



Drug-Free Schools and Campuses Biennial Review

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December 31, 2008

Compliance Guidelines as taken from the U. S. Department of Education's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention website <http://www.higheredcenter.org/mandates/dfsca>

Complying with the Drug-Free Schools and Campuses Act EDGAR (34 CFR Part 86)

At a minimum, each school must distribute to all students and employees annually:

- **Standards of conduct that clearly prohibit the unlawful possession, use, or distribution** of illicit drugs and alcohol on school property or as part of any school activities
- **A description of the applicable legal sanctions** under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- **A description of the health risks** associated with the use of illicit drugs and the abuse of alcohol
- **A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs** that are available to employees or students
- **A clear statement that the institution will impose sanctions** on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, **up to and including expulsion or termination of employment and referral for prosecution**, for violations of the standards of conduct
- The law further requires an institution of higher education to conduct a **biennial review** of its program to:
 - determine its **effectiveness** and implement changes if they are needed
 - ensure that the **sanctions developed are consistently enforced**

Northland Community and Technical College has met the minimum requirements as delineated in the Drug-Free Schools and Campuses Act EDGAR (34 CFR Part 86) through:

Policy Language and Information

NCTC's Drug-Free campus policy language which includes **standards of conduct that clearly prohibit the unlawful possession, use, or distribution** of illicit drugs and alcohol on school property or as part of any school activities, **a description of the applicable legal sanctions** under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol, **a description of the health risks** associated with the use of illicit drugs and the abuse of alcohol, and **a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs** that are available to employees or students.

The link to NCTC's website for this policy is:

<http://www.northlandcollege.edu/about/policies/docs/1070.pdf>

Or to find the policy one may retrieve from the main web page. Go to www.northlandcollege.edu, click on About NCTC, then click on Policies and Procedures, then find the policy 1070 Alcoholic Beverages and Controlled Substances policy.

NCTC also presents extended information in the Student Policy Handbook and Planner (2008-09) and that may be found online on pages 44-46 at <http://www.northlandcollege.edu/academics/handbook/handbooks/0809.pdf> (See Appendix A for a copy of the most current policy language and information)

The Student Policy Handbook and Planner (2007-08) version may also be found on pages 64-68 at <http://www.northlandcollege.edu/academics/handbook/handbooks/0708.pdf>

Policy Distribution

The policy distribution process to **Students** is handled through a variety of methods.

1. One way is through the Assessment/Orientation/Registration sessions in EGF and Thief River Falls. The students review the Online Orientation either prior to coming to campus or prior to assessment or registration. If campuses hold on-campus orientation sessions the Drug Free information is highlighted at the session.
2. The new Online Orientation (implemented spring 2008) includes a section titled, "Things You Should Know" and the Alcoholic Beverages and Controlled Substances Policy and the Drug Free Campus required information is included for students to review. The following link is the link referring to the "Things You Should Know" section and the Drug Free Campus required language
<http://www.northlandcollege.edu/admissions/orientation/online/13-thingsstoknow/>

3. New students are provided with a Student Policy Handbook and Planner that contains the Drug Free Information (aka Alcoholic Beverages and Controlled Substances Policy) at the beginning of each semester.
4. **Returning students** may pick up handbooks during the first couple of weeks of each term. The Student Policy Handbook is also a Student Planner that is provided free of charge to the students and we have found that it is a "hot" commodity. Without the Student Planner section, the handbook was not something the students sought out - the planner component makes it a useful tool for students to use and they have the policies and other information right at their fingertips.
5. Beginning in the fall of 2007, the plan for distribution of materials was enhanced.
 - a. Besides students accessing Student Policy Handbook/Planners every semester,
 - b. a **postcard** was developed and disseminated to all students at the beginning of every semester with mandatory notification information and links from the College's website (i.e. Drug-Free Schools and Colleges, Campus Crime (Cleary Act), Student Code of Conduct, Student Right to Know-Graduation and Transfer-out Rates, Sexual Harassment and Violence Policy/Procedure, Personal Financial Management brochure, etc.). A **paper postcard** was sent the first time (See Appendix B – 2007 College Policy Notice/Code of Student Life Postcard notification), and
 - c. then an electronic postcard was sent and will be sent to all students subsequently at the beginning of each semester. (Appendix C – 2008 College Policy Notice/Code of Student Life) NCTC has adopted policies regarding Email as the Official Form of Communication for students. The link to that policy is included here:
http://www.northlandcollege.edu/about/policies/_docs/2205.pdf (students)

Employees (faculty and staff) receive the information also through a variety of methods.

1. New Student Policy Handbook and Planners are distributed every fall to employees as the Handbook and Planner is updated annually.
2. Beginning in the fall of 2007, the plan for distribution of materials was enhanced.
 - a. Besides employees accessing Student Policy Handbook/Planners in the fall,
 - b. a **postcard** was developed and disseminated to all employees at the beginning of every semester with mandatory notification information and links from the College's website (i.e. Drug-Free Schools and Colleges, Campus Crime (Cleary Act), Student Code of Conduct, Student Right to Know-Graduation and Transfer-out Rates, Sexual Harassment and Violence Policy/Procedure, Personal Financial Management brochure,

- etc.). A **paper postcard** was sent the first time (See Appendix B – 2007 College Policy Notice/Code of Student Life Postcard notification), and
- c. then an electronic postcard was and will be sent to all employees subsequently at the beginning of each semester. (Appendix C – 2008 College Policy Notice/Code of Student Life) NCTC has adopted a policy regarding Email as the Official Form of Communication for employees. The link to that policy is included here:
http://www.northlandcollege.edu/about/policies/pdf/5015_emailOfficialEmployeeCorres.pdf (employees).
 - d. **New employees**, due to hire dates not being consistent with term start dates as is the case with new students, will also receive the Drug Free Information (Postcard) as part of their New Employee Packet.

NOTE:

Northland College has adopted the policies 2205 and 5015 Use of Email as Official Form of Correspondence <http://www.northlandcollege.edu/about/policies/docs/2205.pdf> and http://www.northlandcollege.edu/about/policies/pdf/5015_emailOfficialEmployeeCorres.pdf so email postcard notification to student and employee email accounts is the preferred mode of notification at Northland.

Biennial Review of Drug-Free Schools and Colleges Information and Programming

Policies and procedures at NCTC are reviewed annually as per policy 2010 Policy Statement found at <http://www.northlandcollege.edu/about/policies/docs/2010.pdf>

The Drug-Free campus Policy (aka Alcoholic Beverages and Controlled Substances on Campus Policy) was last revised August 12, 2008 through the College revision process. The most current policy was placed in the Student Handbook and Planner. The Policy will be reviewed again spring 2009 to comply with the college policy.

When the policy and information was reviewed in fall 2007 through to current date, the following list was created to address and enhance the information we provide to our employees and students:

1. Create a Drug-Free campus brochure and distribute to all employees and students and/or post to the web (Brochure developed spring 2008, revised December 2008 – See Appendix D),
2. Incorporate the Drug Free Task Group into an existing College Committee (Drug Free Task Force was integrated into the College Safety Committee – December 2008),

3. Take a College Inventory of all Drug Free College activities in- and outside the classroom (Complete by March 1, 2009),
4. Identify Drug Free program strengths and weaknesses (Complete by April 1, 2009),
5. Identify Drug Free Action Plan for implementation for FY10 (Complete by June 30, 2009), and
6. Integrate education and prevention programming through the Healthy campus committee activities. (In progress through July 1, 2008 - June 30, 2009)

Biennial Review of Drug-Free Schools and Colleges

Biennial Review Report

The NCTC Dean of Student Services and the NCTC Human Resource Director have been designated as the College contacts in reference to compliance of the Drug Free Schools and Campuses Regulations. The Compliance Checklist was completed for this review, December 4, 2008 (See Appendix E – Part 86 Compliance Checklist)

Students

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The NCTC Dean of Student Services and Human Resources Director will compile and submit to the Minnesota State College and University (MnSCU) System office contact the Biennial Report as requested.

Copies of the NCTC Biennial Review may be accessed by contacting one of the College contacts:

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