



**Northern Wyoming Community  
College District  
Drug-Free Schools and  
Campuses Regulations  
(Edgar Part 86) Biennial Review  
Calendar Years 2016-2017**

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## **I. Overview**

The Northern Wyoming Community College District (NWCCD) serves three separate counties and an estimated 4,000 students annually. The Northern Wyoming Community College District has two campuses, Sheridan College and Gillette College and outreach centers in Buffalo, Kaycee and Wright. NWCCD ensures student success and workforce development through engaging lectures, hands-on learning using state-of-the-art technology, and an enthusiastic faculty and staff.

The Northern Wyoming Community College District offers associate of arts, associate of fine arts, associate of science, and associate of applied science degrees, and certificate programs. NWCCD provides career training, professional development courses and/or vocational/technical programs.

### **NWCCD Mission**

Creating student success and making a difference in our communities through educational leadership.

### **NWCCD Core Values**

- Integrity
- Respect
- Excellence
- Learning

### **Northern Wyoming Community College District Drug Free Schools and Community**

The purpose of the Drug and Alcohol Abuse Prevention regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program as described in this part. (Edgar Part 86)

In accordance with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86 of the Drug-Free School and Communities Act (DFSCA), require an institution of high education (IHE), such as NWCCD, to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by college students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standard of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
- A description of the legal sanction under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.

- A description of any drug or alcohol counseling, treatment, or rehabilitation re-entry programs that are available to employees or students.
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of programs and policies and make changes as needed.
- Ensure that disciplinary sanctions developed are enforced consistently.

The following campus units provided information for this report:

- Counseling and ADA Services
- Campus Life and Housing
- Campus Police
- Human Resources

### **Materials Reviewed**

The following materials were examined for this review:

- Complying with The Drug-Free Schools and Campuses Regulations (EDGAR Part 86, A Guide for University and Campuses Regulations prepared by the higher Education Center
- Northern Wyoming Community College District Policies
- Northern Wyoming Community College District Websites ([www.sheridan.edu](http://www.sheridan.edu))
- Annual reports from various campus units

The outline, listed below, for this report and will serve as the template for future annual reports that review the alcohol and drug education program as part of the Drug-Free Schools and Campuses Regulations compliance report.

- Biennial Review Process
- Annual Policy Notification Process
- Policy & Compliance
- Programs & Interventions
- Data & Assessment
- Program Goals & Objectives
- Program Recommendations & Goals

### **Compliance with Drug-Free Schools and Communities Act**

Northern Wyoming Community College District (NWCCD) complies with the requirements of the Drug-Free Schools and Communities Act. NWCCD has implemented a variety of programs and services to prevent the abuse of alcohol and

use, unlawful possession, and distribution of illicit drugs both by students and employees, as demonstrated through this biennial review.

## **II. BIENNIAL REVIEW PROCESS**

The biennial review committee is comprised of the Vice President of Student Affairs, Director of Counseling and ADA Services (Gillette College), Coordinator of Counseling and ADA Service (Sheridan College), Director of Campus Life and Housing (Sheridan College), and Director of Campus Life & Housing (Gillette College), NWCCD Police Chief, and NWCCD Police Lieutenant. Each year, this committee compiles information about drug and alcohol prevention programs and policies. Based on this information, the committee creates the final report for distribution to the campus community. Each individual department will review policy statements regularly. The following documents are examples of the evidence to be reviewed:

- Policy Statement 3019
- Policy Statement 5075
- Consumer Information website
- Above the Influence Alcohol Education assessment results
- Marijuana 101 Education Assessment results
- Campus Clarity Think About it module review (Alcohol and Marijuana)
- Survey results and attendance numbers from prevention programs
- Individual Program policy statements (Dental Hygiene, Nursing, Massage Therapy, Student Athlete, etc.)
- Disciplinary numbers for drug and alcohol violations

The biennial review report is available by March 30 of each even year and is housed in the Vice President of Student Affairs Office, located in Whitney 156 on the Sheridan College Campus. Individuals may request a copy of the biennial review report by contacting the Vice President of Student Affairs Office at 307-675-0123. Biennial Review Reports are maintained for seven years.

## **III. PREVENTION PROGRAM ELEMENTS**

Many departments on campus are involved in educating the college community about alcohol and other drugs. Below is a summary of the NWCCD initiatives.

### **1. Alcohol Free Programming**

NWCCD offers many late-night alcohol-free programming to students through Student Activities Network (SCAN) and the Campus Programming Board. These programs are offered on Friday and Saturday nights with the goal of providing students with alcohol-free entertainment. Throughout the year there are around 400 alcohol-free programs offered per academic year.

2. Horizon’s Employee Assistance Program (EAP)

With Horizon’s EAP, employees can confidentially address and resolve their day-to-day personal and workplace challenges—resulting in a more focused and productive workforce. NWCCD employees are provided up to 3 face-to-face sessions per employee and household member per issue per year. Counseling services are provided at no charge to employees and their household members. Horizon offers short-term counseling on all aspects of life, including:

- Difficulties in relationships
- Emotional/Psychological issues
- Stress & Anxiety issues with work or family
- Alcohol & drug abuse
- Personal & Life Improvement
- Legal or Financial Issues
- Depression
- Childcare Issues
- Eldercare Issues
- Grief Issues

2016 calendar year

Counselor visits with primary presenting problem of substance abuse: 0

Counselor visits with secondary presenting problem of substance abuse: 0

2017 calendar year

Counselor visits with primary presenting problem of substance abuse: 0

Counselor visits with secondary presenting problem of substance abuse: 0

3. Poster Program

Campus Life and Housing creates/purchases posters on various health and wellness topics to hang up in the residence halls. The purpose is to bring awareness to these issues and create a culture of health and wellness across campus. Several posters are related to alcohol and other drug issues.

Topic	2016	2017
Alcohol	6	6
Drugs	3	3
Sexual Assault	5	5
Totals	14	14

4. RA Bulletin Board Program

The RA team has to create an educational bulletin board each month. Topics are determined based on the time of year and include social health, alcohol awareness, sexual health, and others. The boards are approved by the staff to ensure the information is accurate and the message is what the college wants to portray.

5. Alcohol and Drug Programming

A variety of educational programming is conducted throughout the year. The programs are geared to all students and employees but focus on residential student participation. Program content includes basic alcohol information such as standard drink size and blood alcohol concentration, as well as low-risk drinking tips. These programs are typically in the form of “mocktail parties” and daytime tabling events. Both events are partnerships between Campus Police, Campus Life and Housing, and Counseling and ADA Services.

2016	2017
5	6

6. NWCCD also utilizes online educational programs for conduct sanctions

- 1) 3<sup>rd</sup> Millennium’s Under the Influence (conduct sanction until January 2017)
- 2) 3<sup>rd</sup> Millennium’s Marijuana 101 (conduct sanction until January 2017)
- 3) EverFi Campus Clarity Think About it Alcohol (Conduct Sanction)
- 4) EverFi Campus Clarity Think About it Drugs (Conduct Sanction)
- 5) EverFi Campus Clarity Think About It

**Community Resources**

All NWCCD students may receive alcohol and other drug education and referral services from the NWCCD Counseling Center (307-675-0122 (SC) or 307-681-6082 (GC)). Also, students may seek services in the community at the following locations:

Sheridan Area Resources		
Northern Wyoming Mental Health Center (NWMHC) 1221 W. 5th St. Sheridan, WY 82801 (307) 674-7702	Sheridan County Hospital 1401 W 5th St, Sheridan, WY 82801 (307) 672-1000	Piedmont Addiction Recovery Practice 425 W. Loucks St. Sheridan, WY 82801 (307) 672-2468
Mountain’s Edge Counseling 406 W. Loucks St. Sheridan, WY 82801 (307) 673-4647	Volunteers of America – The Gathering Place 360 College Meadows Dr. Sheridan, WY 82801 (307) 673-2510	Volunteers of America – WYSTAR 3322 Strahan Parkway Sheridan, WY 82801 (307) 672-2044
VA Hospital 1898 Fort Rd. Sheridan, WY 82801 (307) 672-3473	Alcoholics Anonymous www.area76wyaa.org (307) 672-6257	Cornerstone Church Celebrate Recovery 4351 Big Horn Avenue Sheridan, WY (307) 672-8126
Gillette Area Resources		
Volunteers of America 1299 Raymond St Gillette, WY 82718	Campbell County Memorial Health	Clear Creek Counseling 801 E 4 <sup>th</sup> St, Suite 14D Gillette, WY 82718

307-682-8505	Behavioral Health Services 501 S Burma Ave Gillette, WY 82718 307-688-5000 <a href="http://www.ccmh.net">www.ccmh.net</a>	307-686-9422
Substance Abuse Advisory Council 201 East 5 <sup>th</sup> Street Gillette, WY 82718 307-686-5234	Alcoholics Anonymous <a href="http://www.area76wyaa.org">www.area76wyaa.org</a> 307-686-6107	

All NWCCD faculty and staff receive awareness and prevention services for drug and alcohol issues via Passive Programming. Staff and faculty can also receive services in the Northern Wyoming Mental Health Center (307-674-7702) for outpatient services, Sheridan County Hospital (307-672-1000) or Campbell County Memorial Health Behavioral Health Services (307-688-5000) for outpatient and detoxification services or from a mental health professional listed in the telephone directory. Benefitted faculty and staff have access to Horizon Behavioral Services for the employee assistance, WorkLife and managed behavioral healthcare services throughout the United States, its territories, Canada, and other international locations. \*This program is offered in connection with group insurance policies underwritten by Standard Insurance Company.

### **VIOLATIONS AND SANCTIONS**

The Vice President of Student Affairs oversees and enforces the Student Code of Conduct. A variety of sanctions are available depending on the violation and personal need of the student. Educational sanction options include, but are not limited to, online drug and alcohol courses, workshops, reflection paper, research paper, and creating and hosting an alcohol education workshop or tabling event. Other sanctions may include residence hall relocation, parental notification, probation, suspension, dismissal. Alcohol and drug violations and sanctions for 2016 and 2017 are listed below.



Annual Security and Fire Safety Report 2017

Sheridan College

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Arrests: Drug Abuse Violations	2014	2	2	0	0
	2015	5	4	0	0
	2016	1	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0
Arrests: Liquor Law Violations	2014	14	11	0	0
	2015	21	10	0	0
	2016	36	30	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	0	0	0	0

\*all students arrested also received disciplinary action

Gillette College

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Non-Campus Property	Public Property
Arrests: Drug Abuse Violations	2014	2	1	0	1
	2015	3	2	0	0
	2016	3	2	0	0
Disciplinary Referrals: Drug Abuse Violations	2014	0	0	0	0
	2015	0	0	0	0
	2016	1	1	0	0
Arrests: Liquor Law Violations	2014	8	8	0	0
	2015	3	3	0	0
	2016	7	7	0	0
Disciplinary Referrals: Liquor Law Violations	2014	0	0	0	0
	2015	2	2	0	0
	2016	2	2	0	0

## SANCTION DATA

### Sheridan College

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Alcohol or Drug education Class	Fine
Disciplinary Referrals: Drug Abuse Violations	2014	2	2	2	2
	2015	5	4	5	5
	2016	1	0	1	1
Disciplinary Referrals: Liquor Law Violations	2014	14	11	14	14
	2015	21	10	21	21
	2016	36	30	36	36

### Gillette College

Offense	Year	On-Campus Property	On-Campus Student Housing Facilities	Alcohol or Drug education Class	Fine
Disciplinary Referrals: Drug Abuse Violations	2014	2	1	2	2
	2015	3	2	3	3
	2016	4	3	4	4
Disciplinary Referrals: Liquor Law Violations	2014	8	8	8	8
	2015	5	5	5	5
	2016	9	9	9	9

## IV. PREVENTION PROGRAM GOALS AND DISCUSSION OF ACHIEVEMENT

### Goals:

- Continue the development of Drug, Alcohol and Sexual Assault (DASA) Prevention Committee.
- Develop a consistent and progressive training program for faculty, staff, and students to be able to identify signs of drug and alcohol abuse and how to report it.
- Continue to increase awareness of services available and policies that affect the faculty and staff.
- Review student code of conduct and judicial procedures to ensure compliance and ease of understanding.
- Develop assessment and data collection tools to determine the needs of the community each year and the effectiveness of programming and prevention efforts.

- Develop a Peer Education program with specific majors and those who are interested in the topics.
- Continue the development of the Bystander Intervention training and safe campus campaigning

### **DISCUSSION OF ACHIEVEMENT**

NWCCD is working towards a comprehensive, environmental approach to address alcohol and other drug use on campus. Through the development of the Drug, Alcohol, and Sexual Assault Prevention Committee, we are developing coordinated programming across the district to ensure comprehension. Due to staff turnover, DASA has not met regularly nor have SC and GC consistently coordinated regarding programming. Reconvening the group with new members and including community coalitions, has helped to revitalize the vision. Gillette College has been successful in implementing an Active Minds group on campus to provide peer education.

Beginning Fall 2018, NWCCD will implement a nationally recognized climate survey. Survey data will develop a baseline and inform drug and alcohol prevention programming. Tailored programming will improve the quality of prevention activities.

NWCCD is in the process of reviewing all policies and procedures. The student code of conduct was updated and approved for compliance with Title IX, VAWA, EDGAR Part 86 and Cleary in August 2017.

Human Resources is reviewing annual employee training to include additional drug and alcohol prevention training. NWCCD will implement a comprehensive training program for students and leaders that will promote a drug and alcohol free environment as well as a culture of safety and upstanding. NWCCD offers a bystander intervention program, Everfi, which supports peer interventions to prevent drug and alcohol abuse.

## **V. PREVENTION PROGRAM STRENGTHS AND WEAKNESSES**

### **1. Strengths**

While the program can use a bit of development and refining, the staff works extremely hard to provide preventative efforts. Some strengths that aide in this effort are:

- Alcohol and Drug education programs for violators.
- Collaboration with community entities.
- Knowledgeable staff.
- Multi-Department committee to develop programming calendar.
- Strong campus life program to offer alternative alcohol free programming late nights and on weekends.

- Strong relationships with community resources to refer students, faculty, and staff.

## 2. Weaknesses

NWCCD faces many of the same issues other small campuses face. Some of the weaknesses are:

- No department dedicated to prevention efforts as a sole responsibility.
- Budgetary constraints.
- No CORE data on a regular basis to create a baseline and comparisons to determine improvement.
- Lack of participation with faculty and staff.
- No 1-on-1 alcohol or drug education opportunities.
- Specific training for staff on intervention techniques and signs to watch for.
- Significant staff turnover in key positions.

# VI. ANNUAL DISTRIBUTION OF PREVENTION NOTIFICATION PROCESSES

## 1. Distribution of Biennial Review

In March of each even year, the biennial review report is distributed to the NWCCD community via email to the Sheridan.edu email addresses and online at [www.sheridan.edu](http://www.sheridan.edu). Individuals who receive the report via email are faculty, staff, and enrolled students.

## 2. Distribution of Policies and Procedures

The federally mandated policy on alcohol and other drugs is distributed annually each year to all staff and students at NWCCD via email. The college developed a website called *Consumer Information* (<http://www.sheridan.edu/about/consumer-information/>), which contains all information required to be shared with students and staff at the college. The *Consumer Information* website contains links to the Annual Security and Fire Report, the Biennial Review, Title IX information, and Drug and Alcohol Prevention. The Student Code of Conduct and all Human Resources policies are found on the website on the Board of Trustees page (<http://www.sheridan.edu/about/board/policy/>). All of these items create a comprehensive list of NWCCD's drug and alcohol policies. The information is distributed in the following ways:

- The Student Code of Conduct (procedure number 5075.1) is distributed within the first three weeks of each academic semester via email. Students who enroll after this date will receive the policy at orientation. The policy is also available online (<http://www.sheridan.edu/about/board/policy/>) and in print through the Vice President of Student Affairs Office.
- Human Resources policies are distributed to all new employees at orientation on the first day of employment. The link to the policies is sent

at the beginning of each semester in the Title IX and Clery message from the Vice President of Administration and Finance.

## **VII. COPIES OF POLICIES DISTRIBUTED**

### **ALCOHOLIC AND OTHER DRUGS (Procedure 5070.1)**

Authorizations by the District President for consumption of alcoholic beverages in locations other than individual residence hall rooms and in on-campus employee housing shall conform to the following conditions:

- a. Consumption shall be in connection with a substantive event, such as a banquet, official entertainment, reception;
- b. Food and non-alcoholic beverages shall be present;
- c. The event shall be monitored to prevent consumption by persons not of legal age.
- d. Refer to procedure 5330.3 in regards to alcohol and other drugs in the residence halls

Northern Wyoming Community College District strictly prohibits the possession, use, or distribution of marijuana, cocaine, LSD, or any hallucinogens or other controlled substances by anyone in a campus facility or on property owned or controlled by the District. NWCCD policy also prohibits the manufacture, sale, possession, or use of alcohol on District property or at official District activities by students and employees. NWCCD is a drug free campus. Any individual known to be possessing, using, or distributing such drugs or alcohol is subject to disciplinary actions and possible arrest, imprisonment, or fine according to state and federal law. NWCCD policies and procedures, including the enforcement practices of the NWCCD Police Department, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of these substances.

Alcohol and drug offenses shall be deemed as serious, and enforcement will be reflected accordingly. All criminal citations written to NWCCD students for alcohol and/or drug violations result in notification and possible disciplinary action through the Campus Life and Housing Office.

For further information, contact the District Police Department at 307-675-0559.

#### **Drug and Alcohol Abuse Education**

Northern Wyoming Community College District assists students in finding alternatives to alcoholic beverages to promote social interaction and stress reduction. NWCCD also provides services for students who experience alcohol related difficulties.

For students with substance abuse problems or concerns, assistance is available through the campus counseling office. Professional staff offer support for students in an atmosphere of understanding and confidentiality and offer individual assessment and referral to both on- and off-campus resources.

Anyone aware of substance abuse problems that exist with friends, roommates, classmates, District personnel, or family members is encouraged to consult a counselor, or Human Resources. Remaining silent or waiting until the situation is out of control is neither respectful nor responsible.

As required by Section 22 of the Drug-Free Schools and Community Act (1989 Amendments), NWCCD must conduct a biennial compliance review and report. The report is found on the website within the Consumer Information and Student Right to Know pages.

### **DRUG-FREE CAMPUS (POLICY SERIES 3019)**

The improper use of narcotics and other controlled substances, commonly referred to as illegal drugs, has been a significant problem to business, employees, and society in general. Their sale, use, and abuse can threaten the safety, morale, and public image of both individuals and the College. The following policy regarding illegal drugs has been established:

No person will be admitted or hired who is known to be a user, promoter, or seller of any controlled substance, as that term is defined in state and federal statutes.

Use or possession of illegal drugs (controlled substances), on College premises or during working hours, including break or meal periods, or working under the influence of illegal drugs, is strictly prohibited. Any employee or student violating this policy may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs and may be disciplined, up to and including dismissal for the first offense.

Any employee or student who is found to be a seller or involved in the sale, solicitation, or dealing in illegal drugs will be discharged from employment and/or classes of the College.

### **DRUG-FREE AWARENESS PROGRAM (Policy Series 3019.1)**

The College will establish a drug-free awareness program to inform employees and students about the dangers of drug use and abuse in the college and the penalties that may be imposed on employees and students for violation of drug use and abuse. This program will be presented to all new employees during their initial orientation and to students when they register. All continuing employees will receive drug awareness training annually.

As a condition of employment with the College, each employee will abide by the terms, requirements and prohibitions set forth in the Drug Free Policy and shall notify the College Employee Services Office of any criminal drug statute conviction for violation occurring in the work place no later than five days after the conviction. Failure to so inform the college subjects the employee to disciplinary action, up to and including termination for the first offense.

## **SMOKE-FREE CAMPUS (Policy Series 3018)**

Northern Wyoming Community College District has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee and student absenteeism, health care, and medical insurance.

Secondhand smoke, also known as environmental tobacco smoke, is a Class A carcinogen. Its many detrimental effects on health are well established and include triggering asthma attacks, causing lung cancer, and causing cardiovascular and lung diseases. Attempts to eradicate exposure to secondhand smoke through limiting smoking to specified spaces is ineffective because smoke can easily travel outside the established boundaries.

### **Smoking Regulations**

Smoking is prohibited in all campus buildings and in/on all College property, including college vehicles. At the discretion of a College in the District, designated smoking space can be provided; however, it must be placed in such a way to eliminate environmental smoke hazards to non-smokers. Smoking will be permitted in personal automobiles when parked on campus.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using Northern Wyoming Community College District facilities will be required to abide by the College's Smoke Free Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.

For the purposes of this policy, smoking is defined as burning any type of tobacco product.

### **Violations**

Employees or students violating this policy are subject to disciplinary actions in accordance with College procedures (see Series 4000.8 for employees and Series 5075.2 and 5075.5 for students).

Campus visitors will be asked to abide by the policy. Repeat offenders will be expelled from College property.

## **LAWS AND REGULATIONS**

All use and distribution of alcohol is subject to federal, state, and local laws and regulations, which include the duties and prohibitions listed below. College employees and students may be subject to additional restrictions set forth by their respective departments.

A. Wyoming Laws

1. In accordance with the laws of the State of Wyoming, it is illegal for any person to use, possess or distribute illegal drugs or other controlled substances except as expressly permitted by law.
2. In accordance with the laws of the State of Wyoming, it is illegal for any person under the age of 21 to consume, possess, or otherwise have access to alcoholic beverages.
3. No person or organization may sell, furnish, or give alcoholic beverages to any person under the age of 21.
4. Open containers are not permitted in open areas without first obtaining an authorized permit from NWCCD to possess, consume, and/or serve alcoholic beverages. This includes areas within College academic departments or other College owned or controlled properties. Permission can be requested from the Vice President of Administration.

B. NWCCD Regulations Regarding Alcohol and Drugs

1. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
2. Use, possession or distribution of narcotics(s) or other controlled substances except as expressly permitted by the law.
3. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law, or public intoxication (see Series 5070).

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that demonstrates disregard for the District community. District disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code of Conduct. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The District's disciplinary actions will not be subject to challenges on the ground that criminal complaints involving the same incident have been dismissed or reduced. When a student is charged by federal, state, or local authorities with a violation of law, the District will not request or agree to special consideration for that individual because of his or her status as a student.

If the alleged offense is also the subject of a proceeding before the student conduct/advisory board for violation of the Student Code of Conduct, however, the District may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally. The District will cooperate fully with law enforcement and other agencies in the enforcement of



criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

## **SANCTIONS AND ENFORCEMENT**

- A. Employees: As a condition of employment with the College, each employee will abide by the terms, requirements and prohibitions set forth in the Drug Free Policy and shall notify the College Human Resources Office of any criminal drug statute conviction for violation occurring in the work place no later than five days after the conviction. Failure to inform the college of conviction subjects the employee to disciplinary action, up to and including termination for the first offense.

By law, the College must notify federal grant officers within 10 days of receiving notification from an employee or otherwise receiving notice of such conviction.

The College must take one of the following actions, within 30 days of receiving notice of any employee who is convicted of a drug statute violation.

1. Take appropriate personnel action against such an employee, up to and including termination; or
  2. Require such employee participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency. If such a program is offered, and accepted by the employee, then the employee must satisfactorily participate in the program as a condition of continued employment. (Series 3019.1)
- B. Students (Policy Series 5075.1 pg. 12-13): The Vice President for Student Affairs (VPSA) is vested with the authority over student conduct by the President of NWCCD. The VPSA appoints a conduct officer to assist with the student conduct process. The VPSA and conduct officer may appoint administrative hearing officials, preliminary inquiry officers, investigators, and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The conduct officer (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit. This investigation may be coordinated with the Campus Police. All administrators functioning in a Title IX capacity will be appropriately trained for their roles. The Title IX Coordinator acts with independence and authority, free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the NWCCD President, Dr. Paul Young.

### **Gatekeeping/Threshold**

No complaint will be forwarded for a hearing unless there is reasonable cause

to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or statement from the reporting party. A complaint wholly unsupported by any credible information will not be forwarded for a hearing.

### **Conflict Resolution Options**

The conduct officer has the discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The conduct officer may also suggest that complaints that do not involve a violation of the Code of Student Conduct be referred for mediation or other appropriate conflict resolution.

### **Conduct Hearing**

The conduct officer will be responsible coordinating the hearing process according to the following guidelines: The hearing officer is selected from trained members of the college community. The hearing officer is responsible for assuring that NWCCD procedures are followed throughout the process. The conduct officer has responsibility for training the hearing officers, investigating or designating an individual to investigate the situation, and ensuring a fair process for the reporting party and responding student.

### **Appeals Panel**

Appeals will be heard by a three-member appeals panel, with the only requirement being that members did not serve on the panel for the initial hearing. The appeals panel will most often include the VPSA and two members of the faculty or staff; however, this will not always be the case. If an all non-student panel was used for the hearing, the appeals panel will also be comprised of non-students.

Members of the appeals panel will be selected from a pool of trained individuals.

The VPSA will have final authority to approve all those serving on the appeals panel. The non-voting advisor to the panel is the conduct officer with responsibility for training the panel, conducting the preliminary inquiry and/or investigation, and ensuring fair process for the reporting parties and responding student. In the event of a resignation from the panel, the conduct officer will solicit a replacement. Decisions made and sanctions imposed by the appeals panel are final. At the discretion of the VPSA, implementation of sanctions may be stayed pending review.

### **Interpretation and Revision**

The conduct officer will develop procedural rules for the administration of hearings that are consistent with provisions of the Code of Student Conduct. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The conduct officer may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Code. The conduct officer may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the Code of Student Conduct will be referred to the Vice President for Student 14 Approved August 14, 2017 Affairs, whose interpretation is final. The Code of Student Conduct will be updated annually under the direction of the with a comprehensive revision process being conducted every three years.

### **METHODS USED FOR GENERAL ENFORCEMENT**

The NWCCD Police, in collaboration with local law enforcement and the Department of Campus Life and Housing, monitor and enforce alcohol and drug violations. All incidents or suspected incidents of drug or alcohol violations are reported to the NWCCD police department.

## **VIII. RECOMMENDATIONS AND GOALS FOR NEXT BIENNIUM 2018-2019**

The committee recommends that NWCCD continues the use of the Drug, Alcohol, and Sexual Assault Prevention Committee to ensure the development of educational and awareness opportunities.

It is also recommended to:

- Increase awareness of
- Develop a peer drug and substance abuse prevention program on the Sheridan College campus.
- Develop a comprehensive conduct process based in student development theory utilizing the social change model.
- Develop a college budget line specifically for alcohol and other drug prevention.
- Review campus alcohol and other drug policies and procedures to ensure compliance with federal, state, and local mandates.
- Continue to develop and strengthen community partnerships to address alcohol and other drug use and misuse.



## **Annual DFSCA and 34 C.F.R. Part 86 Notification**

The purpose of the Drug and Alcohol Abuse Prevention regulations (<http://bit.ly/2F6ko00>), is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989 (<https://www.congress.gov/bill/101st-congress/house-bill/3614>), which added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program. The most recent NWCCD report can be found within the compliance section of the NWCCD website at: <http://www.sheridan.edu/wp-content/uploads/2015/12/DAAP-2015-2016.pdf> In compliance, Northern Wyoming Community College District releases the following notification regarding:

- standards of conduct,
- descriptions of appropriate sanctions for violation of federal, state, and local law and campus policy,
- a description of health risks associated with alcohol and other drug use,
- and a list of available treatment programs.

Northern Wyoming Community College District will impose disciplinary sanctions on students and employees in accordance with the policies and procedures referenced below.

1. The Student Code of Conduct is located at <http://www.sheridan.edu/about/board/policy/>. Specifically, on page 30 addresses Alcohol and Other Drugs. More specifically, procedures 5070.1 and 5330.3 address alcohol and other drugs on campus.
2. A list and descriptions of appropriate sanctions for violation of federal, state, and local law and campus policy are located on page 22 of the Student Code of Contact (<http://www.sheridan.edu/wp-content/uploads/2016/02/Student-Code-of-Conduct.pdf>).
3. Drug-Free Campus (Policy Series 3019)

The improper use of narcotics and other controlled substances, commonly referred to as illegal drugs, has been a significant problem to business, employees, and society in general. Their sale, use, and abuse can threaten the safety, morale, and public image of both individuals and the College. The following policy regarding illegal drugs has been established:

No person will be admitted or hired who is known to be a user, promoter, or seller of any controlled substance, as that term is defined in state and federal statutes.

Use or possession of illegal drugs (controlled substances), on College premises or during working hours, including break or meal periods, or working under the influence of illegal drugs, is strictly prohibited. Any employee or student violating this policy may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs and may be disciplined, up to and including dismissal for the first offense.

Any employee or student who is found to be a seller or involved in the sale, solicitation, or dealing in illegal drugs will be discharged from employment and/or classes of the College.

### **DRUG-FREE AWARENESS PROGRAM (Policy Series 3019.1)**

The College will establish a drug-free awareness program to inform employees and students about the dangers of drug use and abuse in the college and the penalties that may be imposed on employees and students for violation of drug use and abuse. This program will be presented to all new employees during their initial orientation and to students when they register. All continuing employees will receive drug awareness training annually.

As a condition of employment with the College, each employee will abide by the terms, requirements and prohibitions set forth in the Drug Free Policy and shall notify the College Employee Services Office of any criminal drug statute conviction for violation occurring in the work place no later than five days after the conviction. Failure to so inform the college subjects the employee to disciplinary action, up to and including termination for the first offense.

### **SMOKE-FREE CAMPUS (Policy Series 3018)**

**Northern Wyoming Community College District has a responsibility to its employees and students to provide a safe and healthful environment. Research findings show smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee and student absenteeism, health care, and medical insurance.**

**Secondhand smoke, also known as environmental tobacco smoke, is a Class A carcinogen. Its many detrimental effects on health are well established and include triggering asthma attacks, causing lung cancer, and causing cardiovascular and lung diseases. Attempts to eradicate exposure to secondhand smoke through limiting smoking to specified spaces is ineffective because smoke can easily travel outside the established boundaries.**

## **Smoking Regulations**

**Smoking is prohibited in all campus buildings and in/on all College property, including college vehicles. At the discretion of a College in the District, designated smoking space can be provided; however, it must be placed in such a way to eliminate environmental smoke hazards to non-smokers. Smoking will be permitted in personal automobiles when parked on campus.**

**Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, using Northern Wyoming Community College District facilities will be required to abide by the College's Smoke Free Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy.**

**For the purposes of this policy, smoking is defined as burning any type of tobacco product.**

## **Violations**

**Employees or students violating this policy are subject to disciplinary actions in accordance with College procedures (see Series 4000.8 for employees and Series 5075.2 and 5075.5 for students).**

**Campus visitors will be asked to abide by the policy. Repeat offenders will be expelled from College property.**

## **4. HEALTH RISKS**

- a. Alcohol - Drinking too much – on a single occasion or over time – can take a serious toll on your health. Here's how alcohol can affect your body:

### **Brain:**

Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

### **Heart:**

Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including:

- Cardiomyopathy – Stretching and drooping of heart muscle
- Arrhythmias – Irregular heart beat
- Stroke
- High blood pressure

Research also shows that drinking moderate amounts of alcohol may protect healthy adults from developing coronary heart disease.

**Liver:**

Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including:

- Steatosis, or fatty liver
- Alcoholic hepatitis
- Fibrosis
- Cirrhosis

**Pancreas:**

Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.

**Cancer:**

Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the:

- Mouth
- Esophagus
- Throat
- Liver
- Breast

**Immune System:**

Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body’s ability to ward off infections – even up to 24 hours after getting drunk.

(Information taken from <https://www.niaaa.nih.gov/alcohol-health/alphabets-effects-body>)

- b. **Drugs** - Most drugs of abuse can alter a person’s thinking and judgment, leading to health risks, including addiction, drugged driving and infectious disease. Most drugs could potentially harm an unborn baby; pregnancy-related issues are listed in the chart below for drugs where there is enough scientific evidence to connect the drug use to specific negative effects.

<b>Drug Class</b>	<b>Risk of Dependence</b>	<b>Possible short-term effects</b>	<b>Possible long-term effects</b>	<b>Effects of overdose</b>
Narcotics	High potential for abuse	Euphoria; warm flushing of skin; dry mouth; heavy feeling in the hands and feet; clouded thinking; alternate wakeful and drowsy states; itching;	Collapsed veins; abscesses (swollen tissue with pus); infection of the lining and valves in the heart; constipation and	Can be fatal; constricted pupils, cold clammy skin, confusion, convulsions, extreme

		nausea; vomiting; slowed breathing and heart rate.	stomach cramps; liver or kidney disease; pneumonia.	drowsiness, and slowed breathing
Depressants	Low potential for abuse	Drowsiness, slurred speech, poor concentration, confusion, dizziness, problems with movement and memory, lowered blood pressure, slowed breathing, euphoria, drowsiness, decreased anxiety, confusion, memory loss, hallucinations, excited and aggressive behavior, nausea, vomiting, unconsciousness, seizures, slowed heart rate and breathing, lower body temperature, coma, death.	Unknown	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death
Stimulants	High potential for abuse	Increased alertness, attention, energy; increased blood pressure and heart rate; narrowed blood vessels; increased blood sugar; opened-up breathing passages.  High doses: dangerously high body temperature and irregular heartbeat; heart failure; seizures.	Heart problems, psychosis, anger, paranoia.	High fever, convulsions, and cardiovascular collapse may precede death
Hallucinogens	High risk of dependence	<b>Sensory Effects</b> <ul style="list-style-type: none"> <li>• Hallucinations, including seeing, hearing, touching, or smelling things in a distorted way or perceiving things that do not exist</li> <li>• Intensified feelings and sensory experiences (brighter colors, sharper sounds)</li> <li>• Mixed senses (“seeing” sounds or “hearing” colors)</li> <li>• Changes in sense or perception of time</li> </ul> <b>Physical Effects</b> <ul style="list-style-type: none"> <li>• Increased energy and heart rate</li> <li>• Nausea</li> </ul>	<b>Persistent Psychosis</b> <ul style="list-style-type: none"> <li>• Visual disturbances</li> <li>• Disorganized thinking</li> <li>• Paranoia</li> <li>• Mood disturbances</li> </ul> <b>Hallucinogen Persisting Perception Disorder (HPPD)</b> <ul style="list-style-type: none"> <li>• Hallucinations</li> <li>• Other visual disturbances (such as seeing halos or trails attached to moving objects)</li> </ul>	Respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest, may be fatal



			<ul style="list-style-type: none"> <li>• Symptoms sometimes mistaken for neurological disorders (such as stroke or brain tumor)</li> </ul>	
Cannabis	High potential for abuse	Enhanced sensory perception and euphoria followed by drowsiness/relaxation; slowed reaction time; problems with balance and coordination; increased heart rate and appetite; problems with learning and memory; hallucinations; anxiety; panic attacks; psychosis.	Mental health problems, chronic cough, frequent respiratory infections.	No deaths have been reported in the United States
Steroids	Abuse may lead to moderate or low physical dependence or high psychological dependence.	Mood and behavioral effects; <u>Boys:</u> early sexual development, acne, and stunted growth <u>Adolescent girls and women:</u> permanent physical changes, such as deepening of the voice, increased facial and body hair growth, menstrual irregularities, male pattern baldness, and lengthening of the clitoris <u>Men:</u> shrinkage of the testicles, reduced sperm count, enlargement of the male breast tissue, sterility, and an increased risk of prostate cancer <u>Both:</u> high cholesterol levels, acne, fluid retention, and liver damage	Same and Short Term Effects	Steroids are not associated with overdoses. The adverse effects a user would experience develop from the use of steroids over time
Inhalants	High potential for abuse	Slight stimulations, feeling less inhibition, or loss of consciousness; intoxication and other effects similar to alcohol including slurred speech, inability to coordinate movements, euphoria, and dizziness; drowsy for several hours and experience a lingering headache	Weight loss, muscle weakness, disorientation, inattentiveness, lack of coordination, irritability, depression, and damage to the nervous system and other organs; irregular and rapid	Loss of consciousness or death

			heart rhythms and lead to heart failure and death within minutes	
Tobacco	High risk for dependence	Increased blood pressure, breathing, and heart rate.	Greatly increased risk of cancer, especially lung cancer when smoked and oral cancers when chewed; chronic bronchitis; emphysema; heart disease; leukemia; cataracts; pneumonia	No reports of death due to overdose

<https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts>

*Drugs of Abuse: A DEA Resource Guide*. 2017 Edition. US Department of Justice.

[https://www.dea.gov/pr/multimedia-library/publications/drug\\_of\\_abuse.pdf](https://www.dea.gov/pr/multimedia-library/publications/drug_of_abuse.pdf) Retrieved 10/20/2017.

#### 4. Available Treatment Programs

Sheridan Area Resources		
Northern Wyoming Mental Health Center (NWMHC) 1221 W. 5th St. Sheridan, WY 82801 (307) 674-7702	Sheridan County Hospital 1401 W 5th St, Sheridan, WY 82801 (307) 672-1000	Piedmont Addiction Recovery Practice 425 W. Loucks St. Sheridan, WY 82801 (307) 672-2468
Mountain's Edge Counseling 406 W. Loucks St. Sheridan, WY 82801 (307) 673-4647	Volunteers of America – The Gathering Place 360 College Meadows Dr. Sheridan, WY 82801 (307) 673-2510	Volunteers of America – WYSTAR 3322 Strahan Parkway Sheridan, WY 82801 (307) 672-2044
VA Hospital 1898 Fort Rd. Sheridan, WY 82801 (307) 672-3473	Alcoholics Anonymous <a href="http://www.area76wyaa.org">www.area76wyaa.org</a> (307) 672-6257	Cornerstone Church Celebrate Recovery 4351 Big Horn Avenue Sheridan, WY (307) 672-8126
Gillette Area Resources		
Volunteers of America 1299 Raymond St Gillette, WY 82718 307-682-8505	Campbell County Memorial Health Behavioral Health Services 501 S Burma Ave Gillette, WY 82718 307-688-5000	Clear Creek Counseling 801 E 4 <sup>th</sup> St, Suite 14D Gillette, WY 82718 307-686-9422

	<a href="http://www.ccmh.net">www.ccmh.net</a>	
Substance Abuse Advisory Council 201 East 5 <sup>th</sup> Street Gillette, WY 82718 307-686-5234	Alcoholics Anonymous <a href="http://www.area76wyaa.org">www.area76wyaa.org</a> 307-686-6107	