



Cottey College

**Biennial Review Report
August 2018-2019
and
August 2019-2020**

Prepared by Jeanna Simpson, LCSW, Director of Health and Counseling
Services

Approved by Landon Adams, Ed.D., Vice President for Student Life
Jann Weitzel, Ph.D., President of Cottey College
September 2020

The purpose of this document is to show that Cottey College is in compliance with the required elements of the Drug-Free Schools and Communities Act of 1989 as articulated in the Education Department General Administrative Regulations Part 86. Furthermore, this document is to provide a comprehensive assessment of Cottey College's Drug and Alcohol program, with the intent to assess both strengths and areas of improvement.

Table of Contents

Introduction	2
Student Policy	2
Medical Amnesty and Good Samaritan Policy Relating to Alcohol and Drugs	3
Drug-Free Schools and Communities Act Amendments of 1989	3
Standards of Conduct	3
Disciplinary Sanctions	3
Description of Services.....	4
Drug and Alcohol Abuse Treatment Program	4
Alcohol/Drug Abuse Counseling for “Enablers”	4
Employee Assistance Program	4
Distribution of Policy	5
Emergency Telephone Numbers	5
Area Twelve-Step Meetings	6
Alcoholics Anonymous	6
Al-Anon	6
Celebrate Recovery	6
Narcotics Anonymous	6
Mental Health Providers	7
Summary Outline of Program Requirements	7
Description of Program Elements	7
Statement of AOD program Goals and Discussion of Goal Achievement	8
AOD Program Strengths and Weaknesses.....	9
AOD Policy	10
Recommendations	10
Sanctions Imposed for Violations	11
Possible Sanctions Include	11
Drug/Alcohol Related Violations	12
Sources	13
Conclusion	13

INTRODUCTION

The Drug-Free Schools and Communities Act of 1989 requires institutions of higher education to certify that, as a condition of receiving federal funding, it has adopted and implemented a drug prevention program. This program must include the following elements, which are to be distributed annually, in writing, to each employee and student within the institution:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its 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; and
- A clear statement that the Institute for Higher Education will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law) and the description of those sanctions, up to and including expulsion or termination of the employment and referral for prosecution, for violations of the standards of conduct required. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

In addition to these program requirements, the institution must complete a biennial review of the program, both to determine the effectiveness of the program (and implement changes as necessary) and to ensure that disciplinary sanctions are consistently enforced. This document is to serve as the biennial review for the 2018-19 and 2019-20 academic years at Cottey College. This review includes Cottey College Drug and Alcohol policies, prevention programs/efforts of the institution, and enforcement and discipline practices, relevant to drug and alcohol use at Cottey College. It is the purpose of this document to show that Cottey College is in compliance with the required elements of the Drug-Free Schools and Communities Act of 1989. Furthermore, this document is to provide comprehensive assessment of Cottey College's Drug and Alcohol program, with the intent to assess both strengths and areas of improvement.

STUDENT POLICY

As reported in the Student Handbook (page 58), alcoholic beverages of any kind are prohibited on College property (including cars and BIL Hill) and in conjunction with College activities. Students found in violation of this policy through the consumption, possession, or distribution of alcohol are subject to campus disciplinary action. The College administration may also involve local law enforcement or emergency agencies in situations involving alcohol whenever deemed appropriate. Examples of these types of situations include students or guests who refuse or fail to comply with orders or directives of College officials when asked to forfeit suspicious beverages; who become disruptive due to alcohol consumption; and who are obviously intoxicated to the point that they present a clear and present danger to themselves or others. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved, upon request. The possession of empty alcohol containers is prohibited and students will be subject to disciplinary action.

Illicit and synthetic drugs (i.e., possession, use, or distribution of controlled substances without a doctor's prescription) are prohibited on campus. Possession of drug paraphernalia, including hookahs, is also prohibited. Anyone found guilty of violating this regulation may be dismissed from campus. Those found responsible for selling drugs will be dismissed. As a matter of policy, the College also notifies and involves

local law enforcement authorities in all situations where a violation of Missouri or federal laws governing controlled substances appears to have occurred. Pursuant to FERPA, the College may also notify the parents of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents prior to any disciplinary hearing and is not required to inform students of the notification. The vice president for student life will maintain a record of any parental disclosures that will be provided to the student involved, upon request.

Medical Amnesty and Good Samaritan Policy Relating to Alcohol and Drugs

Because Cottey College considers student health and safety of the utmost importance,

- No student seeking emergency medical treatment for the abuse of alcohol or drugs or assisting another student in obtaining such treatment will be subject to College sanctions punitive in nature.
- Student(s) seeking medical amnesty will be required to attend a substance abuse education session or assessment.
- Students(s) acting as a Good Samaritan may be required to attend a substance abuse education session or assessment.
- Serious and/or repeated incidents will prompt a higher degree of concern and response and may include other sanctions at the discretion of the vice president for student life.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT AMENDMENTS OF 1989

The Drug-Free Schools and Communities Act Amendments of 1989 require an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, manufacture, or distribution of illicit drugs and alcohol by students and employees. As part of its drug and alcohol prevention program for students and employees, every student and employee of Cottey College shall receive a copy of the program annually. Additional copies of the prevention program can be obtained from the Office of Student Life or the Human Resources Office. Cottey's prevention program includes institutional policy regarding the use of alcohol and other drugs, educational information including federal, state and local laws and health risks associated with the use of alcohol and other drugs. Also included is information regarding campus and community resources for assistance with alcohol and other drug-related problems.

STANDARDS OF CONDUCT

The College has a policy of maintaining a drug-free campus/workplace environment. The unlawful manufacture, distribution, possession or use of illicit drugs and alcohol by **students or employees** is prohibited on College property (including cars on campus) and in conjunction with College activities.

DISCIPLINARY SANCTIONS

The College will impose disciplinary sanctions on students and employees who violate the above standards of conduct. Among the disciplinary sanctions that may be imposed on students are reprimand, disciplinary probation, loss of privileges, financial penalties, creative sanctions (including community service and/or research paper), disciplinary dismissal, and referral for prosecution. Among the disciplinary sanctions that may be imposed on employees are oral warning, written reprimand, suspension, termination, and referral for prosecution. The College may require students and employees to satisfactorily complete an appropriate rehabilitation or assistance program.

Furthermore, any violation of local, state, and federal laws in conjunction with a student organization activity constitutes a violation of College policy. Violations of policy could result not only in disciplinary action against the individual(s) involved, but also in suspension or loss of College registration.

Employees must abide by the College's drug-free policy as a condition of employment and must notify the director of human resources in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.

For students receiving a Pell grant, the Department of Education will impose additional sanctions. To receive a Pell grant, a student must certify that she will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at all times during the period covered by her Pell grant. Even if the student is off campus, away for the weekend, or on a school break, the student has agreed to be drug-free from the first day of classes to the last day of classes for the enrollment period.

A Pell grant recipient convicted of a criminal drug offense resulting from a violation occurring during the period of enrollment covered by the Pell grant must report the conviction, in writing, within ten calendar days of the conviction, to the Director, Grants and Contracts Service, U.S. Department of Education.

If the Department determines that the reported conviction constitutes a violation of the Requirements for Drug-Free Workplace regulations, the Pell grant recipient will be subject to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment. If debarred, the student will be ineligible for award of any grant from any federal agency for a period of up to five years.

Failure of a Pell grant recipient to report the conviction constitutes a violation of these regulations and is subject to suspension of payments under the grant, suspension or termination of the grant, or suspension or debarment.

DESCRIPTION OF SERVICES

DRUG AND ALCOHOL ABUSE TREATMENT PROGRAM

Counseling Office, Student Life Center, 2nd Floor Hinkhouse, ext. 2157

The purpose of the Drug and Alcohol Abuse Treatment Program is to promote early identification and intervention and provide a constructive and supportive means of assistance to students who are dependent upon or chronically abusing alcohol or other drugs. It is part of the *Student Assistance Program* that is administered through the Counseling Office. Through the *Student Assistance Program*, students are provided with an initial assessment with a qualified mental health professional, which will include recommendations for further intervention, if needed.

Alcohol/Drug Abuse Counseling for "Enablers"

Persons with alcohol or other drug abuse problems affect the lives of others, particularly family and friends. Family, friends or suitemates of an alcohol or other drug abuser may try to deny that there is a problem or, if the problem is recognized, "cover" for the individual due to personal affection or a misplaced sense of loyalty. Unfortunately, this "enabling" process does nothing but perpetuate the abuse problem. The process frequently leads to emotional distress because the abuse of alcohol or other drugs continue (or may exacerbate), yet enablers either do not know how or are unwilling to take the necessary steps to force the abuser to deal with his/her problem. Through the Counseling Office in the Student Life Center, confidential counseling is available for students who believe they may have become enablers.

EMPLOYEE ASSISTANCE PROGRAM

Human Resources Office, Main Hall, Ext. 2103

The Office of Human Resources administers the Employee Assistance Program. Referral to and use of the Employee Assistance Program by the College's faculty, staff, spouse, and/or dependent(s) of such member is handled with strict confidentiality between the employee, the administrator, and the mental health provider. Through the program, employees and their dependents are provided a free initial assessment with a qualified mental health professional, which will include recommendations for further intervention, if needed. Once the administrator has made a referral to the program, evaluation, treatment, and financial arrangements are confidential between the mental health provider and the patient. In most cases, the employee's group health insurance will cover a significant portion of the ongoing costs for counseling services; however, if costs are incurred for counseling services that are not covered by insurance or other programs, that cost will be the responsibility of the employee.

DISTRIBUTION OF POLICY

The College may determine the appropriate vehicle for official communication about matters affecting students. Along with other forms of campus communications, students are responsible for receiving, reading, complying with and responding to official email communications from the College. All students are assigned an official Cottey College email address, and all official College communications are sent to this email address. The official Cottey email address for each student is listed in the College directory. The College provides several mechanisms so that a student may access her official Cottey email account. Optionally, a student may forward her email from her official Cottey email address to another email address of her choice. A student who chooses to forward her email to another email address does so at her own risk. Cottey College is not responsible for email forwarded to any other email address. A student's failure to receive or read in a timely manner official communications sent to the student's official email address does not absolve the student from knowing and complying with the content of the official communication. Students are expected to check their Cottey email on a frequent and consistent basis in order to remain informed of College-related communications. The College recommends checking email several times per week. Faculty and staff will assume that a student's official College email is a valid mechanism for communicating with a student. Faculty may use email and Jenzabar for communicating with students registered in their classes. This policy ensures that all students are informed of course requirements communicated to them by email and Jenzabar from their course instructors. Students must submit coursework according to the acceptable guidelines established by their instructors. For further assistance, students should contact the director of academic computing at ext. 2275. Beginning in January 2014 Cottey College embeds the Drug and Alcohol Abuse Prevention Program policy into the Cottey computer sign on. All students, faculty, and staff will be required to review once, at the beginning of each semester, before being allowed usage of Cottey computers. The Office of Academic Computing will provide documentation to the coordinator of counseling of all individuals' review of the policy.

EMERGENCY TELEPHONE NUMBERS

Nevada Police	911...or...417-448-2710
Nevada Ambulance	911...or...417-667-5079
Nevada Fire Department	911...or...417-448-2720

Director of Health and Counseling Services (weekdays 8 a.m.--5 p.m.) ext. 2157
After 5 p.m. and weekends contact an RA, Peer Listener, or Hall Director
for assistance in contacting the on-call counselor
Or call after hours.....911
Hospital emergency417-667-3355, ask for ER

Campus Security ...(weekdays 8 a.m.--5 p.m.).....ext. 2155 or 417-448-1455
After hoursext. 2222 or 448-4139

AREA TWELVE-STEP MEETINGS

Alcoholics Anonymous

301 South Pine

Sunday	1 p.m.	Discussion	(O)
	7 p.m.	Discussion	(C)
Monday	Noon	Discussion	(O)
	6:30 p.m.	12 x 12	(C)
Tuesday	Noon	Discussion	(O)
	6:30 p.m.	AA Lit	(O)
Wednesday	Noon	Big Book	(O)
	6:30 p.m.	Big Book	(C)
Thursday	Noon	Discussion	(O)
	6:30 p.m.	As Bill Sees It	(O)
Friday	Noon	Discussion	(O)
	8 p.m.	Discussion	(C)
Saturday	Noon	Discussion	(O)
	8 p.m.	Discussion	(O)

(C) Closed meetings are for alcoholics or anyone with a desire to stop drinking

(O) Open meetings

All meetings are non-smoking. For more information call 417-448-5889 during meeting times or try 417-448-4266.

Al-Anon

For over 55 years, Al-Anon has been offering strength and hope for friends and families of problem drinkers. No matter what relationship you have with an alcoholic, whether they are still drinking or not, all who have been affected by someone else's drinking can find solutions that lead to serenity in the Al-Anon fellowship.

301 South Pine, Nevada, MO 64772

7 p.m., Tuesday

Call 620-223-3076 for information.

Celebrate Recovery

Celebrate Recovery is a Christ-based group dedicated to helping people recover from their hurts, hang-ups, and habits. It is based on the Twelve-Steps of Alcoholics Anonymous and the Eight Principles from the Beatitudes.

First Baptist Church

301 E. Highland, Nevada, MO 64772

6:30 p.m., Thursday

For more information contact Steve Russ by email at info@fbcnevada.org or call at 417-667-6030.

Narcotics Anonymous

Narcotics Anonymous is a global, community-based organization with a multilingual and multicultural membership. NA is a nonprofit fellowship or society of men and women for whom drugs had become a major problem. We are recovering addicts who meet regularly to help each other stay clean.

First Baptist Church

301 E. Highland, Nevada, MO 64772

7-8 p.m., Tuesday (O)

7-8 p.m., Thursday (C)

6-7 p.m., Saturday (O)

(C) Closed meetings are for addicts or those who feel they may have a drug problem

(O) Open meetings

For more information, call 417-667-6030 or email info@fbcnevada.org

MENTAL HEALTH PROVIDERS

Allied Mental Health Consultants
100 S. Prewitt
Nevada, MO 64772
417-682-5757

Alternatives in Mental Health
1801 W. Austin
Nevada, MO 64772
417-667-8008

Butler-Davidson Counseling Services
212 N. Main
Nevada, MO 64772
417-667-9608

Tricia Bridgewater, Psy.D.
Catherine Hissink, MS Licensed psychologist
Carolyn Karr, Ph.D.
Alyson Harder, LCSW
Cathy Bofetta, PsyD
1819 W. Austin, Nevada, MO
417-283-6151

Valerie Barnhart, LPC
101 N. Commercial
Nevada, MO 64772
417-667-1768

Community Mental Health Consultants
815 South Ash
Nevada, MO 64772
417-667-8352

Compass Health
320 Mac Boulevard
Nevada, MO 64772
417-667-2262

The Wellness Company, Inc.
300 W. Cherry
Nevada, MO 64772
417-667-4230

Nevada Regional Medical Center Out-patient
625 S. Ash
Nevada, MO 64772
417-448-3600

Chris Carlin, PsyD
101 N. Commercial
Nevada, MO 64772
417-283-0014

SUMMARY OUTLINE OF PROGRAM REQUIREMENTS

A. Description of Program Elements

1. Alcohol-Free Options

- a. Alcohol-free events and activities are implemented and promoted
- b. The campus offers the Chellie Club, fitness center, and Hinkhouse Center for alcohol-free settings as well as in halls and all academic buildings
- c. Alcohol-free settings have extended hours per the student's keycard on campus
- d. Cottey College prohibits alcohol on campus
- e. Alcohol awareness/prevention is provided by the Counseling Office, PEP, student wellness, SGA, and other student led organizations
- f. Road trips, evening and weekend alternative activities sponsored by Campus Activities

2. Normative Environment
 - a. The academic schedule offers core classes on Thursdays and Fridays
 - b. Cottey stresses a personal honor code-students sign a formal pledge to uphold the honor code
 - c. All residence halls are substance-free and tobacco-free
 - d. Students are educated at Orientation and throughout the year about drinking norms and misperceptions
 - e. Student leaders are encouraged to promote positive leadership and healthy norms
 - f. Faculty are encouraged to maintain a high level of contact with students
 - g. CORT, Cottey Outreach and Response Team, was implemented in 8/2019 to target early concerns
 - h. Hall directors, peer listeners, R.A.'s are trained on alcohol and substance abuse awareness and treatment resources available on and off campus
 - i. A referral protocol is in place for any member of the campus community to notify the Office of Student Life personnel of a student concern. Faculty and staff are trained in August on the referral process and the signs for concern
 - j. BASICS, an assessment tool and intervention protocol, is available in the counseling office
3. Alcohol Availability
 - a. Alcohol is banned on campus, parking lots, and B.I.L. Hill
 - b. Coordination with the Vernon County Youth Task Force and Healthy Nevada for limiting alcohol availability in community, prevention strategies, and alternative programming
 - c. Relationship with local police and sheriff's office to support city, county, and state laws and enforcement; Participation with local CIT (Crisis Intervention Team)
4. Marketing and Promotion of Alcohol
 - a. Alcohol advertising on campus is banned
 - b. Party or event promotion is banned or limited on campus
5. Policy Development and Enforcement
 - a. On-campus functions must be registered
 - b. Campus security patrols events and campus activities
 - c. Alcohol banned for on campus events
 - d. Best practices in prevention continue as directed by the Partners in Prevention task force in 2012
 - e. The Drug and Alcohol Abuse Prevention Program is reviewed annually by student life, residence halls, administration and periodically by legal counsel.

B. Statement of AOD Program Goals and Discussion of Goal Achievement

1. Identify and enforce policies that promote increased education and awareness supporting an alcohol-free campus
 - a. Policies are posted in the Student Handbook and on-line for transparency
 - b. The Judicial Board and administration enforce policies for disciplinary review
 - c. Policies are reviewed annually in training with hall staff and peer listeners
2. Implement educational programming for the campus community pertaining to increased personal responsibility, healthy choices, and prevention of alcohol and drug abuse
 - a. Student life offices take the lead on campus programming
 - b. The counseling office, peer listeners, resident assistants, and student wellness provide hall programming as a part of the wellness program
 - c. Increased virtual planning will be implemented if students are not on campus
3. Provide assessment, intervention, treatment, and support services for students with alcohol/drug problems
 - a. Counseling Office provides free on-going assessment and intervention services
 - b. Off-campus assessments and counseling are available in the community with referrals provided
 - c. Alanon, AA, NA, and Celebrate Recovery support groups times/places posted in all halls

- d. Provide on-line education and supportive resources
- 4. Implement campus activities to provide alternative programming and alcohol-free related activities via campus activities, SGA, student wellness, and student led programming
 - a. Numerous campus events are sponsored by Campus Activities, SAC, and student organizations
 - b. Student organizations, SGA, and faculty provide additional programming
 - c. An updated intramural program was implemented in fall, 2019
- 5. Promote the Wellness program for the campus community
 - a. *Student Health 101* was distributed to students, faculty, and parents and on Cottey intranet
 - b. Director of Health and Counseling Services coordinates wellness programming for students along with assistance from student wellness worker and interns
 - c. Staff wellness events coordinated by TJ Tubbs (i.e. walking, cycling, stretching, in-services, etc)
 - d. Staff health surveys are completed through BC/BS
 - e. Staff health fair continues to be held annually
 - f. Monday-Friday salad bar takeout is available in the dining room
 - g. Employee Assistance Program services are available for all staff and accessed through Human Resources
 - h. Student wellness awareness and education is posted on Facebook, *Cottey Connection*, and *The Chronicle*
- 6. Our campus remains tobacco-free since 2014
 - a. Tobacco cessation resources provided to students
 - b. Tobacco cessation education and awareness continues for students
 - c. Ongoing evaluation by student life for compliance
 - d. Campus enforcement initiatives have increased since 2014 implementation
 - e. Increased initiatives by hall staff to monitor on campus vaping which is prohibited
- 7. Distance counseling was provided to students following COVID-19 hall closures in spring, 2020 to provide on-gong connection and support
- 8. Campus Safety Committee meets regularly
- 9. Peer listener intern led *One Love* in-service in 2019-2020, addressing the role of relationship violence, which is negatively impacted by substances
- 10. Personal safety sessions during Orientation continued to include dating violence, harassment, and bullying awareness and prevention strategies
- 11. Campus safety training in 2019 between local police, fire, health and campus officials to review, assess and promote campus safety
- 12. In-services for faculty and staff on counseling services and referral protocol in August 2018 and August 2019
- 13. Campus security cameras in parking lots and front doors of residence halls to promote safety and enforcement of policies
- 14. Bystander Intervention training (Step Up!) for RA's, PEP, and Orientation Leaders in August, 2018 and August, 2019
- 15. On-going review and assessment of compliance with Clery Act by Director of Safety, Clery, and Title IX Compliance
- 16. Escort program--campus security provides an escort service, particularly during the hours of darkness, for those walking on campus to promote safety
- 17. Suicide prevention programming for campus and community 2018 and 2019
- 18. Post Institute Trauma Informed Community on 11/6/18
- 19. Initial partnership with Missouri Partners in Prevention coalition for alcohol and drug prevention programming and evidence based strategies/resources
- 20. Collegiate Recovery Programs webinar 12/11/18
- 21. Respect Day 3/22/19 partnering with Healthy Nevada

C. AOD Program Strengths and Weaknesses

1. Weaknesses for program implementation
 - a. Financial constraints limit program options; must get creative and cost efficient
 - b. Strengthen employee base to maximize goals for wellness programming and counseling efforts
 - c. Continue to empower student organizations for increased program implementation
 - d. Stay attuned to campus climate and MACH-B survey findings to guide student services
 - e. Student participation has been low; must find creative ways to improve participation (i.e. virtual programming, personal invitations directly before the event)
 - f. BACHHUS has been inactive the past two years
 - g. Address the societal culture of student vaping and opioid use/abuse, related health risks, and evidence based prevention strategies
2. Strengths for program implementation
 - a. Continued support from President, Vice President for Student Life, and President's Council
 - b. On-gong initiatives for student/employee health/wellness
 - c. On-going partnerships with local community, schools, mental health agencies, and hospital
 - d. No bars allowing 18 year-olds exist in our community
 - e. Alcohol is banned on campus
 - f. Community service and service learning opportunities are available off campus
 - g. College personnel are involved with Vernon County Youth Task Force
 - h. Partnership with Healthy Nevada to improve wellness initiatives in the community and campus continues with increased programming
 - i. Standards of conduct are clearly defined for students, faculty, and staff
 - j. Interdepartmental approach to prevention/programming allows faculty, staff, and students multiple avenues to obtain information/education. Collaborative environment brings multiple departments together to assess program trends and analysis
 - k. Consistent messaging regarding the College's stance on alcohol and drug use has been established in an effort to ensure that all students receive the same message
 - l. Cottey College judicial process is well defined and follows the policy guidelines
 - m. MACH-B healthy behaviors/norms student survey completed on Assessment Day, April 2020
 - n. Tobacco-free campus is maintained
 - o. Establishment of new early identification system, CORT, Cottey Outreach and Response Team
 - p. Expansion of Chellie Club to provide improved alternative alcohol-free activities and increased student engagement
 - q. Increased initiatives for program assessment linked to learning outcomes
 - r. 2020 Orientation committee will be updating program elements to achieve increased student participation and comprehension

D. AOD Policy

1. Policy Contents
 - a. A description of health risks associated with alcohol and drug use/abuse is included
 - b. A description of federal, state, local laws and related sanctions is also included
 - c. Descriptions of Human Resources and Student Assistance Programs are identified
 - d. A description of the judicial review process for disciplinary measures is included
 - e. A description of FERPA guidelines is available
2. Policy distribution
 - a. Student Handbook

- b. Emailed to all students, faculty, and staff
- c. Available in hard copy upon request from student life or human resources offices
- d. Addressed in freshman Orientation each year
- e. Embedded in computer sign on each new semester to require all students, staff, and faculty to acknowledge and accept before using College computers
- f. Posted on the College website

E. Recommendations

1. Increase participation with Missouri Partners in Prevention coalition for additional free resources and evidence based practice recommendations
2. Ongoing implementation of policy and program review and assessment
3. Partner with Nevada Regional Medical Center for health services and COVID-19 planning
4. Provide updated, evidenced based staff/faculty education of alcohol/drug awareness, prevention initiatives, and supportive modalities
5. Hire part-time wellness coordinator when budget allows
6. Empower and bolster student organizations (i.e. BACCHUS) to promote campus education and awareness for student buy-in
7. Partner with Title IX Coordinator for ongoing best practice programming and prevention efforts
8. Continue partnership with the NAIA to address policy, programming, and assessments for athletics
9. Review and update federal and state laws in the Drug and Alcohol Abuse Prevention Program
10. Implement virtual student programming, counseling and health services for COVID-19 precautions

SANCTIONS IMPOSED FOR VIOLATIONS

The particular disciplinary sanction or combination of sanctions imposed upon a student usually depends upon the seriousness of the violation in question and any prior violations. When a student is found responsible for violations two or more times, sanctions become progressively harsher, ending eventually in dismissal. A student may be dismissed from the College the first time she is found responsible for a major violation.

The boards make an attempt to be relatively consistent in treating similar violations alike; however, each case is different and individual sanctions may vary according to the circumstances of a particular violation and prior disciplinary history. As noted in the introduction to this section of the handbook, the College's primary interest in disciplinary actions is to help individual students avoid further inappropriate behavior and to become responsible members of the academic community.

Possible Sanctions Include:

- I. Automatic sanctions will be given to students choosing to plead "responsible" for the following violations:
 - Stolen Real Estate/Street Sign-\$50 fine plus five hours of community service to be assigned per sign;
 - Stolen Stop/Yield etc. Sign-\$75 fine plus ten hours of community service per sign;
 - Male visitation violation involving receptionist error-\$25 fine for the student in violation, and work related disciplinary action for the receptionist responsible
 (All community service will be assigned by the vice president for student life or her designee)
- Sanctions include fines from \$25-200; community service, loss of privileges and loss of confidentiality to coaches, counseling referrals, loss of leadership position. S

II. Other Sanctions

1. Disciplinary Dismissal: A student who is dismissed from the College must cease enrollment for the period of time specified (typically one semester but up to and including permanently). Dismissal may

be immediate or at the end of a semester depending upon the circumstances; however, the vice president for student life or her designee must review cases involving disciplinary dismissal imposed by the Judicial Board before it takes effect. After serving the term of dismissal, a student may reapply to the College for admission. The appropriate board, committee, or administrative officer will determine the student's fitness to return to the College.

2. Disciplinary Probation: This is an encumbrance upon the student's good standing in the College. It effectively provides the student one last chance to prove her ability to comply with College regulations. Further violations during the probationary period typically result in dismissal from the College. The length of disciplinary probation shall not be less than one month and not more than one year.

Probation is frequently accompanied by other sanctions. The vice president for student life or her designee may monitor a student's conduct during the probationary period to verify compliance and to offer assistance in understanding and conforming to College regulations.

3. Reprimand: This is an official written statement from the board to a student that the student has violated a College regulation. It is intended to communicate most strongly both disapproval and reprimand by the College community.

4. Financial Penalties: These penalties include reimbursements or restitution for loss or damages to property and/or fines which may be levied by the board as a form of punishment. When imposed, financial penalties are sometimes accompanied by other sanctions. Disciplinary fines are credited to the Student Government Association account in the Business Office for use in a manner that benefits all students.

5. Loss of Privilege: The disciplinary board may limit or revoke privileges for a specific length of time related to holding an office in a student organization, operating a vehicle on campus, living on campus, attendance at certain campus activities, hosting male guests, or other restrictions appropriate to the violation.

6. Loss of Confidentiality in Disciplinary Sanctions: In rare and unusual circumstances, the disciplinary board may determine that the public disclosure of the name of a student violator, regulations that were violated, other relevant circumstances, and sanctions imposed by the board is a necessary and important part of the disciplinary process. The loss of confidentiality in disciplinary sanctions is considered a sanction because student disciplinary hearings and decisions are normally handled in a private and confidential manner. The board may impose this sanction in addition to others for the good of the student or as a means of sharing appropriate information with those who have suffered (or are at risk of suffering) physical harm as the result of the student's behavior (see "Student Records" in Section 3 of the Student Handbook). The board may also impose this sanction if the student's behavior has "threatened the good of the College." In this situation, the College may need the freedom to address the behavior of the student or the issues involved in a public manner as a means of repairing its "reputation" (see the "Introductory Statement" in section four of the Student Handbook).

7. Creative Sanctions: These are penalties designed by the disciplinary board to fit the particular violation. For instance, students may be assigned to a work detail, assigned various amounts of community service hours (coordinated through the College's volunteer program), required to submit to a mental health evaluation (as arranged by the College) and given the option to enter any treatment (at student expense) that may be recommended as a result of the evaluation in lieu of dismissal, required to attend a relevant educational program, or required to write a paper on a topic related to the violation.

8. Additional Sanctions for Contempt of the Board: Failure to uphold or complete sanctions imposed or disrespectful behavior during the disciplinary process may result in more serious or additional sanctions being imposed by the vice president for student life for Contempt of the Board.

DRUG/ALCOHOL RELATED VIOLATIONS

Please refer to the Annual Security Report: https://cottey.edu/pdf/security/Working/ASR_CURRENT.pdf from the Director of Safety

- 2018-2019–Three alcohol violations and one drug violation were reported on campus. The drug violation was reported to the police with an arrest.
- 2019-2020– one violation for paraphernalia, no residue. Student was sanctioned with community service

Sanctions include fines from \$25-200; community service, loss of privileges and loss of confidentiality to coaches, counseling referrals, loss of leadership position. Some fines were waived in lieu of community service. Students were given the option of administrative or judicial board hearings.

SOURCES

- Cottey College Annual Security and Fire Safety Report
- Cottey College Student Handbook
- Cottey College Alcohol and Drug Prevention Program
- Cottey College Counseling Office policy, procedures, and programs
- Vice President for Student Life
- Director of Housing; housing policies
- Campus Judicial Board
- Director of Safety, Clery, and Title IX Compliance
- Vernon County Youth Task Force, Healthy Nevada
- Health Services and Cottey College physicians
- Coordinator of Campus Activities

CONCLUSION

A comprehensive review over the past 2 years confirms Cottey College is in compliance with federal regulations. An analysis of our strengths has highlighted some advances the College has made regarding collaboration, transparent communication, community engagement, and program development. An analysis of our weaknesses will be addressed with the Vice President for Student Life and the President's Council. Utilizing the MACH-B student survey analysis, we will implement more programming to improve education/awareness and student participation. Data collection and evaluation will be prioritized while implementing evidence base practice for substance use/abuse prevention programming and intervention strategies. Initiating more virtual programming, counseling, and health services for the upcoming years is essential. Policy assessment and program initiatives will be addressed in response to campus changes. New precautions and policies will be implemented in the upcoming years in response to student safety for the COVID-19 pandemic. Collaborating with Missouri Partners in Prevention coalition will be a priority to increase our access to free resources and evidence based practices. Student safety and wellness remains our priority.

Submitted by Jeanna Simpson, LCSW
Director of Health and Counseling Services
5/29/20