



## **Drug-Free Schools and Campuses Biennial Review**

Mary Fontes and Becky Lindseth  
December 30, 2010

**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](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](http://www.northlandcollege.edu) , click on About, scroll down and click on View College Policies and Procedures, then locate and click on the policy 1070 Alcoholic Beverages and Controlled Substances policy.

NCTC also presents extended information in the on-line Student Handbook (2009-10 and 2010-11) which may be found online at <http://www.northlandcollege.edu/handbook/> (See Appendix A for a copy of the most current policy language and information) The on-line Student Policy Handbook and Planner (2008-09) version may also be found online at <http://www.northlandcollege.edu/handbook/>, specifically pages 44-46 reference the Drug Free Colleges and Schools information.

NCTC Drug Free Colleges and Schools compliance material is located specifically under the Student Conduct heading - Alcoholic Beverages and Controlled Substances on Campus [http://www.northlandcollege.edu/about/policies/\\_docs/1070.pdf](http://www.northlandcollege.edu/about/policies/_docs/1070.pdf) and Federal, State, and Local Sanctions of Controlled Substances [http://www.northlandcollege.edu/about/policies/\\_docs/H\\_2.pdf](http://www.northlandcollege.edu/about/policies/_docs/H_2.pdf) Students may print out hard copies of the information if they wish.

## 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 East Grand Forks 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 Online Orientation 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-thingstoknow/>
3. New students are provided with the link to the on-line Student Policy Handbook that contains the Drug Free Information (aka Alcoholic Beverages and Controlled Substances Policy) at the beginning of each semester.
4. **Returning students** are also notified of the updated handbooks during the first couple of weeks of each term. Both new and returning students are notified at the same timeframe each term.
5. Distribution of materials
  - a. Besides students accessing the on-line Student Policy Handbook every semester,
  - b. a **postcard** was developed and disseminated electronically 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.). (Appendix B – 2010 College Policy Notice/Code of Student Life)

**Employees** receive the information also through a variety of methods.

1. Distribution of Materials to Employees

- a. Besides employees having access to the on-line Student Handbook every term,
- b. a **postcard** is disseminated electronically 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.).

**New employees**, due to hire dates not being consistent with term start dates, 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](http://www.northlandcollege.edu/about/policies/_docs/2205.pdf) and [http://www.northlandcollege.edu/about/policies/\\_docs/5015.pdf](http://www.northlandcollege.edu/about/policies/_docs/5015.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](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 on-line Student Handbook. The Policy was reviewed in spring 2009 and spring 2010 to comply with the college policy. No revisions were made.

When the policy and information was reviewed in spring 2009 to current date, the following list was created to address and enhance the information we provide to our employees and students:

1. Disseminate the Drug-Free campus brochure to all employees and students and/or post to the web (See Appendix C),
2. Utilize the College Safety Committee to review and enhance activities of the College.
3. Take an annual inventory of all Drug Free College activities in and outside the classroom (See Appendix D),
4. Identify Drug Free program strengths and weaknesses
5. Identify Drug Free Action Plan for implementation for FY12, and



6. Integrate education and prevention programming through the Healthy campus committee activities. (In progress through July 1, 2008 – December 31, 2010)

## **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 22, 2010 (See Appendix E – Part 86 Compliance Checklist)

#### **Students**

Mary Fontes, Dean of Student Services  
NCTC  
2022 Central Ave NE  
East Grand Forks, MN 56721  
(218)793-2460  
[mary.fontes@northlandcollege.edu](mailto:mary.fontes@northlandcollege.edu)

#### **Employees**

Becky Lindseth, Human Resource Director  
NCTC  
2022 Central Ave NE  
East Grand Fork, MN 56721  
(218)793-2476  
[becky.lindseth@northlandcollege.edu](mailto:becky.lindseth@northlandcollege.edu)

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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[mary.fontes@northlandcollege.edu](mailto:mary.fontes@northlandcollege.edu)

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# Appendix A

## 2008-2009 STUDENT POLICY HANDBOOK/PLANNER



**Building Futures . . . Together**

**EAST GRAND FORKS**  
2022 Central Avenue NE  
East Grand Forks, MN 56721  
(218) 793-2800 or 1-800-451-3441  
TDD: (218) 793-2801

**THIEF RIVER FALLS**  
1101 Hwy One East  
Thief River Falls, MN 56701  
(218) 683-8800 or 1-800-959-6282  
TTY: (218) 683-8801

**[www.northlandcollege.edu](http://www.northlandcollege.edu)**

An Affirmative Action/Equal Opportunity Educator and Employer  
NCTC is a member of the Minnesota State Colleges and Universities System.



# **2008-2009 ACADEMIC CALENDAR**

## **FALL SEMESTER 2008**

Fall Tuition Due (before 1:30 pm)  
 New Student Orientation (TRF Only)  
 Fall Semester Begins  
 Last Day to Drop a Class without a Charge  
 Last Day to Drop/Add an On-Campus Class  
 Last Day to Drop/Add an NCTC On-Line Class  
 Labor Day Holiday\*  
 Minnesota State College Faculty Days\*  
 Last Day to Withdraw From an On-Campus Class  
 Last Day to Withdraw From an NCTC On-Line Class  
 Veteran's Day Holiday\*  
 Thanksgiving Holiday\*  
 Final Exams  
 End of Fall Semester

Friday, Aug 22  
 Friday, Aug 22  
 Monday, Aug 25  
 Friday, Aug 29  
 Friday, Aug 29  
 Friday, Aug 29  
 Monday, Sept 1  
 Thur-Fri, Oct 16-17  
 Friday, Dec 5  
 Friday, Dec 5  
 Tuesday, Nov 11  
 Thur-Fri, Nov 27-28  
 Tue-Fri, Dec 16-19  
 Friday, Dec 19

## **SPRING SEMESTER 2009**

Spring Tuition Due (before 1:30 pm)  
 Spring Semester Begins  
 New Student Orientation (TRF Only)  
 Last Day to Drop a Class without a Charge  
 Last Day to Drop/Add an On-Campus Class  
 Last Day to Drop/Add an NCTC On-Line Class  
 Martin Luther King Jr. Holiday\*  
 President's Day Holiday\*  
 Spring Break\*  
 Last Day to Withdraw From an On-Campus Class  
 Last Day to Withdraw From an NCTC On-Line Class  
 In-Service Day\*  
 Final Exams  
 End of Spring Semester  
 Graduation (TRF)  
 Graduation (EGF)

Friday, Jan 9  
 Monday, Jan 12  
 Friday, Jan 9  
 Friday, Jan 16  
 Friday, Jan 16  
 Friday, Jan 16  
 Friday, Jan 16  
 Monday, Jan 19  
 Monday, Feb 16  
 Mon-Fri, March 9-13  
 Thursday, April 30  
 Thursday, April 30  
 Friday, April 10  
 Mon-Thur, May 11-14  
 Thursday, May 14  
 Thursday, May 14  
 Friday, May 15

Visit [www.distance.minnesota.edu](http://www.distance.minnesota.edu)  
 for the complete Online Course Calendar.

\* Denotes days when no classes will be held

## STUDENT CONDUCT

### ACTIVITY TRAVEL REGULATIONS - 2175

All travel arrangements required for college sponsored and sanctioned activities must be approved by the campus Dean of Student Affairs prior to leaving for the scheduled activity. Reimbursement for expenses incurred will be according to the current travel rules and regulations of the State of Minnesota as authorized by statute or by contract. Upon return from the college authorized trip, the advisor/coach must complete a reconciliation of funds (including receipts) and submit to the Business Office. Students are required to sign the "Waiver of Liability Assumption of Risk, and Indemnity Agreement – On/Off Campus Activities" form prior to the activity.

Itineraries for trips must be filed with the campus Dean of Student Affairs 24 hours prior to any travel. The itinerary must include the following: date, hour of departure, list of students going, and time of return. Students participating in extra-curricular activities are to be transported in the manner scheduled by the college. This includes activities such as: athletics, music concerts, and club or organization activities. The use of private vehicles for college-related activities is prohibited, unless approved by college administration.

NCTC policies and procedures are applicable during the trip.

### ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES ON CAMPUS - 1070

**Part 1. Policy Statement.** It is the policy of Northland Community and Technical College (NCTC) that the use of alcohol and/or controlled substances will be only in accordance with this policy.

#### Part 2. Use or Possession of Alcohol and Controlled Substances at NCTC

**Subpart A. Compliance with Federal Law.** In order to comply with Federal law, including, but not limited to, the Drug-Free Schools and Communities Act (34 CFR Part 86), the Drug-Free Workplace Act (34 CFR Part 85) and the Campus Security Act, NCTC will adopt and implement this policy which is designed to prevent abuse of alcohol and the use of controlled substances.

**Subpart B. Compliance with State Law.** NCTC prohibits unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances.

**Subpart C. Policy.** Except as provided in this policy, the possession, use, sale or distribution of alcoholic beverages and 3.2% malt liquor at NCTC and college-sponsored events on or off campus is prohibited.

**Subpart D. Exception for Instructional Purposes.** Use of alcohol in laboratory and classroom instruction/experiments is not prohibited.

**Part 3. Responsibilities.** The NCTC President is the college authority to approve use of alcohol at specific special events on campus or college sponsored events off campus. Approval shall be consistent with the Office of the Chancellor or campus drug and alcohol policy and with system procedures. The procedures shall address the following: compliance with local ordinances and state law relating to sale, possession or consumption of alcohol; providing adequate dram shop/public liability insurance; and any other matters deemed necessary by the Chancellor.

**Part 4. Accountability/Sanctions.** NCTC will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution for violations of the policy stated above. Student violations of this policy will be handled as violations of the Student Code of Conduct Policy.

**Part 5. Reporting.** Records regarding approval of the use of alcohol at specific events shall be maintained by the college in accordance with approved records retention schedules. NCTC will conduct a biennial review of its program to determine its effectiveness and implement changes if necessary, and ensure that the sanctions developed are consistently enforced.

### FEDERAL, STATE & LOCAL SANCTIONS REGARDING CONTROLLED SUBSTANCES

#### Minnesota Alcohol Violations

1. Driving while intoxicated: (blood alcohol concentration .08 or more) 90 days in jail and/or \$1000 fine, revocation of driver's license for up to 90 days, reinstatement fee of \$680, DWI knowledge test, application with fees, and a chemical assessment.
2. Possession by persons under 21: \$100 fine.
3. Use of false identification for alcohol purchase: loss of driving privileges for at least 90 days and a fine.
4. Furnishing alcohol to persons under 21: \$3,000 fine and/or 1 year in jail.



5. Party ordinance: \$300 fine and/or 90 days in jail.

**Likely Consequence:**

Vehicle insurance costs could increase substantially for at least three years.

**Repeat Offenders:**

A second offense of a DWI within the last ten years will be charged as a gross misdemeanor with a maximum possible sentence of one year in jail and a \$3,000 fine. All of the consequences listed above become more serious upon repeated offenses.

**Minnesota Drug Laws**

**Schedule Drugs (I-V)**

1. Heroin, LSD, mescaline and peyote, amphetamine variants, marijuana, other hallucinogens.
2. Opium, morphine, codeine, methadone, cocaine, barbiturates.
3. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
4. Barbiturates, benzodiazepines, chloral hydrates, other narcotics, stimulants and depressants.
5. Opium, codeine, other narcotics and depressants.

**First Degree**

1. Sale: 10+ grams of cocaine, 50+ grams of other narcotic drug, 200+ doses hallucinogen, 50 kilos marijuana, or 25+ kilos marijuana in a school zone, park zone, or public housing zone.
2. Possession: 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.
3. Penalty: 0 to 40 years, 4 year mandatory minimum if prior drug felony; up to \$1 million fine, 0 to 40 years, 2nd offense.

**Second Degree**

1. Sale: 3+ grams of cocaine, 10+ grams of other narcotic drug, 50+ doses hallucinogen, 25 kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.
2. Possession: 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.
3. Penalty: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to \$500,000 fine.

**Third Degree**

1. Sale: Narcotic drug: 10+ doses hallucinogen, 5+ kilos marijuana, or sale of a Schedule I, II, or III (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.
2. Possession: 3+ grams cocaine, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.
3. Penalty: 0 to 30 years, 2 year mandatory minimum if prior drug felony; up to \$250,000 fine. 0 to 30 years, 2nd or subsequent offense.

**Fourth Degree**

1. Sale: Any Schedule I, II, or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.
2. Possession: 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with intent to sell it.
3. Penalty: 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to \$100,000 fine.

**Fifth Degree**

1. Sale: Marijuana, or any Schedule IV drug.
2. Possession: All Schedule I, II, III, or IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.
3. Penalty: 0 to 5 years, 6 months mandatory minimum if prior drug felony; up to \$10,000 fine.

**Federal Law**

**Schedule I Drugs** (Penalty for possession): first offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$4 million fine individual, \$10 million other than individual. Second Offense: 20 years to life, 20 year mandatory minimum; if death or serious injury, not less than life; up to \$8 million fine individual, \$20 million other than individual.

**Schedule II Drugs** (Penalty for possession): First Offense: 5 years to 40 years, 5 year mandatory minimum; if death or serious injury, 20 year minimum; up to \$2 million fine individual, \$5 million other than individual. Second Offense: 10 years to life, 10 year mandatory minimum; if death or serious injury, not less than life; up to \$4 million fine individual, \$10 million other than individual.

**Schedule I or II Controlled Drugs** (Penalty for possession): First Offense: 0 to 20 years; if death or serious injury, 20 year minimum, not more than life; up to \$1 million fine individual, \$5 million other than individual. Second Offense: 0 to 30 years; if death or serious injury, not less than life; up to \$2 million fine individual, \$10 million other than individual.

**Schedule III Drugs (Penalty for possession):** First Offense: 0 to 5 years, up to \$250,000 fine individual, \$1 million other than individual.  
Second Offense: 0 to 10 years; up to \$500,000 fine individual, \$2 million other than individual.

**Schedule IV Drugs (Penalty for possession):** First Offense: 0 to 3 years; up to \$250,000 fine individual, \$1 million other than individual.  
Second Offense: 0 to 6 years; up to \$500,000 fine individual, \$2 million other than individual.

**Schedule V drugs (Penalty for possession):** First Offense: 0 to 1 year; up to \$100,000 fine individual, \$250,000 other than individual.  
Second Offense: 0 to 2 years; up to \$200,000 fine individual, \$500,000 other than individual.

#### Health Risks Associated With Substance Abuse

Substance abuse can cause extremely serious health and behavioral problems, including short- and long-term effects upon the body and mind. The physiological and psychological responses differ according to the chemical ingested, and although chronic health problems are associated with long-term substance abuse, acute and traumatic reactions can occur from one-time and moderate use. Alcohol and drugs are toxic to the body's systems. Contaminant poisonings often occur with illegal drug use, and mixing drugs, or using "counterfeit substances," can also be lethal. Human Immunodeficiency Virus (HIV or AIDS), sexually transmitted diseases, rape, unwanted pregnancies, injuries, accidents, and violence can result from alcohol abuse or drug use. In addition, substance abuse impairs learning ability and performance. Acute health problems may include heart attack, stroke, and sudden death, which in the case of drugs such as cocaine, can be triggered by first-time use. Long-lasting health effects of drugs and alcohol may include disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells and permanent memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary (lung) damage. Drug use during pregnancy may result in miscarriage, fetal damage, and birth defect causing hyperactivity, neurological abnormalities, developmental difficulties, and infant death.

#### Education & Prevention Services and Programs: Alcohol and Other Drugs

Primary prevention efforts will be to provide students with appropriate information and developmental experience necessary to make responsible decisions regarding alcohol and illicit drug use and non-use. Prevention efforts shall address legal, social, and health consequences and that use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. See the campus counselor for information and assistance. Prevention efforts will include:

- Early identification and intervention efforts providing assistance to students demonstrating behaviors of concern.
- Crisis intervention procedures for students experiencing medical emergencies.
- Re-entry to the college support services for students after completing therapy for drug or alcohol problems.

#### Community Resources

Center City, MN	Hazelden Foundation	(651) 213-4200
Crookston, MN	Glenmore Recovery Center	(218) 281-9511
Crookston, MN	Migrant Chemical Health Program	(218) 281-7442
East Grand Forks, MN	Douglas Place	(218) 793-0420
Grand Forks, ND	Altru Health Systems	(701) 780-3440
Thief River Falls, MN	Glenmore Recovery Center	(218) 681-8019
Thief River Falls, MN	Merit Care-Northwest Campus	(218) 681-4240
Thief River Falls, MN	Merit Care-Southeast Campus	(218) 681-4747
Thief River Falls, MN	Northwest Recovery	(218) 681-6561

#### Alcoholics Anonymous

Crookston	(218) 779-3600
Grand Forks/East Grand Forks	(701) 772-2952 or (218) 779-3600 (24 hrs)
Thief River Falls	(218) 681-1469

#### Disciplinary Sanctions

Northland Community and Technical College will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct stated above. Student violations of this policy will be handled as violations of the Student Code of Conduct Policy.

#### POSSESSION OR CARRY OF FIREARMS - 2130

Students are prohibited from possessing or carrying firearms while on college property, regardless of whether the student has a permit to carry a firearm, except as noted below:

1. The student is a licensed peace officer, currently employed as such.
2. The firearm is necessary to meet the requirements for a particular course or program such as Criminal Justice.
3. This policy does not prohibit the lawful possession or carry of firearms in the parking lots.

Violation of this policy is considered misconduct and students are subject to discipline, up to and including expulsion or termination.



# Appendix B

Hello Everyone,

Welcome to Northland! Hopefully you are settled in and working hard in all of your courses.

This email is sent every term to notify students of the many policies and procedures that may affect them. E-mail is the mechanism for official communication with Northland Community and Technical College students according to policy 2205 Use of E-mail for Official Correspondence with Students. This notice shall serve as the official communication of mandatory policy, procedure and related information. See attached document for important college policy and procedure links. If you have any questions regarding this information, please do not hesitate to contact me [mary.fontes@northlandcollege.edu](mailto:mary.fontes@northlandcollege.edu) or Steve Crittenden [steve.crittenden@northlandcollege.edu](mailto:steve.crittenden@northlandcollege.edu), your Student Affairs administrators at Northland.

Thank you and have a great semester,

Mary L. Fontes  
Dean of Student Services  
Northland Community & Technical College  
2022 Central Ave NE  
EGF, MN 56721  
phone (218)793-2460  
fax (218)793-2852



# College Policy Notice/Code of Student Life

Please become familiar with the following information/policies at NCTC:

**Campus Crime Statistics:** NCTC requests statistics from community police departments for the previous three years concerning reported crimes that on the campuses; in certain off-campus buildings and property owned or controlled by NCTC; and on public property within, or immediately adjacent to and accessible from the campuses. The campus Security Report is available online at <http://www.northlandcollege.edu/safety/>.

**Career Exploration and Job Prospect Information:** NCTC provides resources for obtaining career exploration and job prospect information through the Virtual Career Center at <http://www.northlandcollege.edu/services/placement/>

**Drug-Free Schools and Campuses:** NCTC's policy and information regarding alcoholic beverages and controlled substances on campus, federal, state and local sanctions regarding controlled substances, health risks associated with substance abuse, education and prevention services and programs, and disciplinary sanctions is available on-line at: <http://www.northlandcollege.edu/handbook> and <http://www.northlandcollege.edu/about/policies/docs/1070.pdf>

**Equity in Athletics Disclosure:** NCTC has made available the Equity in Athletics Disclosure. The information is available on-line at: <http://www.northlandcollege.edu/current/docs/EquityAthleticsDisclosure.pdf>.

**Financial Management:** NCTC has made available information on financial management for students. The information is available on-line at: <http://www.northlandcollege.edu/current/docs/MoneyManagementBrochure.pdf> and <http://www.mnscu.edu/students/financialaid/moneymanagement.html>.

**Policies and Procedures:** NCTC's Policies and Procedures is available on-line at: <http://www.northlandcollege.edu/about/policies/>

**Student Code of Conduct:** NCTC's Student Code of Conduct is available on-line at: <http://www.northlandcollege.edu/about/policies/docs/2110.pdf>

**Student Right to Know/Graduation & Transfer Rates:** NCTC Student Right to Know information is available on-line at: <http://www.northlandcollege.edu/future/righttoknow/>.

**Students with Disabilities:** In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1996, NCTC affirms the rights of students with disabilities. This policy can be viewed at: <http://www.northlandcollege.edu/about/policies/docs/2035.pdf>.



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

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**Equity in Athletics Disclosure:** NCTC has made available the Equity in Athletics Disclosure. The information is available on-line at: <http://www.northlandcollege.edu/current/docs/EquityAthleticsDisclosure.pdf>.

**Financial Management:** NCTC has made available information on financial management for students. The information is available on-line at: <http://www.northlandcollege.edu/current/docs/MoneyManagementBrochure.pdf> and <http://www.mnscu.edu/students/financialaid/moneymanagement.html>.

**Policies and Procedures:** NCTC's Policies and Procedures is available on-line at: <http://www.northlandcollege.edu/about/policies/>

**Student Code of Conduct:** NCTC's Student Code of Conduct is available on-line at: <http://www.northlandcollege.edu/about/policies/docs/2110.pdf>

**Student Right to Know/Graduation & Transfer Rates:** NCTC Student Right to Know information is available on-line at: <http://www.northlandcollege.edu/future/righttoknow/>.

**Students with Disabilities:** In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1996, NCTC affirms the rights of students with disabilities. This policy can be viewed at: <http://www.northlandcollege.edu/about/policies/docs/2035.pdf>.



**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE



# Appendix C

## Mary Fontes - Drug Free Schools and Campuses

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**From:** Julie Fenning  
**To:** EGF Employees; TRF Employees  
**Date:** 11/23/2010 2:58 PM  
**Subject:** Drug Free Schools and Campuses  
**Attachments:** Drug Free Brochure 2010.pdf

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The college Safety Committee in cooperation with Student Services has implemented the Drug Free Schools and Campuses program. This program is required by Federal and State law to prevent the use of alcohol and unlawful drugs on campus by students and employees.

Every two years we conduct a review of the current programming and its effectiveness. An inventory of all alcohol, tobacco, and other drug awareness related activities in and outside of the classroom will be compiled.

**Please email me any college-sponsored alcohol, tobacco, and other drug awareness related activities you participate in or conduct.** Examples can include course curriculum, student life activities, etc.

**Please forward this information to me by December 15th.**

Thank you.

Julie Fenning  
Director of Training & Development  
218-683-8633

When drugs make individuals lose control, they may try things beyond their ability and take foolish risks. Accidents and injuries, and even death, can result to the user and others.

Abusing drugs can also cause legal, economic and personal problems.

Individuals who abuse drugs often need help. Breaking a drug habit without outside help can be dangerous because of the withdrawal symptoms, and difficult because of the psychological need.

#### **DRUG ABUSE PREVENTION PROGRAM**

The effects of chemical dependency on Northland Community and Technical College's students' and employees' ability to function successfully are of primary concern to the college. The inability of an individual to control the use of chemicals results in impairment of physical, mental, emotional and social functioning capabilities. Therefore, Northland Community and Technical College will provide the following services to help students and staff deal with this problem.

**Chemical Dependency Awareness Program** – Periodically, chemical awareness instruction will be offered to employees and students at Northland Community and Technical College. This instruction will take the form of short courses, seminars, and printed information.

**Classes for Credit** – HPER 2240 Drugs & Alcohol is offered for 3 credits.

**Brochures** – Brochures informing students of the harmful effects of various drugs are available.

**Drug and Alcohol Free Campus**

**Information** - In compliance with the Federal Drug Free Schools and Communities Act Amendments of 1989, this brochure entitled "Drug & Alcohol Free Campus Information" will be made available to students and employees and posted to the web.

**Chemical Dependency Counseling** – The Counselors are the designated Chemical Dependency Resource student contacts at Northland Community and Technical College. College Counselors will provide initial information to students with regard to chemical dependency concerns and treatment options. Contact Kate Schmalenberg on the EGF campus (218)793-2401 or Kelsy Blowers on the TRF campus (218)683-8543 for student counseling services.

The state Employee Assistance Program is available to provide information, assessments and referrals for treatment for state employees with chemical dependency questions and/or concerns.

This document is available in alternative formats to individuals with disabilities by contacting Ellen Brehmer at (218) 793-2382 or 1-800-451-3441, or TTD (218) 793-2801 at the East Grand Forks campus; or Dean Dalen at (218) 683-8560 or 1-800-959-6282, or TTY (218) 683-8801 at the Thief River Falls campus.

As necessary, Northland Community and Technical College will revise and improve its approach to drug abuse prevention.

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## **DRUG AND ALCOHOL FREE CAMPUS INFORMATION**

*For students and employees of Northland  
Community and Technical College*



## DRUG AND ALCOHOL FREE CAMPUS

According to the Federal Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 (Prohibited Drugs), 340A (Liquor Act), and 624.701 (Liquors in Certain Buildings and Grounds) Northland Community and Technical College will implement a program to prevent the use of alcohol and unlawful use of drugs on campus by students and employees. (Copies of Minnesota Statutes 152, 304A and 624.701 may be obtained from the Human Resources Office.)

## STANDARDS OF CONDUCT

Standards of conduct, as outlined below, apply to all students and employees at Northland Community and Technical College.

No student or employee shall manufacture, sell, give away, barter, deliver, exchange or distribute, or possess with the intent to manufacture a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus, or while involved in a college activity, service, project, program, or work situation off-campus.

No student or employee shall possess a controlled substance, except when the possession is for that person's own use and is authorized by law, 1) while on campus, or 2) while involved in a college activity, service, project, program, or work situation off-campus.

Except as allowed by Minnesota Statute 624.701, no student or employee shall introduce upon or have possession upon any college campus, any alcoholic beverage as defined in Minnesota Statute 340A.101.

Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the work place are required to inform the campus administrator of this fact within five calendar days of the conviction. The college will notify the federal government within ten days after receiving notice of such an employee being convicted of a criminal drug statute violation occurring in the work place.

No employee shall report to work, and no student shall report to campus or campus activities, while under the influence of (1) alcohol, or (2) a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision making, or safety. The definition of "under the influence" is found in the State of Minnesota's Policy on Alcohol and Other Drug Use by State Employees, Section III.B. and is applicable to students.

## SANCTIONS

Administrative and legal sanctions up to and including (1) expulsion and (2) referral for prosecution will be imposed on students who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Contractual agreements will be followed for violations by employees.

## HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL AND ILLICIT DRUGS

Alcohol is the most abused drug in the United States today.

Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and psychologically.

Alcohol abuse is drinking which harms or endangers the drinker or other people. (A

state characterized by physical, social, intellectual, emotional, or financial problems resulting from the use of alcohol.)

Alcohol abuse can result in violence, poor judgment and loss of coordination.

Alcoholism is a disease characterized by a physical and mental dependence on alcohol. About 1 in 10 drinkers becomes an alcoholic.

Alcohol consumed in heavy amounts over a period of years can result in damage to your health. It can cause malnutrition, brain damage, cancer of the mouth, stomach and esophagus, heart disease, liver damage, ulcers, and gastritis, as well as damage to other body organs.

Prolonged excessive drinking can shorten life span by 10 to 12 years.

Drug abuse is a major problem that results when drugs are used intentionally and improperly.

Drug abuse is using natural or synthetic chemical substances for nonmedical reasons to affect the body, mind and behavior.

Abusing drugs can be dangerous, especially when taken for a long time, in the wrong combinations, or in excess.

If drugs are taken there is a risk of overdose and dependence, both physical and psychological.

The use of drugs and alcohol is highly connected to high-risk activities, which can lead to HIV/AIDS, hepatitis and other sexually transmitted diseases.



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1. **Chemical Dependency Awareness Program** - Periodically, chemical awareness instruction will be offered to employees and students at Northland Community and Technical College. This instruction will take the form of short courses, seminars, and printed information.
2. **Classes for Credit** - HPER 2240 Drugs & Alcohol is offered for 3 credits.
3. **Brochures** - Brochures informing students of the harmful effects of various drugs are available.
4. **Drug and Alcohol Free Campus Policy** - In compliance with the Federal Drug Free Schools and Communities Act Amendments of 1989, a brochure entitled "Drug & Alcohol Free Campus Policy" will

be distributed to students each semester.

5. **Chemical Dependency Counseling** - The Counselors are the designated Chemical Dependency Resource student contacts at Northland Community and Technical College. Contact Kate Schmalenberg on the EGF campus at (218)793-2401 or Kelsy Blowers on the TRF campus at (218)683-8543 for counseling services. College Counselors will provide initial information to students with regard to chemical dependency concerns and treatment options. The state Employee Assistance Program is available to provide information, assessments and referrals for treatment for state employees with chemical dependency questions and/or concerns.

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## **Appendix**

# **DRUG AND ALCOHOL FREE CAMPUS POLICY**

*For students and employees of Northland  
Community and Technical College*



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## **SANCTIONS**

Administrative and legal sanctions up to and including (1) expulsion and (2) referral for prosecution will be imposed on students who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program. Contractual agreements will be followed for violations by employees.

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Alcohol is the most abused drug in the United States today.

Alcohol is a drug that acts on the brain. It is potentially addicting, both physically and psychologically.

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If drugs are taken there is a risk of overdose and dependence, both physical and psychological.

The use of drugs and alcohol is highly connected to high-risk activities, which can lead to HIV/AIDS, hepatitis and other sexually transmitted diseases.

When drugs make individuals lose control, they may try things beyond their ability and take foolish risks. Accidents and injuries,



# Appendix E

## Appendix 2 PART 86 COMPLIANCE CHECKLIST

Completed 12/22/10

### 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? Electronic copy with college contacts -  
Mary Fontes and Becky Lindseth
2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?
  - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on 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 ☐ emailed per policy 2205
  - b. Through campus post offices boxes  
Yes ☐ No ☒ Not Applicable
  - c. Class schedules which are mailed to each student  
Yes ☐ No ☒ Not Applicable
  - d. During freshman orientation  
Yes ☒ No ☐ Same thing
  - e. During new student orientation  
Yes ☒ No ☐ Same thing



f. In another manner (describe) We distribute through our online orientation and through our college policy Notice / code of Student Life notification

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 ☐ N/A - Students begin on term start dates

6. Are the above materials distributed to staff and faculty in one of the following ways?

a. Mailed — emailed  
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) We distribute through email notification.

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)

We request list of drug education activities to be sent to  
Safety Officer for Review to determine strengths and  
weaknesses on an annual basis.

10. Who is responsible for conducting these biennial reviews?

Mary Fontes, Becky Lindseth, Julie Fenning (Safety Coordinator)

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 Mary Fontes

Title Dean of Student Services

Department Student Affairs

Phone (218) 793-2460 E-mail mary.fontes@northlandcollege.edu

13. Comments Other Contacts:

Becky Lindseth, Human Resources Director, Human Resources (218) 683-8630  
Julie Fenning, Safety Officer, (218) 683-8633 julie.fenning@northlandcollege.edu