5 gallons or smaller. No amphibious animals, reptiles, turtles etc. Service animals are also allowed but no comfort pets.

## **VII. Incident Reports**

A documented written charge which indicates that the student has not responded to informal discussions about behavior or that the offense is serious enough to initially require more than a verbal warning. The written warning is documented by the filing of an incident report by the staff member involved. At the incident report level:

1. A record of the incident report will be made by the Resident Assistant, Resident Coordinator or the Director of Residence Life, and a copy is kept in the Student's file.
2. A student will be issued a copy of the incident report.

## VIII. Prohibited/Approved Items

**APPROVED APPLIANCES:** Students may have the following within their room: popcorn poppers, coffeepots, hot pots, a mini/small refrigerator less than 4.6 cubic feet, mini microwaves less than 1.6 cubic feet and maximum 1200 watts, or microwave-refrigerator combination. All appliances must be UL-approved. (Only one refrigerator per student.)

**PROHIBITED ITEMS:** candles, incense, fragrance warmers (ie. pads, pots and plug-ins), halogen lamps, octopus lamps, kerosene lamps, dartboards, open-coil heaters and cooking elements, drug paraphernalia, non-university installed A/C units, ceiling fans, any item described in the *weapons* section of this document,

**HOLIDAY DECORATIONS:** Fire and safety rules stipulate that these must not hang from or touch any light fixtures or fire safety equipment. Only three strands of lights can be linked together per electrical outlet, and live holiday trees are not permitted. Decorations should not block doorways or windows. Any organic materials used for holiday decorations (ex. pumpkins / jack-o-lanterns) must be disposed of in a timely manner to avoid damage due to decay.

## IX. NCMC Bed Lofting Policy

In all residence halls, a bed is provided. It is recommended that you use only the bed/mattress provided by NCMC. If you choose to provide your own lofted bed, NCMC assumes no liability and you are fully responsible for any injury or damages that may occur.

A loft bed is any temporary structure or device that is intended to elevate a single sleeping surface from floor level so that it creates additional floor space in a room.

- If you choose to provide your own lofted bed, the structure must follow these minimum standards: Be no more than 40" wide, 88" long and 86" tall.
- It must be able to accommodate our mattress which is 80" x 36";
- Be no more than 70 inches from the floor to the top of the sleeping surface;
- Be freestanding; Not be attached to any wall, ceiling, or furniture;
- Have a ladder made of metal or wood construction (other furniture may not be used as a step stool);
- Be constructed of metal or wood. Fabric cannot be suspended from or around the loft;
- Not restrict exit from any portion of the room or be a safety hazard to persons walking around the room;
- Allow the door to open perpendicular to the door opening, and at least 22 inches must be allowed for exiting from any interior room arrangement.
- A guard rail is recommended but not required.
- All furniture issued by NCMC but not in use must remain and be stored in the room at all times.
- The Residence Life staff reserve the right to deem a loft bed unsafe or in violation of fire code. Failure to remove or modify the loft may result in an immediate \$50 fine and an additional charge of \$50 per day for each day until compliance is met.
- At the time of check-out all material and furniture not issued by NCMC must be removed and all NCMC furniture including beds and mattresses must be properly reassembled before residents check out. If the resident fails to reassemble the room they will be assessed an improper checkout fine.

## Bed Lofting Waiver

Whether purchased, rented, home-made or provided by the Department of Residence Life, all residents using lofts in the residence halls must sign a Release and Waiver of Liability form. This form must be attached to the Residence Hall Room Condition Report that you will complete and sign at the time you check-in. The form reads as follows:

In accordance with the *Residence Hall Policy Handbook*, residents using lofts **whether or not provided by the Department of Residence Life** are required to sign the following liability waiver form. Failure to sign the form and/or meet the minimum construction requirements will require you to use ONLY a North Central Missouri College (NCMC) -issued regular bed and mattress.

I, \_\_\_\_\_ (please print first and last name), wish to use a loft. Therefore, in return for permission to use such a loft or bunk, I agree to the following:

1. That my loft will conform to the minimum requirements described in the current *Residence Hall Policy Handbook*.
2. That I understand my failure to use a guard rail or ladder is dangerous and unsafe and I ASSUME THE RISK of injury or death from such failure.
3. That I do hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE North Central Missouri College; the Department of Residence Life; the Board of Trustees, State of Missouri, or it's officers, servants, agents, or employees,

(hereinafter referred to as RELEASEES) for any liability, claim, and/or cause of action arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me arising out of use of a loft or bunk bed while living in Residence Halls at NCMC.

4. That this *Release* shall be effective whether injury is caused by my negligence, the negligence of the RELEASEES, or the negligence of any third party.

## X. Judicial Hearings

Any student that is alleged to commit a violation will result in a formal judicial hearing, unless waived by the student in written form.

The Dean of Student Services, or designee, is the primary officer/hearing officer in cases of nonacademic misconduct, as it pertains to the Residence Halls. The hearing process is as follows:

1. Notice of a hearing shall include the following:

- a. Date, time, place and nature of the hearing.
- b. The particular sections of this Student Code of Conduct involved.
- c. The fact that the student is entitled to an advisor of his/her choice.

2. Hearing Procedures—The hearing officer shall discuss the charges with the student(s) accused with committing the offense in an effort to determine responsibility. Students charged with a violation are required to attend the hearing as requested. The students are given the opportunity to present his/her position, explanations, and evidence concerning the charges. They may request the attendance of a witness by submitting a list at least three (3) days prior to the hearing. The hearing officer may also request witnesses having personal knowledge of the alleged misconduct. A student who would like to have an advisor at the hearing must notify the Dean of Student Services, or designee at least three (3) business days prior to the hearing. The student may confer with the advisor, but the advisor will not be allowed to address the judicial officer, any witnesses, or speak on behalf of the student. In addition, the advisor should keep the following in mind: **The hearing process is not a court of law.** It is not obligated to follow the formal rules of evidence and procedure. Academic decorum requires an advisor to play a different and more limited role than in the court. For a complete listing of hearing procedures, please refer to the College Catalog.

3. Findings and Decision—The hearing officer shall issue a decision and impose sanctions if warranted. The hearing officer reserves the right to postpone a decision if additional information is needed. The student will be notified of the decision within ten (10) business days after a decision has been made. A student found responsible for a violation of the Student Code of Conduct is entitled to an appeal and should follow the guidelines provided in the student handbook.

4. Hearings by Mail—The Dean of Student Services or designee has the authority to settle matters via mail, when classes are not in session or when it is determined by the Dean that the student cannot attend due to extenuating circumstances. In this instance, the hearing officer will contact the student via a certified letter within ten (10) business days of receipt of the incident report, and allow the student to respond to the charges within a reasonable time. The student can respond to the charges, either in written form or by scheduling a meeting by the deadline provided in the letter. If the student chooses not to respond or a response is provided in written form, a determination of responsibility will be made by the hearing officer based on the information provided. At that time, the hearing officer may impose appropriate sanctions. The Dean of Student Services, or designee, shall have the power and jurisdiction to order any student to cease and desist from any activity that is judged disruptive to the institution's operation. If the student fails to cease and desist from such activity, the Dean of Student Services, or designee, after discussing the matter with the student, may immediately suspend the student for a period of time not to exceed ten (10) business days, pending a formal hearing. Appeals should follow the procedures outlined in C, "Appeals for both Academic and Non-Academic Misconduct"

5. The process for appeal is as follows:

- a. Student meets with the Hall Coordinator or Director of Residence Life;
- b. Student can appeal to Vice President of Instruction/Student Services;
- c. Student can appeal to Student Appeals Committee;

- d. Student can make final appeal to College President.

The Dean of Instruction/Dean of Allied Health is the administrative officer in cases of academic misconduct. Grade appeals follow a different procedure, which is outlined in the "Grade Appeals" section.

6. Items that should be contained within a discipline file for each incident:

- o Incident Report
- o Hearing Notification Letter
- o Hearing Follow-Up Letter

If Applicable:

- o Hearing Detail
- o Returned Waiver Form
- o Appeal Letter
- o Other documentation

## **XI. Common Area Damage**

Common Area Damage is defined as damage that occurs in common/public areas in and around the halls. Damage would not be defined as normal wear and tear, but misuse, abuse or vandalism.

When these damages occur, an incident report will be filed. The Student Damage Review Board (SDRB) will decide on the assessment of fees to the residents.

The SDRB is a function of the Residents Hall Association (RHA) and serves a judicial board responsible for ruling on common area damage in both Selby and Ellsworth Halls. Details concerning the responsibilities and procedures can be found in the RHA constitution and by-laws.

# **ADDENDUM C**

## **Alcohol 101**

### **Agenda**

- Introductions and confidentiality
- What brought them here today – in their own words
- Decisions they made regarding legal issues, college policies, etc
- Sam Spady newspaper article about alcohol poisoning – read and write short essay (250 – 300 words)
- Create a list of alternative activities (besides drinking alcohol)
- Come in and use the Alcohol 101 CD and take the quiz (must do in ASC)
- Must score 70% on quiz
- Review correct answers to quizzes
- Discuss any wrong answers and why
- Discuss information they have learned and how will use it to inform decisions
- Write a paper on alcohol: safe, responsible use – abstinence – support with sources
- Collect papers and lists
- Remind of confidentiality agreement
- A completion of Alcohol 101 to the student and the staff member that referred them

### **Requirements to complete Alcohol 101:**

- Attend all sessions (must be there for the entire session)
- Use the Alcohol 101 CD and take the quiz
- Must pass the quiz (A score of 70% is required to pass the quiz)
- Complete list of activities to do other than drinking
- Write a two page paper

### **Guidelines for paper:**

- Must be typed
- Must be 600 words(include a cover sheet and sources list)
- Use a cover sheet with your name and the date the paper is due
- Margins can be no greater than 1”
- Font can be no greater than 12pt
- Cite at least 2 reliable sources on a separate sheet

# ADDENDUM D

## Alcohol 102

### Proposed Agenda

#### Day 1

- Introductions and confidentiality
- What brought them here today – in their own words
- Decisions they made regarding legal issues, college policies, etc.
- Second offense? Discussion: why, what should next steps be?
  - Assessment by NCMC Staff – need to seek outside help
- Discuss campus community service program assignment.
  - Work with maintenance, Randy Young or Steve Ockenfels (20 hrs)
- Give topics for paper (due on Day 3):
  - Alcohol poisoning (1 pg)
  - DUI (1/2 pg)
  - MADD (Mothers Against Drunk Driving) (1/2 pg)
  - Fatalities (4 stories 1/2 pg summary on each)
  - MO laws (drinking and driving) (1 pg)
- Discuss interview questions. Gather data and report. (due on Day 2)
  - Police, fire dept., nurse, first response, doctor, etc.

#### Day 2

- Discuss campus community service assignment
- Discuss and turn in interview questions – final draft.
- Read chapter 1, Alcohol Screening and Intervention for College Students, and discuss.
- Discuss topics for paper.

#### Day 3

- Discuss information they have learned and how they will use it to inform decisions.
- Collect and review paper
- Final review and discussion
- Remind of confidentiality agreement
- Remind I will send a completion of Alcohol 102 to the student and the staff member who referred the student.

Requirements to complete Alcohol 102:

- Attend all scheduled sessions with NCMC Staff
- Must finish campus community service hours (20) and interview emergency personnel.
- Report on specific topics:
  - Alcohol poisoning
    - [www.mayoclinic.com/health/alcohol-poisoning/DS00861](http://www.mayoclinic.com/health/alcohol-poisoning/DS00861)
      - Definition
      - Symptoms
      - Causes
      - Risk factors
      - Complications
      - Test & diagnosis
      - Treatment & drugs
      - Lifestyle & home remedies
      - Prevention
  - DUI
  - MADD (Mothers Against Drunk Driving)
  - Fatalities
  - MO laws (drinking and driving)

**Guidelines for paper:**

- Report must be typed
- Must be 5 pages (not including the cover sheet and sources list)
- Use a cover sheet with your name and the date the paper is due
- Margins can be no greater than 1”
- Font can be no greater than 12 pt
- Cite at least 2 reliable/relevant sources to support data on a separate sheet

## ADDENDUM E

### Alcohol Awareness Quiz

1. Alcohol is a mood altering stimulant. T F
2. Drinking coffee or taking a cold shower will sober you up. T F
3. The affects that alcohol has on the body vary according to the individual. T F
4. The most serious consequence of consuming alcohol is a hangover in the morning. T F
5. Blood alcohol charts are a safe and accurate means of determining how much alcohol is circulating in your blood stream. T F
6. If an intoxicated person is semiconscious, you should encourage vomiting. T F
7. Women respond to alcohol differently than men do. T F
8. Alcohol increases your sexual drive and ability. T F
9. It is okay to put your drunk, passed out friend to bed and go back to the party. T F
10. In Missouri, an underage drinker must be caught with alcohol in their possession to be charged with a crime.  
T F

## ADDENDUM F

### First Step Quiz

(\*Be specific and thorough in your answers. \*Pay attention to your spelling and punctuation. \*Watch your handwriting - make sure it is legible. \*Do your own work!)

1. What is alcohol poisoning? How can someone who drinks avoid this?
2. What are the signs and symptoms of alcohol poisoning? (at least 4)
3. What should you do if you think someone has alcohol poisoning?
4. Explain how men's and women's bodies react to alcohol. Hint: Is it the same or different? Why?
5. What impact do over the counter (OTC) pain relievers have on blood alcohol content (BAC)?
6. How do cold/allergy medicines affect a person's level of intoxication? Why are they dangerous to combine with alcohol?
7. What are two myths associated with drinking alcohol?
  - 1.

2.

8. What causes a hangover?

9. Passing out and blacking out are the same thing. True or False – Why?

10. What affects how fast a person can “sober up”?

11. Which organ is primarily responsible for metabolizing alcohol? How long does it take typically to metabolize one standard drink? What happens if you drink faster than that rate?

12. How does the alcohol content of a standard of hard liquor, a 12 oz beer or malt beverage, or a glass of wine compare?

13. Drinking alcohol can cause nausea. Why?

14. Alcohol is a depressant. How does it affect your body?

15. What does "HALT" mean in relation to drinking alcohol?

16. List three (3) safety tips for smart, responsible partying.

1.

2.

3.

17. More than \_\_\_\_\_% of 18-, 19-, and 20-year olds traffic deaths are alcohol-related. A young person dies in an alcohol-related traffic crash an average of once every \_\_\_\_\_ hours.

18. True or False: The designated driver is the person who has had the least amount of drinks? Explain.

19. Always eat before you drink. True False Why? What?

20. If you're worried about the efforts of others to constantly top off your drink or pressure you to drink, what can you do?

a. Alternate non-alcoholic drinks with Alcoholic drinks.

b. Say No thanks I am on medication, or some kind of excuse to turn down the drink offered.

- c. Add ice cubes to your drink to make it look full.
- d. All of the above

21. Complete this sentence: it is safe to consume a drink....

- a. that you have left it on a bar with a napkin over it.
- b. if its from a big punch bowl at the frat house.
- c. that is unopened and you open it yourself.
- d. If someone passes you a drink and asks you to take a sip.

22. If you get pulled over and charged with DUI about how much will you have to pay?

23. What possible effects will this have on you personally at college, home, and at your job?

24. What should you do if you are at a party and have been drinking?  
Explain.

## ADDENDUM G

# Alcohol Myths

Myth: "Everybody drinks."

**Fact: at least 20% or 1 in 5 college students don't drink.**

Myth: "I'm more fun drunk."

**Fact: Very few people find a slurring, stumbling, puking, and loud person "fun". But they may find you funny and be laughing at you instead of with you.**

Myth: "Everyone drinks a lot at parties."

**Fact: If you stop and look around you will find that only a few people at a party are trashed, out of control, and/or a danger to themselves or someone else.**

Myth: "It is no one else's business how much I drink. I'm not like a lot of people because I know how to handle it."

**Fact: One person's drinking habits can affect an average of five people other than the drinker. And if you try to drive you may have a permanent affect on someone else's life or death.**

Myth: "There is nothing else to do but drink."

**Fact: Wrong. Check you student handbook for ideas, read "This Week", check out the bulletin boards, get involved, or volunteer. Or here is a really radical idea –spend two hours studying for each hour you spend in class and be the student who sets the curve in your classes.**

Myth: "I plan to have as much fun as I can while I am in college because I will have plenty of time to be serious after I graduate."

**Fact: Your drinking habits may prevent you from being a successful student and graduating. Nationally 159,000 first-year freshmen will drop out of school this year for alcohol or drug-related problems. Now is the time to take your job of being a student seriously.**

Myth: "Drinking too much might make you sick but as long as you don't drive a car it won't kill you."

**Fact: You don't have to drive a car after drinking for it to be fatal. Alcohol poisoning and/or choking on vomit are both very real risks for someone who drinks too much too fast, especially if the drinker passes out.**

## ADDENDUM H

### Part 86 Compliance Checklist

#### Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist

1. Does the institution maintain a copy of its drug prevention program? Yes  No   
If yes, where is it located? Dean of Student Services office
2. Does the institution provide annually to each employee and each student, who is taking one or more classes for anytype of academic credit except for continuing education units, written materials that adequately describe andcontain the following?
  - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcoholon its property or as a part of its activities  
Students: Yes  No  Staff and Faculty: Yes  No
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: Yes  No  Staff and Faculty: Yes  No
  - c. A description of applicable legal sanctions under local, state, or federal law  
Students: Yes  No  Staff and Faculty: Yes  No
  - d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs  
Students: Yes  No  Staff and Faculty: Yes  No
  - e. A clear statement of the disciplinary sanctions the institution will impose on students and employees,and a description of those sanctions  
Students: Yes  No  Staff and Faculty: Yes  No
3. Are the above materials distributed to students in one of the following ways?
  - a. Mailed to each student (separately or included in another mailing)  
Yes  No
  - b. Through campus post offices boxes  
Yes  No
  - c. Class schedules which are mailed to each student  
Yes  No
  - d. During freshman orientation  
Yes  No
  - e. During new student orientation  
Yes  No
  - f. In another manner (*describe*)Email provided with link to all students once/semester
4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?  
Yes  No

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?  
Yes  No
6. Are the above materials distributed to staff and faculty in one of the following ways?
- a. Mailed  
Staff: Yes  No  Faculty: Yes  No
- b. Through campus post office boxes  
Staff: Yes  No  Faculty: Yes  No
- c. During new employee orientation  
Staff: Yes  No  Faculty: Yes  No
- d. In another manner (describe): Email provided with link to all employees once/semester
7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?  
Staff: Yes  No  Faculty: Yes  No
8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?  
Staff: Yes  No  Faculty: Yes  No
9. In what ways does the institution conduct biennial reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?
- a. Conduct student alcohol and drug use survey  
Yes  No
- b. Conduct opinion survey of its students, staff, and faculty  
Students: Yes  No  Staff and Faculty: Yes  No
- c. Evaluate comments obtained from a suggestion box  
Students: Yes  No  Staff and Faculty: Yes  No
- d. Conduct focus groups  
Students: Yes  No  Staff and Faculty: Yes  No
- e. Conduct intercept interviews  
Students: Yes  No  Staff and Faculty: Yes  No
- f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees  
Students: Yes  No  Staff and Faculty: Yes  No
- g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees  
Students: Yes  No  Staff and Faculty: Yes  No
- h. Other (*please list*):

10. Who is responsible for conducting these biennial reviews?

Dean of Student Services in conjunction with the Director of Housing

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the biennial review?      Yes       No

12. Where is the biennial review documentation located?

Name: Kristen Alley

Title: Dean of Student Services

Department: Student Services

Phone: 660-359-3948, ext. 1440      E-mail: \_\_\_\_\_

Comments: \_\_\_\_\_