



**NORTHLAND**  
**COMMUNITY & TECHNICAL COLLEGE**

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

Mary Fontes and Becky Lindseth  
December 21, 2012

**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 Policies/Procedures, then locate and click on the policy 1070 Alcoholic Beverages & Controlled Substances on Campus policy.

NCTC also presents extended information in the online Student Handbooks (2011-12 and 2012-13) 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 online Student Handbook (2012-13) version also references the Drug Free College Information.

NCTC Drug Free Colleges and Schools compliance material is located specifically under the Student Conduct heading - Alcoholic Beverages & Controlled Substances on Campus [http://www.northlandcollege.edu/about/policies/\\_docs/1070.pdf](http://www.northlandcollege.edu/about/policies/_docs/1070.pdf) and Drug Free College Information [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 College 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 online Student 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 online Student 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 – 2011 and 2012 Official Policy Notification)

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

1. Distribution of Materials to Employees
  - a. Besides employees having access to the online 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 notification (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 online Student Handbook. The Policy was reviewed in spring 2011 and spring 2012 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 biennial 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 FY13 and FY14, and
6. Integrate education and prevention programming through the Healthy campus committee activities. (In progress through July 1, 2010 – December 31, 2012)

## **Biennial Review of Drug-Free Schools and Colleges**

### **Biennial Review Report**

The Northland Dean of Student Services and the Northland Executive Director of Administrative Services 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 3, 2012 (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, Executive Director of Admin Services  
NCTC  
2022 Central Ave NE  
East Grand Fork, MN 56721  
(218)793-2476  
[becky.lindseth@northlandcollege.edu](mailto:becky.lindseth@northlandcollege.edu)

The Dean of Student Services and Executive Director of Administrative Services 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, Dean of Student Services  
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2022 Central Ave NE  
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[mary.fontes@northlandcollege.edu](mailto:mary.fontes@northlandcollege.edu)

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# Appendix A

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 1070 Alcoholic Beverages or Controlled Substances on Campus

**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 delegated 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.

Date of Implementation:	2/8/05
Date of Adoption:	2/8/05
Date & Subject of Revisions:	3/28/06 – College name inserted and last sentence added; 8/12/08 error corrected.

## DRUG-FREE COLLEGE INFORMATION

### FEDERAL AND STATE LEGAL SANCTIONS REGARDING CONTROLLED SUBSTANCES

#### Minnesota Alcohol Violation Sanctions

- It is illegal to drive, operate, or be in physical control of a motor vehicle while under the influence of alcohol and/or a controlled or hazardous substance, or with a “blood-alcohol concentration” of 0.08 or more. Motor vehicles include cars, boats, snowmobiles, ATVs, planes, etc. “Operate” or “in physical control” includes starting the motor, steering, or being in position to control a vehicle, including simply sitting or sleeping in a parked vehicle.

#### PENALTY:

*First offense (including juvenile convictions):* misdemeanor-fine up to \$700, jail up to 90 days, driver’s license revocation of at least 30 days.

*Second offense within 5 years or 2 or more convictions within 10 years:* gross misdemeanor-fine up to \$3,000, jail up to one year, driver’s license revocation of at least 30-90 days and possible chemical dependency treatment.

*Third or more offenses:* longer periods of revocation.

- Minors in possession or consumption:  
Persons *under 21 years of age* consuming or possessing alcoholic beverages with intent to consume, unless the person is in a parent or guardian’s home and drinks with their permission. Possession anywhere other than a parent or guardian’s home is prima facie evidence of intent to consume.

#### PENALTY: Misdemeanor

- Selling, bartering, furnishing, or giving alcoholic beverages to a person, under 21 years old (except parents in their home).

PENALTY: Gross misdemeanor. Possible civil liability for damages caused by the person under 21 while under the influence.

- Anyone under 21 years of age who purchases or attempts to purchase an alcoholic beverage, or claiming to be 21 or older for the purpose of purchasing alcoholic beverages.

PENALTY: Misdemeanor. Driver’s license suspension of 90 days if a driver’s license, permit, or MN identification is used in making or attempting the purchase.

- Including a person under 21 years to purchase or procure, alcoholic beverages or lending to or permitting use of identification by a person under the age of 21 for the purpose of purchasing or attempting to purchase alcoholic beverages.

PENALTY: Gross misdemeanor. Driver’s license suspension of 90 days if a driver’s license is lent.

NOTE: Penalties can change with each legislative session. Municipalities and counties may also have ordinances that regulate gatherings and have specific penalties for violation.

**Minnesota Drug Sanctions Schedule Drugs (I-V)**

- I. Heroin, LSD, mescaline and peyote, amphetamine variants, marijuana, other hallucinogens.
- II. Opium, morphine, codeine, methadone, cocaine, barbiturates.
- III. Anabolic steroids, opium, codeine, methadone, cocaine, barbiturates.
- IV. Barbiturates, benzodiazepines, chloral hydrates, other narcotics, stimulants and depressants.
- V. Opium, codeine, other narcotics and depressants.

**First Degree**

- 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.
- Possession:** 25+ grams cocaine, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 100+ kilos marijuana.
- 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**

- 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.
- Possession:** 6+ grams cocaine, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 50+ kilos marijuana.
- PENALTY:** 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to \$500,000 fine.

**Third Degree**

- 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.
- 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.
- 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**

- 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.
- Possession:** 10 doses hallucinogen, any amount of a Schedule I, II, or III drug (except marijuana) with intent to sell it.
- PENALTY:** 0 to 30 years, 1 year mandatory minimum if prior drug felony; up to \$100,000 fine.

**Fifth Degree**

- Sale:** Marijuana, or any Schedule IV drug.
- 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.
- PENALTY:** 0 to 5 years, 6 months mandatory minimum if prior drug felony; up to \$10,000 fine.

### **Small Amounts of Marijuana**

- For the Possession of up to 1.4 grams of marijuana the person is guilty of a petty misdemeanor including a fine of \$200 and required attendance at an approved drug education program.
- Second conviction of possession of a small amount of marijuana results in a misdemeanor and possible drug treatment. Possession of 1.4 grams or less of marijuana in an automobile is a misdemeanor.

### **Federal Controlled Substance Sanctions**

**Schedule I Drugs** (Penalty for possession): First Offense: 0 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: 0 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: 0 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.

### **Miscellaneous Penalties**

- *21 U.S.C. 853(a)(2) and 881(a)(7)*: Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment.
- *21 U.S.C. 881(a)(4)*: Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.
- *21 U.S.C. 844(a)*: Civil fine of up to \$10,000 (pending adoption of final regulations).
- *21 U.S.C. 853(a)*: Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.
- *18 U.S.C. 922(g)*: Ineligible to receive or purchase a firearm.

### **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.

**Alcohol:** Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

**Cannabis (Marijuana, Hashish):** The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

**Hallucinogens:** Lysergic acid (LSC), mescaline and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

**Cocaine/Crack:** Cocaine users often have stuffy, runny noses and may have perforated nasal septums. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

**Methamphetamines:** Methamphetamines are addictive and users can develop a tolerance quickly, so will need more and more to get the same effect. There are many health risks from taking this type of drug. While on the drug the user may become tense and anxious and it can leave them feeling depressed, paranoid and tired for days after. Methamphetamine can also cause violent mood swings and users can become very aggressive. Long-term use can cause paranoia, hallucinations, mental illness, respiratory problems and will put a strain on the heart, due to increased blood pressure.

**Amphetamines:** Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

**Heroin:** Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

## **EDUCATION AND 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.

# Appendix B

Mary Fontes

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**From:** Mary Fontes  
**Sent:** Friday, September 02, 2011 5:04 PM  
**To:** EGF Students; TRF Students  
**Cc:** EGF Employees; TRF Employees  
**Subject:** Official Policy Notification  
**Attachments:** policy-code of student life post card fall 11.pdf

Hello Everyone,

I am hopeful that fall term is going well for you all at Northland!

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. 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 Fontes  
*Dean of Student Services*  
*Northland Community and Technical College*  
2022 Central Ave NE  
East Grand Forks, MN 56721  
Phone (218)793-2460  
Fax (218)793-2852

# College Policy Notice/Code of Student Life

Please become familiar with the following information or policies at Northland:

**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 are available online at <http://www.northlandcollege.edu/handbook> and [http://www.northlandcollege.edu/about/policies/\\_docs/1070.pdf](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 online at [http://www.northlandcollege.edu/current/\\_docs/EquityAthleticsDisclosure.pdf](http://www.northlandcollege.edu/current/_docs/EquityAthleticsDisclosure.pdf)

**Copyright Infringement Notice:** NCTC's notice regarding copyright infringement may be found online at [http://www.northlandcollege.edu/handbook/\\_docs/Copyright-Infringement-Notice.pdf](http://www.northlandcollege.edu/handbook/_docs/Copyright-Infringement-Notice.pdf)

**Financial Management:** NCTC has made available information on financial management for students. The information is available online at [http://www.northlandcollege.edu/current/\\_docs/MoneyManagementBrochure.pdf](http://www.northlandcollege.edu/current/_docs/MoneyManagementBrochure.pdf) and <http://www.mnscu.edu/students/financialaid/moneymanagement.html>.

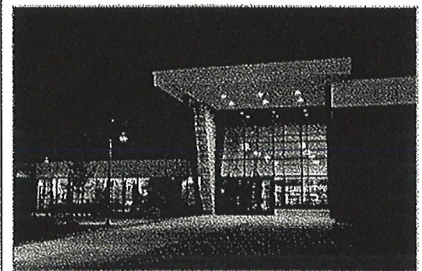
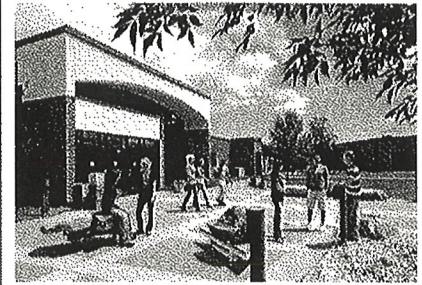
**Complaint and Grievance Notice:** NCTC's notice regarding complaints and grievances may be found online in the online student handbook at [http://www.northlandcollege.edu/about/policies/\\_docs/H\\_9.pdf](http://www.northlandcollege.edu/about/policies/_docs/H_9.pdf)

**Online Student Handbook and College Policies and Procedures:** NCTC's online Student Handbook and College Policies and Procedures may be found online at the following links <http://www.northlandcollege.edu/handbook/> and [http://www.northlandcollege.edu/about/policies/\\_docs/2110.pdf](http://www.northlandcollege.edu/about/policies/_docs/2110.pdf)

**Student Code of Conduct:** NCTC's Student Code of Conduct is available online at [http://www.northlandcollege.edu/about/policies/\\_docs/2110.pdf](http://www.northlandcollege.edu/about/policies/_docs/2110.pdf)

**Student Right to Know/Graduation & Transfer Rates:** NCTC Student Right to Know information is available online 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 may be viewed at [http://www.northlandcollege.edu/about/policies/\\_docs/2035.pdf](http://www.northlandcollege.edu/about/policies/_docs/2035.pdf)



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**Financial Management:** NCTC has made available information on financial management for students. The information is available online at [http://www.northlandcollege.edu/current/\\_docs/MoneyManagementBrochure.pdf](http://www.northlandcollege.edu/current/_docs/MoneyManagementBrochure.pdf) and <http://www.mnscu.edu/students/financialaid/moneymanagement.html>.

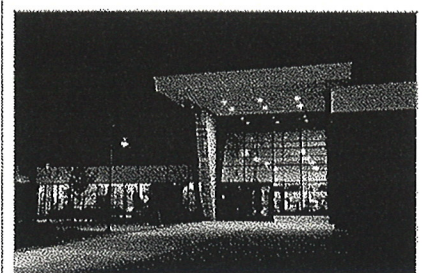
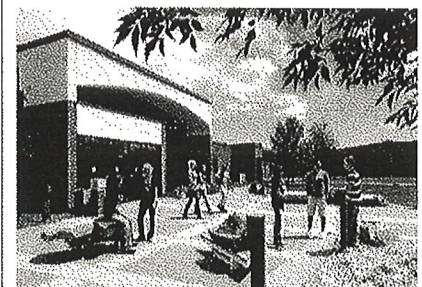
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**Student Right to Know/Graduation & Transfer Rates:** NCTC Student Right to Know information is available online at <http://www.northlandcollege.edu/future/righttoknow/>

**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 may be viewed at [http://www.northlandcollege.edu/about/policies/\\_docs/2035.pdf](http://www.northlandcollege.edu/about/policies/_docs/2035.pdf)



## Mary Fontes

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**From:** Mary Fontes  
**Sent:** Wednesday, September 12, 2012 7:55 AM  
**To:** EGF Students; TRF Students  
**Cc:** EGF Employees; TRF Employees  
**Subject:** Official Policy Notification  
**Attachments:** policy-code of student life post card fall12.pdf

Hello Everyone,

I am hopeful that fall semester is going well for you all at Northland!

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. If you have any questions regarding this information, please do not hesitate to contact me at [mary.fontes@northlandcollege.edu](mailto:mary.fontes@northlandcollege.edu) or Steve Crittenden at [steve.crittenden@northlandcollege.edu](mailto:steve.crittenden@northlandcollege.edu), your student affairs administrators at Northland.

Thank you and have a great semester,  
Mary

Mary Fontes  
Dean of Student Services  
Northland Community and Technical College  
2022 Central Ave NE  
East Grand Forks, MN 56721  
[mary.fontes@northlandcollege.edu](mailto:mary.fontes@northlandcollege.edu)  
Phone (218)793-2460  
Fax (218)793-2852

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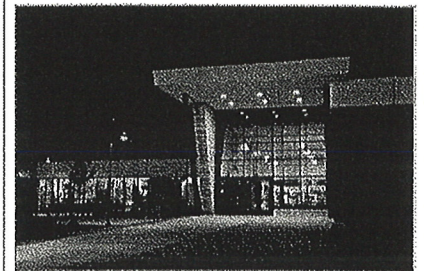
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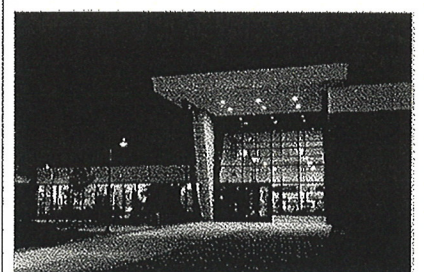
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lead to HIV/AIDS, hepatitis and other sexually transmitted diseases.

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

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

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.

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Appendix C

## **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

# Appendix D

## Drug and Alcohol Activities 2011 -2012

ACTIVITY	CLASS/CLUB	COMMENTS
Fight for Air Stair Climb	Fire Club	This is for research and prevention of lung disease due to natural and smoking causes. We also assist with the Red, White, and Blue club's Alcohol awareness event in the spring by putting on a vehicle extrication demonstration. We talk about what can happen when you are intoxicated and get behind the wheel.
Binge Drinking campaign	Advertising Course	Binge Drinking campaign each spring semester.
Wellness & Health discussion/assignments	Human Relations Course	We cover these issues in our course (one chapter is devoted to "Wellness & Health," so many of these topics are addressed.
Great American Smoke Out	Nursing Club	Each year, our Nursing Club puts on a display and tries to educate students on Nov. 15 <sup>th</sup> for the Great American Smoke Out sponsored by the American Cancer Society.
Health Fair	Nursing Students	The nursing students offer a health fair in the Commons Area on the TRF campus. A variety of educational materials are offered at the health fair. Some topics may include smoking cessation, methamphetamine, and alcohol abuse.
National Alcohol Screening Day	Student Services	TRF campus participated in National Alcohol Screening Day. Students completed the survey and enjoyed a "mocktail". Students also participated in an individual interpretation of their screening results.
Health Fair	TRF Healthy Campus	<ol style="list-style-type: none"> <li>1. Health Fair in which we address alcohol and drug awareness. We brought in a simulator for drunk driving/texting while driving, etc.</li> <li>2. Week before spring break: LPN students made posters regarding effects of misusing alcohol and drugs (binge drinking, etc.) and hung them all over campus.</li> </ol>
Drug and alcohol awareness	Pharmacy Tech Club	The Pharmacy Tech Club provided taxi information during the drug and alcohol awareness in EGF.
Alcohol Awareness event	Student Life	Event included a speaker, different booths for club activities on awareness, and jaws of life demonstration from the fire club.
Alcohol/DUI Awareness	Red, White, and Blue Club	Alcohol/DUI Awareness speaker sponsored by the Red, White, and Blue Club. Tables set up for awareness.
Breast Cancer Awareness	CVT Club	Information table set up.
Heart Health	CVT Club	Informational booth and heart health cookbooks through CVT club.
Colors of Cancer	EGF Healthy Campus committee	Committee display and informational booth.

# Appendix E

The compliance checklist developed by the Department's Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention highlights the legal requirements of the Drug-Free Schools and Campuses Regulations. Completing this checklist will ensure that your campus has a sense of what has been done to satisfy the minimum requirements. To read the exact letter of the law, visit [www.ed.gov/policy/fund/reg/edgarReg/edlite-part86a.html](http://www.ed.gov/policy/fund/reg/edgarReg/edlite-part86a.html).

## Appendix 2 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? Electronic copy is kept with the 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 ☐
  - e. During new student orientation  
Yes ☒ No ☐

} Same thing at Northland

- 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 ☐ Every term
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

Completed 12/3/12