



Cottey College

Biennial Review Report May 2020-2021 and May 2021-2022

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May 2022

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.

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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 2020-21 and 2021-22 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 noted in the student handbook (page 70), possession of alcoholic beverages of any kind by students is prohibited on College property, including BIL Hill and the Lodge, as well as in conjunction with College activities (with the exception of the international trip consistent with the laws of the country being visited.) Students may not store alcohol in vehicles parked on College property. Students found in violation of these 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 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 (including passdown bottles) is prohibited, and students will be subject to disciplinary action. Possession, consumption, or distribution of alcoholic beverages (or empty containers) on any part of the campus is a Major Violation, subject to the Major Violation Grievance Procedure.

As stated on page 75 of the student handbook, the possession, use, or distribution of illegal and synthetic drugs is prohibited on campus or at College-sponsored events. These drugs include the following: • illegal drugs (also includes any form of substance containing THC**) • synthetic drugs (K2 and other synthetic cannabinoids, bath salts, or other legal or illegal products which, when consumed mimic the effects of cannabis or other illegal drugs) • over-the-counter medications for which the student has not been prescribed or that the student uses counter to the directions of a valid prescription.** (see medical marijuana notation below) **Although medical marijuana may be legal in Missouri under certain restrictions, possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Campuses Regulations [EDGAR, 34 CFR Part 86], the use and/or possession of marijuana continues to be prohibited for all Cottey students on campus or at College-sponsored events. Additionally, 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 a violation of Cottey College's Drug Policy will be subject to the institution's Major Violation Grievance Procedure and could face disciplinary sanctions including, but not limited to, expulsion from the institution. 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 or guardians of students under the age of 21 who are alleged to be in violation of this policy. The College may contact parents or guardians 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 issued punitive sanctions.
- 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. The Drug and Alcohol Abuse Prevention Program is available to all students and employees of Cottey College. The program is emailed to the campus community semi-annually, and when all student, faculty, and staff members log onto a campus computer for the first time they are prompted to acknowledge review of the policy. The prevention program is also available at the following link [Drug and Alcohol Abuse Prevention Program](#). 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

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.

COUNSELING AND HEALTH SERVICES

Student Wellness Center, Ext. 2157

The Counseling office is located in the Student Wellness Center west of Robertson Hall and is designed to offer counseling services and programs to assist students in realizing their potential in all aspects of college life. Two licensed therapists are available to provide counseling services including confidential short-term individual counseling for students experiencing personal, academic, or adjustment problems. The Counseling Office is open Monday through Friday from 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m. To schedule an appointment, contact Robin Conner at ext. 2157. Please indicate if your needs are urgent to obtain immediate assistance. In case of emergency, call the Counseling Office at extension 2157 during work hours. After hours, call your hall director, resident assistant, or peer listener to arrange for emergency counseling services.

Cottey College has a Drug and Alcohol Abuse Prevention Program for those individuals who are in need of assistance. If you are a student, please call Robin Conner at ext. 2157 to make a confidential appointment with a member of the Cottey counseling staff. Following assessment, further treatment recommendations will be made if indicated. The information is kept confidential, and students may seek assistance without any repercussions. Faculty, administration, and staff may call Human Resources at ext. 2103 for further information. Student and staff involvement has continued to be an important key in reaching our goal of early identification and intervention to assist students and employees experiencing alcohol and drug problems. Hard copy of the policy is available by contacting Robin Conner at ext. 2157.

Student health services are also provided in the Student Wellness Center, located west of Robertson Hall. Local health providers under contract with the College provide treatment for minor illnesses and injuries, health counseling and referral services. The student health office manager assists the health provider during Health Services and is available to assist students with their medical needs including referral, insurance questions, prescriptions, and transportation.

Health Services hours are posted in each residence hall. Students needing to see a doctor should arrive at the Health Services office within the first 15 minutes of the scheduled clinic time. The physicians may leave in thirty minutes if they have seen everyone needing their professional services. If in doubt, contact the student health office manager to see if the health provider is still available. Health Service hours are subject to last minute change or cancellation due to emergency situations beyond the control of the health provider.

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 an 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 Director of Health and Counseling Services 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 417-448-1448
 After hoursext. 2222 or 448-1448

AREA TWELVE-STEP MEETINGS

Alcoholics Anonymous

301 South Pine

Sunday	1 p.m.	Discussion	(O)
Monday	Noon	Discussion	(O)
Tuesday	Noon 7 p.m.	Discussion	(O)
Wednesday	Noon 7 p.m.	Big Book Big Book	(O) (C)
Thursday	Noon	Discussion	(O)
Friday	Noon	Discussion	(O)
Saturday	Noon	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 (leave a message).

Celebrate Recovery

CR is a Christ centered recovery program aimed at “hurts, habits and hang-ups,” including but not exclusive to: anxiety, co-dependency, mental health, compulsive behavior, financial dysfunction, drug and alcohol addiction, sex addiction and eating disorders. We meet every *Thursday evening* at First Baptist Church, 301 E. Highland, Nevada, MO; 417-667-6036

6:00 pm Dinner

6:30 pm Large Group

7:30 pm Open Share

8:30 pm Solid Rock Café

Mental Health Providers

Allied Mental Health
100 S. Prewitt
Nevada, MO 64772
417-684-2644

Compass Counseling Services
Jessica Allison, LCPC
120 S. National, Suite 203B
Ft. Scott, KS 66701
620-223-1555

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

Holly Chatain, Psy.D.
320 N. 14th Street
Rich Hill, MO 64779
417-395-2727

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

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

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

Alyson Harder, LCSW
1819 W. Austin, Suite C
Nevada, MO 64772
417-212-5721

Cathy Bofetta, Psy.D
1819 W. Austin, Suite C
Nevada, MO 64772
417-283-6151 (leave a voice mail)

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 Center for Campus Life and fitness center located in Hinkhouse 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 and drugs on campus
 - e. Alcohol awareness/prevention is provided by the counseling office, PEP (Peer Empowerment Program), student wellness center, SGA (Student Government Association), and other student led organizations
 - f. Increased 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, resources and support services
 - e. Student leaders are encouraged to promote positive leadership and healthy norms
 - f. Faculty are encouraged to maintain a high level of professional contact with students
 - g. CORT (Cottey Outreach and Response Team) was implemented in 2019 to target early concerns
 - h. Hall directors, PEP, RA's (Resident Assistants) 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, 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 and student wellness center offices take the lead for campus programming as a part of the student wellness program
 - c. Increased virtual planning was implemented when students were not on campus per COVID-19
- 3. Provide assessment, intervention, treatment, and support services for students with alcohol/drug problems in the counseling office
 - 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. AA (Alcoholics Anonymous) and Celebrate Recovery support groups' times/places posted on-line
 - d. Provide on-line education and supportive resources on student wellness center intranet page
- 4. Implement campus activities to provide alternative programming and alcohol-free related activities by campus activities, SGA, student wellness center, and student organizations
 - a. Numerous campus events are sponsored by Campus Activities, SAC (Student Activities Committee), and student organizations
 - b. Student organizations, SGA, and faculty provide additional programming
- 5. Promote the student wellness program for the campus community
 - a. Student Wellness Center offices take the lead for student wellness programming on campus
 - b. Faculty/staff wellness events coordinated by McGee Stoller (i.e. walking, cycling, stretching, in-services, etc)
 - c. Faculty/staff health surveys are completed through BC/BS (Blue Cross/Blue Shield)
 - d. Faculty/staff health fair continues to be held annually
 - e. Employee Assistance Program services are available for all faculty and staff and accessed through Human Resources
 - f. Student wellness awareness and education is posted on Facebook, Instagram, *Cottey Connection*, and *The Chronicle*
- 6. Cottey College 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. Ongoing initiatives by hall staff to monitor on campus vaping which is prohibited
- 7. Distance counseling was initiated for students following COVID-19 hall closures in spring, 2020 to provide on-going connections and support and continued through spring, 2022.
- 8. Campus Safety Committee meets regularly
- 9. In-services for faculty and staff on counseling/health services and referral protocol in August 2020 and August 2021
- 10. Campus security cameras in parking lots and front doors of residence halls to promote safety and enforcement of policies
- 11. Bystander Intervention training (Step Up!) for RA's, PEP, and orientation leaders in August, 2020 and August, 2021
- 12. On-going review and assessment of compliance with Clery Act by Director of Safety, Clery, and Title IX Compliance
- 13. Escort program--campus security provides an escort service, particularly during the hours of darkness, for those walking on campus to promote safety
- 14. Suicide prevention programming for campus and community 2020 and 2021

15. On-going partnership with Missouri Partners in Prevention coalition for alcohol and drug prevention programming and evidence based strategies/resources
16. Weekly wellness walks initiated by the student wellness center in spring, 2022
17. Creation of a student relaxation room in the student wellness center in fall, 2021
18. Trauma informed community training to PEP in August, 2021
19. Combine formerly BACCHUS programming efforts with pep and student wellness center for increased substance abuse awareness and programming to reduce and prevent high risk behaviors
20. Wellness week initiated by the student wellness center in fall, 2021 to promote healthy behaviors
21. Partnered with Center for Campus Life and Precision Coffee for study breaks on and off campus in fall and spring, 2021
22. Increased social media presence to promote student wellness and reduce mental health stigma
23. Continuation of PEP for additional confidential student support

C. AOD Program Strengths and Weaknesses

1. Strengths for program implementation
 - a. Student Wellness Center and PEP took over programming from inactive BACCHUS
 - b. Student engagement in campus programs has increased significantly
 - c. Increased partnership with local businesses and departments on campus for students activities and programming
 - d. Continued support from Administrative Council
 - e. On-going partnerships with local community, schools, mental health agencies, and hospital
 - f. No bars allowing 18 year-olds are in local community
 - g. Alcohol is banned on campus
 - h. Community service and service learning opportunities are available off campus
 - i. New Student Wellness Center was established for increased services and student support
 - j. Creation of relaxation room for students in student wellness center
 - k. Standards of conduct are clearly defined for students, faculty, and staff
 - l. Consistent messaging regarding the College's policy on alcohol and drug use continues
 - m. Cottey College judicial process is well defined and follows the policy guidelines
 - n. Cottey continues to be a tobacco-free campus
 - o. Increased faculty/staff utilization of early identification system, CORT, for student support
 - p. Increased utilization of Center for Campus Life to provide more alternative alcohol-free activities and increased student engagement
 - q. On-going initiatives for program assessment linked to learning outcomes
 - r. 2022 Orientation committee evaluated and will implement orientation events to increase student participation and comprehension of campus resources
 - s. Successful implementation of COVID-19 protocol; partnership with VCHD (Vernon County Health Department) and NRMC (Nevada Regional Medical Center) for ongoing guidance and recommendations
 - t. Increased utilization of diversity closet/cupboard for student resources
 - u. Increased monetary and gift card donations from PEO chapters to support diversity closet/cupboard (women's organization in United States and Canada that supports Cottey College)
 - v. Vaccination clinics for COVID-19 to promote campus safety per CDC (Center for Disease Control) guidelines
 - w. Implementation of new student diversity committee/internship to understand and highlight the needs of all students
 - x. Zero alcohol nor drug violations on campus

2. Weaknesses for program implementation
 - a. Financial constraints due to budget cuts
 - b. COVID-19 protocol and safety measures continued to limit some activities and engagement
 - c. Vernon County Youth Task Force was on hiatus this past year
 - d. Staffing changes required redistribution of tasks
 - e. Unable to increase participation with Partners in Preventions this year per time constraints
 - f. Unable to hire additional staff for student wellness center this year
 - g. Decreased in person campus training/orientation due to COVID-19 protocol

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 professional collaboration and implementation of evidence based programming and practice
2. Ongoing implementation of college policies with data focused program review and assessment
3. Continue partnership with NRMC and VCHD for health services and COVID-19 protocol per the CDC guidelines
4. Provide updated, evidenced based campus wide education of alcohol/drug abuse awareness, prevention initiatives, and available treatment resources
5. Hire part-time wellness coordinator when budget allows
6. On-going communication with Title IX Coordinator for ongoing best practice programming and prevention efforts
7. Coordinate with athletic director new initiatives and training for coaches and student athletes
8. Review and update federal and state laws in the Drug and Alcohol Abuse Prevention Program
9. Implement student wellness center survey on Assessment Day
10. Resume in person faculty/staff training regarding student health and mental health awareness and campus resources

SANCTIONS IMPOSED FOR VIOLATIONS (page 101, student handbook)

The 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 if found responsible for a major violation. The boards try 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 College community. One or more of the following sanctions may be imposed upon any student for a violation of the College's Honor Code including community violations and major violations.

1. **Warning:** An official written notice that the student has violated Cottey College policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the College.
2. **Restitution:** Compensation for damage caused to the College or any person's property, which might include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine; rather, it is a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
3. **Fines:** Reasonable fines may be imposed.
4. **Community/Cottey College Service Requirements:** For a student or organization to complete a specific supervised Cottey College or community service.
5. **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
6. **Confiscation of Prohibited Property:** Items in violation of Cottey College policy will be confiscated and will become the property of the College. Prohibited items may be returned to the owner at the discretion of the vice president for student life or designee.
7. **Behavioral Requirement:** Requirements may include, but not be limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
8. **Education Program:** Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.
9. **Restriction of Visitation Privileges:** May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.
10. **Cottey College Housing Probation:** Official notice that, should further policy violations occur during a specified probationary period, the student may immediately be removed from Cottey College housing. Regular probationary meetings may also be imposed.
11. **Cottey College Housing Reassignment:** Reassignment to another Cottey College housing room, suite, or facility. The director of housing will decide on the reassignment details.
12. **Cottey College Housing Suspension:** Removal from Cottey College housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to Cottey College housing may be specified. Under this sanction, a student is required to vacate Cottey College housing within 24 hours of notification of the action, though this deadline may be extended upon application to and at the discretion of the vice president for student life or designee. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for Cottey College housing, the student must gain permission from the vice president for student life or designee. This sanction may include restrictions on visitation to specified buildings or all College housing during the suspension.
13. **Cottey College Housing Expulsion:** The student's privilege to live in or visit any Cottey College housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.
14. **Cottey College Probation:** The student is put on official notice that, should further violations of Cottey College policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.
15. **Eligibility Restriction:** The student is deemed "not in good standing" with the College for a specified period of time. Specific limitations or exceptions may be granted by the vice president for student life and terms of this conduct sanction may include, but are not limited to, the following: a) Ineligibility to hold

any office in any student organization recognized by the College or hold an elected or appointed office at Cottey College b) Ineligibility to represent Cottey College to anyone outside the Cottey College community in any way including: participating in the study abroad or international experience program, attending conferences, or representing Cottey College at an official function, event or intercollegiate competition as a player, manager, or student coach, etc.

16. Cottey College Suspension: Separation from Cottey College for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. Dismissal may be immediate or at the end of a semester depending upon the circumstances; however, the vice president for student life or a designee must review cases involving disciplinary dismissal imposed by the Judicial Board before it takes effect. During the suspension period, the student is banned from Cottey College property, functions, events, and activities without prior written approval from the vice president for student life. This sanction may be enforced with a trespass action as necessary. 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.

17. Cottey College Expulsion: Permanent separation from Cottey College. The student is banned from Cottey College property, and the student's presence at any Cottey College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary. This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.

18. Loss of Confidentiality in Disciplinary Sanctions: In rare and unusual circumstances, the judicial 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 judicial 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 4.) The judicial 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."

19. Creative Sanctions: These are penalties designed by the judicial 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.

20. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the vice president for student life or designee. The following sanctions may be imposed upon groups or organizations found to have violated the Honor Code, other Cottey College policies: 1. One or more of the sanctions listed above and/or 2. Deactivation, de-recognition, loss of all privileges (including status as a Cottey College registered group/organization), for a specified period of time.

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. The Director of Housing provided additional information.

- 2020-2021–Zero alcohol nor drug violations reported on campus.
- 2021-2022– Zero alcohol nor drug violations reported on campus.

ENFORCEMENT ANALYSIS

Enforcement of Cottey College policies and procedures concerning alcohol and drug use rests largely with Student Life, Residence Life, Human Resources, Campus Security, and Counseling Services. The College's enforcement process includes the following:

- Distribution/publication of policies and annual notification distribution
- Alcohol and Drug Free Campus Policy – emailed annually to all students and staff
- Student and Employee Handbooks – updated annually and posted on the College website

In the past, findings have shown the consistency of imposed sanctions for violations of disciplinary standards and codes of conduct and sanctions imposed to be consistent in light of the circumstances surrounding each incident. There were no violations during this reporting period.

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 health providers
- Coordinator of Campus Activities
- Partners in Prevention
- Nevada Regional Medical Center
- Vernon County Health Department

CONCLUSION

A comprehensive review over the past 2 years shows that Cottey College remains in compliance with federal regulations. An analysis of our strengths highlighted some advances the College had made including improved interdepartmental collaboration and community partnerships along with program development and increased student engagement during 2021-2022. Having zero alcohol nor drug violations on campus speaks highly of our efforts. COVID-19 safety protocol hindered some program initiatives during 2020-2021. We're hopeful that the next two years will be a time of pandemic recovery and growth. A summary of identified weaknesses will be addressed with the Vice President for Student Life. We will remain student focused and strive to meet the needs of all students. Expanding and rethinking mental health services will be a priority as COVID-19 has impacted our campus much like other college campuses with increased evidence of student anxiety and depression that may result in more high risk behaviors. Data collection and assessment will remain a priority while implementing evidence base practice for substance use/abuse prevention, programming and intervention strategies. Policy assessment and program initiatives will continue to be addressed in response to on-going campus changes and students' needs.

Submitted by Jeanna Simpson, LCSW
Director of Health and Counseling Services
5/31/22