



Drug-Free Schools and Campuses Biennial Review

Mary Fontes and Kristi Lane
December 30, 2016

Compliance Guidelines as taken from the Higher Education Compliance Alliance website <http://www.higheredcompliance.org/matrix/> and specifically <http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>

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

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

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

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

Policy Language and Information

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

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

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

Or to find the policy one may retrieve from the main web page. Go to www.northlandcollege.edu , click on About, scroll to 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 (2015-16 and 2016-17) 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 (2016-17) version also references the Drug Free College Information.

NCTC Drug Free Colleges and Schools compliance material is located specifically under the Student Conduct heading – Drug Free College Information

http://www.northlandcollege.edu/about/policies/_docs/1070.pdf and Drug Free College Information 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 – 2015 and 2016 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, are directed to the New Employee resource webpage for 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> and <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>

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.

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 Officer to review and make recommendations to enhance activities at 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 FY17 and FY18, and

6. Integrate education and prevention programming through the Healthy campus committee activities. (In progress through July 1, 2016 – December 31, 2018)

Biennial Review of Drug-Free Schools and Colleges

Biennial Review Report

The Northland Dean of Student Affairs and the Northland Director Human Resources 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 2, 2016 (See Appendix E – Part 86 Compliance Checklist)

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The Dean of Student Affairs and Director Human Resources 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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