

# Navarro College

## Biennial Review

2020-2022

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# Introduction

## Overview of Biennial Review 2020-2021 & 2021-2022

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations require an institution of higher learning to adopt and implement an Alcohol and Other Drugs (AOD) prevention program for students and employees to prevent unlawful possession, use, or distribution of illicit drugs and alcohol. The following criteria must be met to comply with these regulations:

1. Notify each employee and student annually, in writing, of standards of conduct, description of appropriate sanctions for violations of federal, state, and local law, and campus policy, description of the health risks associated with alcohol and drug use and a description of available treatment programs and resources.
2. Develop a sound method for distributing annual notifications to every student and staff member annually.
3. Prepare a biennial report on the effectiveness of its AOD program(s) and the consistency of policy enforcement.

The biennial review is being completed to evaluate and formulate effective, successful, and consistent AOD prevention procedures and programs for Navarro College.

## Review Process

The Biennial Review was prepared by Kezia Drake, LPC and Megan Winters, LPC Associate (Dwayne Frei). Additional information was provided by Navarro College Athletics, IMPACT Navarro, Student Services, and Navarro College Department of Public Safety.

Biennial Review reports will be stored within the offices of the Dean of Student as well as Navarro College Counseling in both hard copy and electronic formats. Review reports may be requested in writing or in person at the office of Student Development. Reports will be retained for a minimum of three years.

## **Annual Policy Notification Process**

### Distribution and Annual Notification of Alcohol and Other Drugs to Students

Navarro College students are informed of AOD policies in various formats and during multiple occasions throughout the academic year. New and first year students are provided Navarro College Alcohol and Other Drugs information with their orientation materials. Also, AOD policy is reviewed with resident students and Resident Advisors during mandatory residence hall meetings. Returning students have direct access to the full policy online.

Students will also receive a copy of the AOD policy and biennial review from the Vice President of Student Services at the beginning of each school year.

### Distribution and Annual Notification of Alcohol and Other Drugs to Employees

New employees, including adjunct and remote professors are informed of AOD policies during mandatory orientation which occurs during the first two days of employment. Current employees are notified annually via email of AOD policies and updated policies are distributed to all employees electronically. Employees are also informed of AOD related treatment options.

Employees will also receive a copy of the AOD policy and biennial review from Human Resources at the beginning of each school year.

# Description of Disciplinary Sanctions

## Zero Tolerance Policy

Navarro College will not tolerate the use, possession, and/or distribution of alcohol or illegal drugs. These activities present a danger to the College community and detract from the educational mission of the institution. Students may be denied admittance into college facilities if it is believed they are under the influence of, or in possession of, alcohol or illegal drugs. Negative behaviors that result from the use of alcohol and/or other drugs will not be tolerated in the college community. All instances of drug and alcohol usage will be formally adjudicated by the Student Development Office and, wherever possible, Navarro College Police and/or Corsicana Police Department. Navarro College provided drug and alcohol abuse counseling on the campus for students and staff.

Navarro College reserves the discretion to determine appropriate sanctions for any violation(s) of the Code of Student Conduct. The sanctions may be any listed in the Student Handbook, including administrative withdrawal, suspension, or expulsion. The Vice President of Student Success, the Director of Residence Life, or the campus judicial officer(s) may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups, or organizations:

## Alcohol Sanctions

Administer a verbal or written warning to the student if knowingly in the vicinity of alcohol.

Require the student attend alcohol screening, education and/or counseling sessions:

- Possession of alcohol on campus
- Consumption of alcohol on campus
- Underage possession/consumption of alcohol off-campus

Cancellation of residence hall contract and/or meal ticket:

- Repeated alcohol sanction
- Incurability with terms of probation

Impose disciplinary probation for a definite period of time (double probation) with the condition that future violations may result in disciplinary suspension. Double probation is defined as time remaining on current term through the following consecutive semester and limits the students' access to and/or prohibits student from certain areas/activities of the campus including Gibson Hall Facilities, all Recreational activities or student sponsored special activity events, intramural sports or loitering on campus. Student is also prohibited from representing the college, on or off campus, in any recognized college sponsored event while on double probation.

- Possession and/or consumption of alcohol on campus
- Underage possession and/or consumption off-campus

- Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to fire/EMS, nursing and police academy departments.

Student suspension from Navarro College for repeat alcohol sanction and/or incorrigibility with terms of probation may include:

- Withdraw a student from all currently enrolled coursework without refund of tuition and fees
- Educational sanctions may include work assignments, essays, community service, behavior contract, administrative referral, letters of apology and other related educational assignments
- No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate vice president who may convene the appeals committee for consideration/consultation of the matter.
- Prohibit readmission for two years.
  - Readmittance following two years: re-entry required a letter of commitment to be reviewed by the Office of Student Development.

### Illicit Drug Sanctions

Administer a verbal or written warning to the student if knowingly in the vicinity of illicit drugs.

Require the student attend illicit drug screening, education and/or counseling sessions:

- Possession of drug paraphernalia on or off campus
- Suspicion of intent to use illicit drugs on or off campus
- In possession of non-usable amount of illicit drugs

Cancellation of residence hall contract and/or meal ticket:

- Repeated illicit drug sanction
- Incorrigibility with terms of probation

Impose disciplinary probation for a definite period of time (double probation) with the condition that future violations may result in disciplinary suspension. Double probation is defined as time remaining on current term through the following consecutive semester and limits the students' access to and/or prohibits student from certain areas/activities of the campus including Gibson Hall Facilities, all Recreational activities or student sponsored special activity events, intramural sports or loitering on campus. Student is also prohibited from representing the college, on or off campus, in any recognized college sponsored event while on double probation.

- Possession of drug paraphernalia on or off campus
- Suspicion of intent to use illicit drugs on or off campus
- In possession of non-usable amount of illicit drugs
- Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to fire/EMS, nursing and police academy departments.

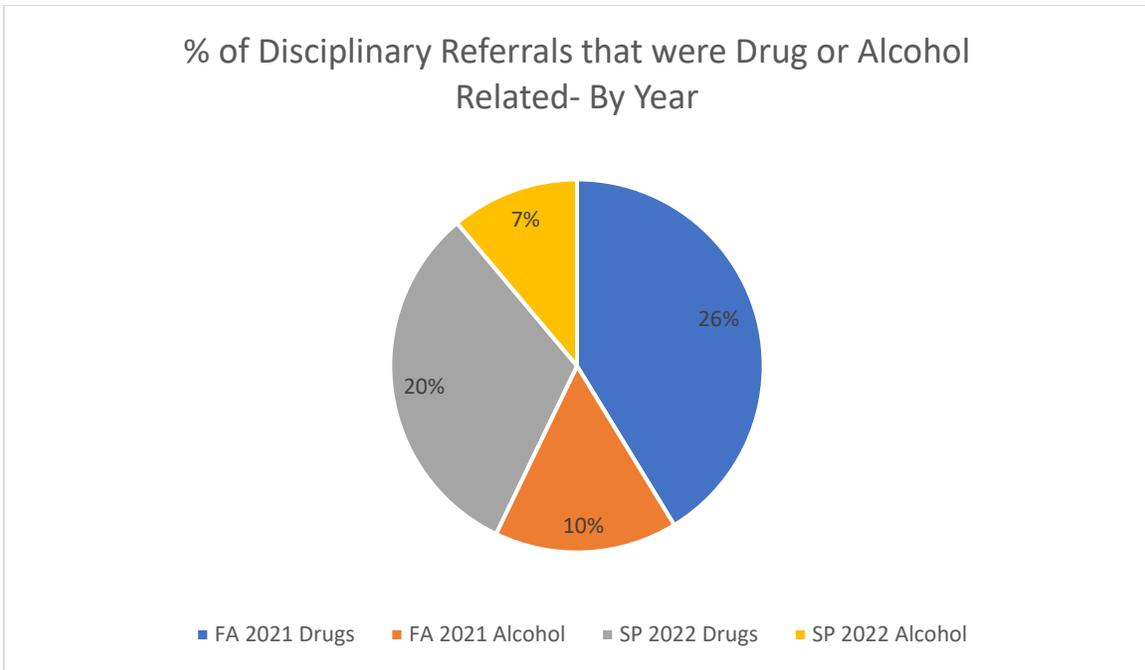
Student suspension from Navarro College for possession of and/or distribution of usable amount of illicit drugs include:

- Withdraw a student from all currently enrolled coursework without refund of tuition and fees
- Educational sanctions may include work assignments, essays, community service, behavior contract, administrative referral, letters of apology and other related educational assignments
- No student who has been suspended from the college shall be permitted on the college campus during the period of suspension without prior written approval from the appropriate vice president who may convene the appeals committee for consideration/consultation of the matter.
- Prohibit readmission for two years.
  - Readmittance following two years: re-entry required a letter of commitment to be reviewed by the Office of Student Development.

Failure to meet the requirements of any notice by a college official may result in action being taken by the discipline officer apart from action for the alleged violation.

Failure to appear is a violation of the Code of Conduct and will result in further sanctions and a hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the discipline officer will determine the circumstances of an alleged violation by investigating the facts and interviewing the implicated student and other potentially involved parties, including the complainant. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Vice President of Student Success. Sanctioned students have the right to appeal the decision of the discipline officer per the Disciplinary Appeal Procedures.

NOTE: In cases where a student receives a sanction of probation, suspension or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and in compliance with FERPA guidelines.



## Employee Standards of Conduct

Navarro College is a drug- and alcohol-free campus. Possession, sale and/or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning alcohol, drug and mood-enhancing substance violations.

Employees are required to comply with Federal, State, County, and Municipal laws and regulations as well as the policies and procedures of the College. Conduct that interferes with operations, discredits the College, or violates professional or ethical standards will not be tolerated. The following conduct is prohibited and any employee engaging in such conduct, attempting to engage in such conduct, or aiding another employee is subject to corrective action up to termination of employment.

Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; using, selling, dispensing, or possessing alcohol and/or illegal drugs or narcotics on college premises, while conducting college business, or at any time which would interfere with the effective conduct of the employee's work for the College; using illegal drugs; or testing positive for illegal drugs.

## Penalties: Federal and State Laws

<b>PENALTIES UNDER FEDERAL LAW</b>		
<b>OFFENSE</b>	<b>MINIMUM PUNISHMENT</b>	<b>MAXIMUM PUNISHMENT</b>
Manufacture, distribution, or dispensing drugs (includes marijuana)	A term of imprisonment up to 3 years, and a minimum fine of \$250,000	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000
Possession of drugs (including marijuana)	Imprisonment for up to 1 year plus fine.	Imprisonment for no more than 20 years and/or a fine of no less than \$5,000 plus costs of investigation and prosecution
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed \$250,000
Penalties may be enhanced for prior convictions and offenses within specified distances of a public college or university.		
*Additional penalties may apply in resident halls. These penalties are listed in the Residence Hall Handbook.		

<b>PENALTIES UNDER TEXAS LAW</b>		
<b>OFFENSE</b>	<b>MINIMUM PUNISHMENT</b>	<b>MAXIMUM PUNISHMENT</b>
Manufacture or delivery of controlled substances (drugs)	Confinement in the Texas Department of Corrections (TDC) for a term of not more than 2 years or less than, 180 days or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed \$10,000	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000	Confinement in TDC for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$1000,000
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000

Possession of Marijuana	Confinement in jail for a term not to exceed 180 days, and a fine not to exceed \$2,000 or both	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000
Driving Under the Influence of Alcohol	FIRST OFFENSE: Up to a \$2,000 fine. Up to 180 days in jail upon conviction with three mandatory days. Loss of driver license up to a year.  SECOND OFFENSE: Up to a \$4,000 fine. One month to a year in jail upon conviction. Loss of driver license up to two years.	THIRD OFFENSE: A \$10,000 fine. Two to 10 years in prison. Loss of driver license up to two years.
Public Intoxication		A fine not to exceed \$500
Purchase of alcohol by a minor	Fine up to \$500 and/or in place of a conviction the judge may place a minor on deferred disposition where the minor will complete between 8-12 hours of community service and have their driver's license suspended for 30 days (1 <sup>st</sup> offense), 60 days (2 <sup>nd</sup> offense) or 180 days (3 <sup>rd</sup> offense).	
Consumption of alcohol by a minor	Fine up to \$500 and/or in place of a conviction the judge may place a minor on deferred disposition where the minor will complete between 8-12 hours of community service and have their driver's license suspended for 30 days (1 <sup>st</sup> offense), 60 days (2 <sup>nd</sup> offense) or 180 days (3 <sup>rd</sup> offense).0.00	
Possession of alcohol by a minor	FIRST OFFENSE: Maximum fine of \$500; 8 to 12 hours of community service; 30-day suspension of driver's license. SECOND OFFENSE: Maximum fine of \$500; 20 to 40 hours of	THIRD OFFENSE: Fine not less than \$250 or more than \$2,000; confinement in jail for term not to exceed 180 days or both fine and confinement; 180-day suspension or driver's license.

	community service; 60-day suspension of driver's license.	
Furnishing alcohol to a minor	Fine not to exceed \$4,000; confinement in jail for term not to exceed 1 year; or both such fine and confinement.	

## Health Risks of Alcohol and Drug Use and Abuse

### ALCOHOL

Alcohol consumption causes physical and emotional changes that can do great harm to your body. The long-term effects of alcohol abuse are many, putting your health in serious jeopardy and endangering your life. Consumption affects multiple body systems including excretory, central nervous, digestive, circulatory, reproductive, skeletal, muscle, and immune systems.

1. **Excretory System:** the excretory system is responsible for processing and eliminating waste products like alcohol from your body. Excessive alcohol use can cause pancreatitis, hepatitis, jaundice, cirrhosis, hypoglycemia, and liver cancer.
2. **Central Nervous System:** the central nervous system integrates information it receives from, and coordinates and influences the activity of all parts of the body. Alcohol use and abuse can cause changes in behavior, slurred speech, coordination issues, balance and the ability to walk. Alcohol also impacts the ability to think clearly, control impulses, form memories and can cause dementia, brain damage, pain, numbness, abnormal sensations in hand and feet, thiamine deficiency, and paralysis of the eye muscles. The effects of alcohol withdrawal on the central nervous system may include nausea, anxiety, nervousness, tremors, confusion, hallucinations and seizures. Abrupt stoppage of alcohol can cause death.
3. **Digestive System:** the digestive system is a group of organs working together to convert food into energy and basic nutrients to feed the entire body. Alcohol abuse can damage the salivary glands, cause tooth decay and loss, as well as ulcers in the esophagus and stomach, acid reflux, heartburn and gastritis. Alcoholics often suffer from malnutrition and face higher risk of mouth, throat, and esophagus cancers, upper-gastrointestinal cancers, colon cancer, nausea and vomiting.
4. **Circulatory System:** the circulatory system is an organ system that permits blood to circulate and transport nutrients (such as amino acids and electrolytes), oxygen, carbon dioxide, hormones, and blood cells to and from the cells in the body to provide nourishment and help in fighting diseases, stabilize temperature and pH, and maintain homeostasis. Circulatory system complications include: poisoning of the heart muscle cells

- (cardiomyopathy), irregular heartbeat (arrhythmia), high blood pressure, stroke, heart attack, and heart failure.
5. **Sexual and Reproductive Health:** erectile dysfunction is a common side effect of alcohol abuse in men. It can also inhibit hormone production, affect testicular function, and cause infertility. Excessive drinking can cause an increased risk of breast cancer, interrupt and stop menstruation, infertility, as well as increase the risk of miscarriage, premature delivery, and stillbirth. Alcohol has a huge effect on fetal development. A range of problems, called fetal alcohol spectrum disorders (FASD), can occur. FASD symptoms, which include physical abnormalities, learning difficulties, and emotional problems, can last a lifetime.
  6. **Skeletal and Muscle Systems:** long-term alcohol use makes it harder for your body to produce new bone. Drinking puts you at increased risk of osteoporosis (thinning bones) and bone fractures. Muscles become prone to weakness, cramps, and even atrophy.
  7. **Immune System:** an immune system weakened by alcohol abuse has a hard time fighting off viruses, germs, and all types of illness. Heavy drinkers are more likely to get pneumonia or tuberculosis than the general population. Chronic alcohol use increases your risk of many forms of cancer.

## SUBSTANCES

1. **MARIJUANA** - the effects of marijuana on the body are immediate with impacts on multiple body systems including excretory, central nervous, digestive, circulatory, reproductive, skeletal, muscle, and immune systems. Much like tobacco smoke, marijuana smoke is made up of a variety of toxic chemicals that can irritate your bronchial passages and lungs and cause wheezing, coughing, and phlegm production. Use of marijuana causes an increased risk of bronchitis, lung infections, lung cancer and aggravates illness like asthma and cystic fibrosis. Other effects included: Feelings of panic, anxiety and fear (paranoia), hallucinations, increased heart rate, trouble concentrating, decreased ability to perform tasks that require coordination, and decreased interest in completing tasks. When coming down from the high, users may feel depressed, extremely tired, heightened agitation, anxiety, insomnia, and irritability.
2. **ECSTASY (MDMA)** - the effects of ecstasy on the body typically take effect within an hour and last several hours. Multiple body systems are impacted during and after use of MDMA. Effects of MDMA occurring up to one week post usage include: anxiety, restlessness, irritability, sadness, impulsiveness, aggression, sleep disturbances, lack of appetite, thirst, reduced interest in and pleasure from sex, and significant reductions in mental abilities. Use of Ecstasy has adverse health effects including nausea, chills, sweating, involuntary jaw clenching and teeth grinding, muscle cramping, blurred vision, marked rise in body temperature, dehydration, high blood pressure, heart failure, kidney failure, and arrhythmia.  
MDMA
3. **Cocaine** - is highly addictive and has short- and long-term effects of multiple systems of the body especially the central nervous system effects. Depending on

whether it is smoked, snorted or injected, cocaine can be quite rapidly acting and directly impacts the release of dopamine in the brain. Short-term effects of cocaine use included restlessness, irritability and anxiety, panic, and paranoia. Cocaine use can lead to a heart attack, erratic and possibly violent behavior, tremors, muscle twitches or tics, paranoia, vertigo, constricted blood vessels, dilated pupils, increased heart rate, increased blood pressure, increased body temperature, and decreased sexual function.

4. **Heroin** - is highly addictive and has short- and long-term effects of multiple systems of the body especially the central nervous system. Short-term heroin use can cause nausea, vomiting, grogginess, confusion, dry mouth, itchy skin, miotic or constricted pupils, light sensitivity, lower than normal body temperature, slowed respiration, slowed heart rate, and cyanotic (bluish) hands, feet, lips. Dangerously slow breathing, lack of oxygen to the brain, heart problems, coma, and death are also possible. Long-term heroin use may cause decreased dental health marked by damaged teeth and gum swelling, excoriated skin from scratching, severe constipation, increased susceptibility to disease from diminished immune system, weakness and sedation, poor appetite, and malnutrition, sleeping problems, and decrease in sexual functioning.
5. **PCP/LSD/MUSHROOMS (HALLUCINOGENS)** -hallucinogens have short- and long-term effects of multiple systems of the body especially the central nervous system. They work by temporarily interfering with the neurotransmitters or receptor sites responsible for the production of serotonin and other chemicals within the brain. Effects can last for weeks or years after ingestion. The effects of hallucinogenic drugs vary depending on what drug is taken. However, they can cause delusional thoughts, hallucinations, and disconnection from reality, sensory overload, terrifying thoughts, feelings of despair or regret, extreme depression, panic, psychosis, impaired memory, and permanent psychiatric illness. Weight loss, raised body temperature, sleeplessness, or insomnia, sweating and loss of nutrients, tremors, poisoning, nausea, vomiting, and dry mouth.
6. **OPIATES** – (examples: Codeine, Vicodin, Hydrocodone, morphine, OxyContin, Percocet) - Abuse of opiates and painkillers may be equally distinguishable by the withdrawal symptoms a user experiences when they attempt to stop using the drugs. These symptoms indicate the potential for serious medical complications and should be taken very seriously: cold flashes, regardless of environment, involuntary leg movements ("kicking"), restlessness, sharp bone and muscle pains, vomiting, diarrhea, cardiac arrest, seizures, and shortness of breath.
7. **STIMULANTS** – (examples: Adderall, Ritalin) - Abuse of stimulants may affect the body in the following ways: extreme agitation or irritability, irregular heartbeat, high blood pressure, elevated body temperatures, seizures, cardiovascular failure, increasing hostility, feelings of paranoia, insomnia, and unexplained weight loss.
8. **TRANQUILIZERS** – (examples: Xanax, Ativan) - Abuse of tranquilizers may affect the body in the following ways: drowsy or intoxicated appearance, confusion about surroundings or time, unsteady movements and/or mannerisms, involuntary gestures, movements or tics, rapid, involuntary eye movement, poor judgment and decision-making, and difficulty with memory

9. **STEROIDS** - people who use and abuse anabolic steroids do so for the effects related to improved physical performance and muscle growth. However, steroid use has short and long-term effects on many systems in the body. Short-term effects of steroid use include acne, mood swings, fatigue, restlessness/ agitation, decreased appetite, trouble sleeping, decreased sperm count, and impotence. Since anabolic steroids are synthetic forms of testosterone, they will influence many of the characteristics of gender in the person abusing the substance including shrinking of the testicles, excessive hair growth and deepening of the voice in women, growth of breast tissue in men, fertility issues, heart problems, elevated blood pressure, rapid mood swings, mania, stroke, and menstrual irregularities for women.
10. **SLEEPING PILLS** - (examples - Lunesta, Sonata, Ambien, Rozerem, Halcion) - Common side effects of prescription sleeping pills include burning or tingling in the hands, arms, feet, or legs, changes in appetite, constipation, diarrhea, difficulty keeping balance, dizziness, daytime drowsiness, dry mouth or throat, headache, heartburn, mental slowing or problems with attention or memory, stomach or tenderness, uncontrollable shaking of a part of the body, unusual dreams, and overall weakness.

## **Alcohol and Drug Counseling Services**

Navarro College is an institution of higher learning which strives to provide an environment conducive to academic achievement and the development of its students. As members of this campus community, students are held accountable for their behavior and expected to be familiar with their personal responsibilities.

If a student is sanctioned for an alcohol/marijuana related policy violation, they will be referred to Student Guidance Discipline and may be put on probation for a term no less than one year. The ECHECKUP TO GO program is used for students to complete a self-assessment on their drug and/or alcohol usage and results of this screening are discussed during their mandatory counseling session. If it is deemed that the student is dependent on alcohol/drugs and/or high risk, an outside referral for counseling and rehabilitation will be made. The student will also complete a thorough biopsychosocial assessment to determine risk levels in other areas for on-going counseling, if needed. In addition, if any serious mental health concerns become evident during evaluation and/or assessment, mandatory follow through with counseling inside and/or outside of Navarro College may be required. Upon completion of the Alcohol/Drug Assessment and Education, on-going counseling will be voluntary unless otherwise specified.

# **Alcohol and Drug Policy, Enforcement and Compliance**

## Drug-Free Campus Statement and Zero Tolerance

Navarro College is a drug- and alcohol-free campus. Possession, sale and/or use of any type of illegal drugs, alcohol, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug and mood-enhancing substance violations.

A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off campus will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off-campus will be assessed based on the College's Off-Campus Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community.

A student who has been convicted of any federal or state law involving the use, possession, or sale of a controlled substance shall lose their student aid eligibility for a specified period of time if they were receiving federal student aid when the offense occurred. The suspension of eligibility time table depends on the violation and may resume upon the completion of a Department of Education approved rehabilitation program.

Navarro College offers drug and alcohol abuse screening/counseling programs to students. The College employs experienced and/or licensed professional counselors to assist with drug and alcohol abuse.

## Navarro College Residence Life - Drug and Alcohol Prevention

Navarro College Residence Life has a zero-tolerance approach to drug usage in on-campus housing. Students who are found in possession of illegal substances or drug paraphernalia are removed from Housing. All students who apply to live on campus are subject to a criminal history check in the state where their driver license or ID is issued. All class B misdemeanor charges within a year, class A misdemeanor charges within two years, and felony charges within three years result in an automatic denial of Housing accommodations. Any charge involving illegal drugs results in an automatic denial of Housing accommodations.

Once admitted to Navarro College Residence Life, students are held to a standard regarding their conduct on campus, which includes policies regarding drugs and alcohol. Each discipline violation is assigned a points value, and when the student

accrues 6 (six) points, they are removed from the Navarro College Residence Life program. Offenses involving drugs and/or drug paraphernalia are considered a six-point violation and students are removed immediately after they receive their due process. The current drug policy reads:

*'Navarro College is a drug and alcohol-free campus. Possession, sale and/or use of any type of illegal drugs/paraphernalia, alcohol/paraphernalia, or mood-enhancing substance by any person on any property owned, leased, or controlled by Navarro College is strictly forbidden. The Navarro College Department of Public Safety will enforce all federal, state, and local laws concerning underage drinking, drug, and mood-enhancing substance violations. Paraphernalia is defined as bongos, hookah pipes, clips, residue, seeds, needles, or any other items used in the preparation or consumption of illegal drugs and/or mood enhancing substances and are not allowed on the Navarro College campus. A smoke-filled residence hall room may indicate the use of drugs and/or drug paraphernalia.*

*Any items used in the consumption, preparation, or distribution of drugs are subject to confiscation by the Navarro College Department of Public Safety, Corsicana Police Department, or the Texas Department of Public Safety. Random room inspections by authorized personnel accompanied by Navarro College staff with canine or independent contractors with canine units may be conducted periodically to enforce the zero tolerance policy in reference to the unlawful possession, use, sale, or distribution of narcotics, dangerous drugs and related paraphernalia, and any mood-enhancing substances on campus.*

*Navarro College considers the possession, use, sale, or distribution of illegal and/or mood-enhancing substances detrimental to students and the educational process.*

*Students found in possession of prescription drugs not prescribed to the student or who have an abnormal amount of over-the-counter drugs will be sanctioned under the terms of illegal drug possession. Room inspections are subject to but not limited to an individual room, whole apartment, personal items, or entire facility.*

*A student found to be in possession or under the influence of any illegal drugs and/or alcohol or mood-enhancing substances on or off campus will be subject to disciplinary action and/or criminal proceedings. Incidents occurring off-campus will be assessed based on the College's Off-Campus Conduct procedures that hold all students to consistent standards defining acceptable forms of student conduct and maintaining civility and safety for the College community. Incidents occurring in Navarro College Residence Halls will subject the student to probation, suspension from on-campus housing, or expulsion" ([Handbook](#), pg. 6).*

*Students who make a conscious decision to remain present during illegal activities will be disciplined accordingly, which may include cancellation of housing contract and referral to the Office of Student Services for further sanctions” (Handbook, pg. 6).*

The current alcohol policy is as follows:

*“Alcohol or alcohol paraphernalia is not allowed on the Navarro College campus, regardless of resident age. Residents found drinking, in possession of, or in the presence of alcoholic beverages, alcoholic containers, or paraphernalia will be reported immediately to Campus Police and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas state law. Any containers found in a resident's room will be confiscated and the alcohol will be immediately disposed of. The Department of Residence Life retains the right to have the Navarro College Police Department, Corsicana Police Department, or other local authorities enter any residence hall when deemed necessary. Residents who return to the residence halls and appear to be intoxicated will be subject to disciplinary action. Determination is left to the discretion of Residence Life Staff and/or Campus Police” (Handbook, pg. 4).*

## Navarro College Athletics - Drug Abuse Prevention Program

The Navarro College Administration and Athletic Department staff, in keeping with the philosophies, ideals and goals of the National Junior College Athletic Association strongly believe that the use and abuse of alcohol and drugs can be detrimental to the health of individuals, including student-athletes. Therefore, the College has an important responsibility to prevent, assist and correct any drug activity that might be present among student-athletes.

Participation in intercollegiate athletics as an extra-curricular activity is a choice. In order to maintain a high standard of expectations for student-athletes, cheerleaders, managers and student trainers, Navarro College will subject all students involved with the Athletic Department to a Drug Abuse Prevention Program as a condition of representing the College. The following policy has been instituted as the Drug Abuse Prevention Program and it does not diminish the rights and responsibilities which exist pursuant to other policies, including but not limited to those set forth in the Student Handbook and/or Navarro College Board of Trustees Policy Manual.

### Participants and Testing Methods:

All student-athletes, including cheerleaders, managers, and trainers who participate in Navarro

College Athletic programs (referred to herein as “student-athletes”) will be tested according to

the following schedule:

- Minimum of at least three (3) random test dates in both the fall and spring semesters.

- Testing dates are decided by the Head Athletic Trainer and/or the Executive Director of Student Services and Athletics
  - Coaches can request an athlete be added to the "list" if they suspect drug abuse. (Head Coach must present justification in writing to the Executive Director of Student Services and Athletics and/or Athletic Trainer)
  - Coaches will be notified by 7:30 A.M. via email or text on the test date of athletes for their sport that were selected.
  - Athletes will meet at a designated location and time for the administration of the test.
  - If an athlete does not show up to the designated location at the correct time this is considered a positive test.
  - Athletes who test Dilute (Positive or Negative) will retest the next day. 3 Dilute tests is the same as a positive test. (Dilute tests occur when the specimen contains too much water, which causes inaccurate results.)
    - Athletes can provide a dilute sample by honestly over-hydrating to provide a sample.
    - Athletes can provide a dilute sample by intentionally over-hydrating to trick the screen. Diuretics will have the same effect. Consistent abusers are aware of this concept.
  - Student-athletes cannot be selected more than three (3) times in a year. \*Unless the student-athlete has previously tested positive.
- \*Re-tests for Dilute samples do not count in this accumulation.

### Limited Immunity in Sexual Misconduct Procedures

The Navarro College Sexual Misconduct Procedures provides limited immunity to certain parties in the handling of possible violations of the Sexual Misconduct Policy:

The College considers the reporting and adjudication of Sexual Misconduct cases to be of paramount importance. The College does not condone underage drinking or the use of illegal drugs; however, the College may extend limited immunity from punitive sanctioning in the case of illegal alcohol or drug use to Reporting Parties, witnesses, and those reporting incidents and/or assisting the Reporting Party of Sexual Misconduct, provided that they are acting in good faith in such capacity and, in limited circumstances, may also extend such immunity to a Responding Party.

### Disciplinary Procedures for Student Misconduct

The Executive Director of Student Services, the Director of Residence Life, or the Director of Student Development may impose misconduct sanctions. The following penalties may be imposed singularly or in combination upon individuals, groups or organizations and may be applied temporarily as interim safety measures:

1. Administer a verbal or written warning to the student.
2. Require the student attend counseling sessions.

3. Cancel residence hall contract and/or meal ticket.
4. Impose disciplinary probation for a definite period of time with the condition that future violations may result in disciplinary suspension.
5. Prohibit a student from representing the college, on or off campus, in any recognized college-sponsored event.
6. Withhold an official transcript or degree. \*
7. Prohibit readmission.
8. Require restitution, whether monetary or through specific duties, such as reimbursement for damage(s) to or misappropriation of college, student, or employee property.
9. Designate a student ineligible for student grant, loan, or scholarship.
10. Expel or suspend a student from Navarro College. No student who has been removed for disciplinary reasons shall be permitted on the College campus during the period of expulsion or suspension without prior written approval from the Vice President of Student Services.
11. Withdraw a student from all currently enrolled coursework without refund of tuition and fees. No student who has been withdrawn for disciplinary reasons shall be permitted on the College campus during the period in which the student is ineligible to return without prior written approval from the Executive Director of Student Services.
12. Educational discipline sanctions may include work assignments, essay writing, community service, behavioral contract, administrative referral, letter of apology, restitution, or other educational assignment.
13. Impose other sanctions as outlined in the departmental handbook for specific programs including but not limited to fire/EMS, nursing, and police academy departments.
14. Limit access to and/or prohibit students from certain areas of the campus.
15. Administer other sanctions as per the discretion of the Vice President of Student Services.

Failure to meet the requirements of any notice by a college official may result in action being taken by the discipline officer apart from action for the alleged violation. Failure to appear is a violation of the Code of Conduct and may result in further sanctions and a hold will remain on the student's enrollment pending student cooperation. Once informed of the allegations against the student, they may choose not to dispute and will be sanctioned appropriately. If the student chooses to dispute the allegations, the discipline officer will determine the circumstances of an alleged

violation by investigating the facts and interviewing the implicated student and other potentially involved parties. If it is determined that no violation has occurred, or if there is insufficient evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that a violation has occurred, the student will be sanctioned appropriately. All sanctions are approved by the Executive Director of Student Services. Sanctioned students have the right to appeal the decision of the discipline officer per the Disciplinary Appeal Procedures.

NOTE: In cases where a student receives a sanction of probation, suspension, or expulsion, a copy of the confirmation letter received by the student may be forwarded to the parent or guardian of the student in conjunction with the Buckley Amendment and in compliance with FERPA guidelines.

\*Additionally, state law mandates that the student's transcript a) may be withheld pending investigation and b) include a notation regarding ineligibility to return due to disciplinary processes (e.g., withdrawal, suspension, expulsion) – TX HB 449 and 1735 (2019).

All disciplinary sanctions fall under the leadership of the Vice President of Student Services. When a student is confronted with a possible violation of rules requiring disciplinary action, the student will be given a notice, either oral or in print, directing him/her to appear before the discipline officer at a specified date and time. Failure to appear is a violation of the Student Code of Conduct and may result in further action. The discipline officer will determine the circumstances of an alleged violation by investigating the report of the violation and interviewing the implicated student(s) and other potentially involved parties including the complainant or reporting party.

If a student does not respond to the request for the initial or subsequent hearing(s), a decision determining responsibility may be based on the information that is currently available. If it is determined that no violation has occurred, or if there is an insufficient amount of evidence to meet the preponderance of evidence standard, the allegations will be dismissed. If it is determined that the preponderance of evidence standard is met, the student may be sanctioned.

All sanctions must be approved by the Vice President of Student Services. Sanctioned students have the right to appeal the decision of the discipline officer. The student must submit their written appeal request by email to the Office of Student Services no later than 5:00 p.m. within two business days.

### Due Process and Timeframe

Any student accused of violating the Code of Student Conduct should have the right to expect consistent and fair procedures for resolving their situation. Navarro College's Office of the Vice President of Student Success oversees all student discipline procedures as well as any judiciary appeal process involving student complaints. A reasonably prompt timeframe is maintained for all procedures and varies between one week and thirty days with extensions dependent on such factors as the number of

witnesses or participants, the involvement of court or criminal proceedings, subsequent findings or additional incidents, and the nature and extent of such incident(s).

With a primary concern for student safety and from the start of the adjudication process and consistent with Title IX standards, both the complainant and the accused are provided protection against retaliatory harassment, may receive tentative immunity for concurrent lesser offenses, may file a criminal complaint against the other student, and may receive counseling as needed. Prior to an initial hearing, the completion of the adjudication process, or an appeals hearing, if it is decided that the accused student has behaved in a manner that significantly endangers the health and safety to the community college and/or the educational process, the student may be removed from housing and/or the campus until such times as a scheduled hearing is conducted.

Furthermore, all student-based decisions made by administrators, residence life, counseling, authorities and/or campus security may be appealed to the Vice President of Student Success who is the final authority in these procedures. As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

### Disciplinary Appeal Procedures

After an original decision is rendered, the student shall be given a letter stating the charge(s), sanction(s), and the procedure if the student chooses to appeal. If the student wishes to appeal the decision, the appeal must be received in writing to the Vice President of Student Services office no later than 5:00 p.m. within two business days. In a sexual harassment, sexual assault, or similar discrimination-related incident, both parties may receive a copy of the outcome letter and either party may choose to appeal and/or participate in the appeal process in accordance with the restrictions described here within this procedure. \*

The student(s) will be notified within one business day if their appeal has been granted. If the appeal is granted, the Vice President of Student Success will appoint the appeal council or officer. Failure to comply with the applied sanctions pending the outcome of the disciplinary appeal may result in further sanctions.

The appeal procedure is a process, which takes place in a college setting, and serves as a community of individuals working together for the benefit of the student and the College environment. Within this framework, the institution embodies the laws of the nation and state but maintains the authority to govern itself. As such, it produces its own format for adjudicating differences, using the laws of the land as guidelines. These appeal procedures serve to provide due process in principle and fact. In practice, the procedures are not viewed or intended to be courts; rather, they are procedures with

hearings to air differences and seek solutions within the expectations of the academic community.

Considering these principles, individuals may have witnesses for the appeal council or officer to interview. These witnesses should only be individuals that were present during the incident (as opposed to character references). In addition, if Navarro College utilizes an attorney to present the case, the student shall have similar right to utilize an attorney. Representation by legal counsel is not required but may be permitted according to Navarro College Student Grievance Procedures. If counsel is requested, the attorney's purpose is only to serve as an advisor to the student (not to participate) at the hearing. Should the student plan to have an attorney present, the institution must be informed no less than 24 hours prior to the appeal hearing.

Only the appeal council or officer, the student appealing, \* legal counsel (if approved for student advising only) and a representative of the college may be present during the appeal hearing. Any witness testifying will appear before the appeal council or officer only while testifying. The appeal council or officer will render a final decision to the Vice President of Student Services that:

1. The original decision be upheld; or
2. The original decision be reversed; or
3. The severity of the decision or sanction may be modified (increased or decreased).

At the conclusion of the hearing, a letter will be given to the student within three business days and should state the decision of the appeal council or officer and the stipulations, such as a timeframe for vacating the campus, and/or instructions for processing the proper withdrawal papers, length of time for any probation, any restrictions (e.g., residence life, education, activities, intramurals), and/or other relevant information.

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

Listed below are additional guidelines for the appeal process.

1. An opportunity will be provided for the accused to present his/her own case and to present other evidence in support of the case.
2. The right to hear evidence and to ask questions of witnesses, through Navarro College staff, must be allowed.

3. Navarro College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find the facts at issue are more likely to have occurred than not.

4. A determination of the facts will be based only on the evidence presented.

5. A student may not be compelled to testify on his/her own behalf if the student chooses not to testify. If the student does testify, he/she may be fully, indirectly, cross-examined.

6. After hearing all the evidence, the appeal council shall determine by a majority vote, or if a hearing officer is used in lieu of a council (as with the sanction of probation), the hearing officer shall determine if the student violated the policy. The council by majority vote shall recommend or assess the appropriate penalty.

7. A written statement will be available for the student no later than 3 business days following the proceedings. Navarro College will provide a recording of the proceeding by electronic means. The record will be retained by the institution for a period of three years. Notification to administrators, staff and instructors may be distributed to indicate that the student has been removed from classes if the student's suspension or expulsion is upheld by the appeal process.

The above constitutes both the minimum constitutionally mandated due process and the intent of providing a fair and equitable process for student conduct adjudication. The following Navarro College practices ensure fairness in serious disciplinary offenses:

1. The right to appeal to a higher authority within the institution.

2. The right to cross-examine witnesses, not directly, but through the appeal committee chair.

3. The right to have counsel at a hearing, not to participate, but to advise.

\* In cases involving reported sexual harassment, sexual assault, or other forms of discrimination, when the accused is held responsible for the offense, both parties are notified in writing about the outcome of the complaint and any appeal thereof. This information may be provided same day to both parties with the copy for the complainant redacted for the accused student. Additionally, the option to appeal the findings or remedy is made available for both parties, and an appeal hearing may involve the presence of both parties with the availability of witnesses and advising-only counsel for either/both party(ies).

Navarro College reserves the right to employ these guidelines for any incident or concern that appears to infringe upon a student's civil rights and freedoms thereof. This includes but is not limited to suspected harassment or discrimination based on sex,

gender, ethnicity, race, age, religion, nationality, disability, or other protected classification.

### Procedure on Failure to Comply with Disciplinary Sanctions

Any disciplinary action taken against a student enrolled in Navarro College may result in levying against that student any one of several disciplinary sanctions as listed in the Student Handbook under the Student Code of Conduct section. Whenever disciplinary sanctions are levied against a student, he/she is expected to fully comply. Any student who does not fully comply with his/her disciplinary sanctions is subject to one or more of the following consequences:

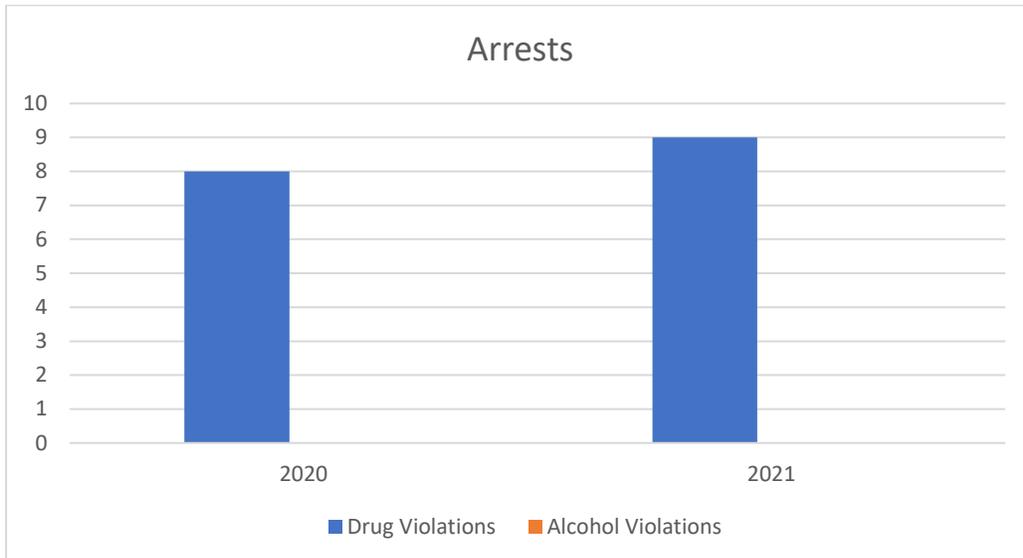
1. Immediate dismissal from Navarro College
2. Prohibited from re-enrolling in Navarro College
3. Having all college records placed on hold.

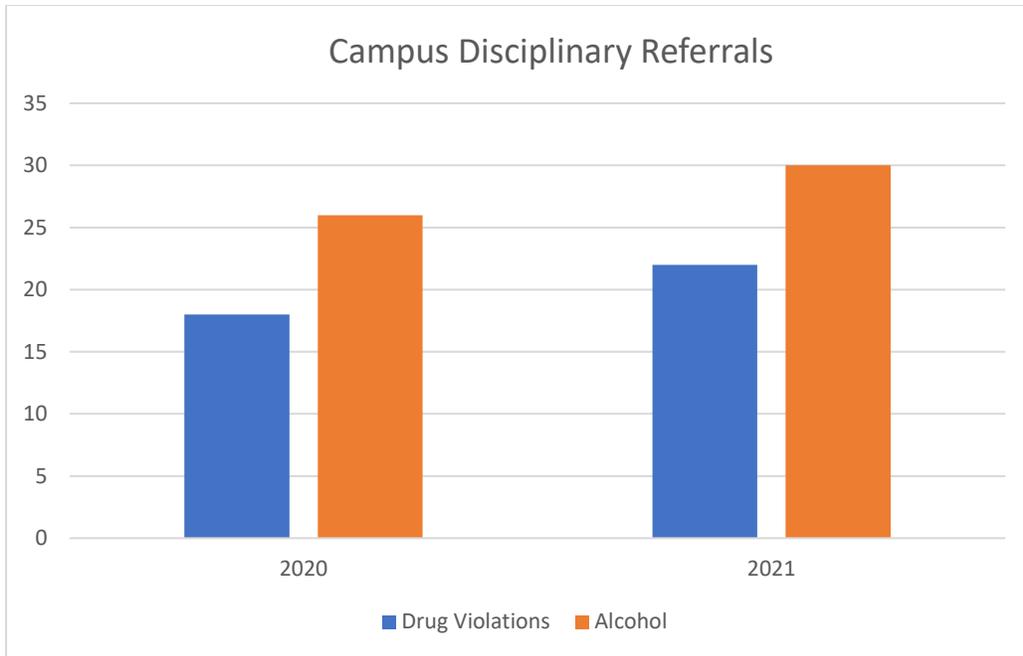
The purpose of this policy is to ensure that students are accountable and responsible for their decisions and actions to promote civility and ethical behavior among Navarro College students and to sensitize students to the fact that every decision carries a consequence.

## Alcohol and Drug Statistics and Trend Data

Comparison data of alcohol and drug violations at Navarro College was compiled to include arrest and non-arrest summaries gathered from the annual reports provided by the campus police department. The Corsicana main campus was utilized for trend violation comparison.

The results of the comparisons provide the following information:





## Alcohol and Drug Programs and Interventions

### IMPACT Navarro

IMPACT Navarro is a coalition made up of members of the college community and various other community stakeholders of Navarro County. It offers students the ability to get involved with activities, change perception of others, and become drug prevention advocates on campus. The coalition is designed to reduce youth access to alcohol, tobacco, marijuana, and prescription drugs by:

1. Increasing community awareness of the legal and health consequence of substance use/misuse
2. Mobilizing Navarro College students to initiate institutional changes and establish policies that will influence positive social and environmental norms.
3. Working collaboratively with law enforcement and local businesses to address the needs of the community and enhance community mobilization.
4. Addressing social determinants of health that may contribute to substance use/misuse behaviors and strengthen community resilience.
5. Improving the overall health of the college community by addressing dimensions of wellness.

IMPACT Navarro coalition allows student and others the ability to become part of the solution. By joining the coalition, members can be instrumental in reducing youth substance use/misuse and related accidents and injuries. IMPACT Navarro College has five workgroups engaging in the prevention of drug and alcohol use:

1. The Communication/Education Workgroup – conducts communications activities, the implementation of marketing, media and social media activities

represent in the Coalition's strategic plan and logic model. This workgroup will also over-see the Recruiting and Outreach work groups for Social Norming activities.

2. The Policy Workgroup – pursues local and state policy initiatives represented in the Coalition's strategy plan and logic model
3. The Law Enforcement Workgroup – interacts with College Law Enforcement to assist their activities that help reduce youth access to illegal substances.
4. The Assessment Workgroup – maintains and updates the Coalition's Needs and Resources Assessment, in accordance with Texas Department of State Health Services requirements.
5. The Sustainability Workgroup – oversees the sustainability and self-sufficiency of the collation, identifying and addressing capacity issues such as leadership, structure, and funding.

The IMPACT Navarro coalition provides information to student's multiple times per semester via informational on-campus tables and interactive prevention activities, prevention speakers, movie screenings and interaction with clubs on campus including Student Government Association and Bulldog Life.

## Drug and Alcohol Prevention and Awareness through Student Services

Student services uses a drug and alcohol screening and education program called eCHECKUP TO GO. This program is a brief intervention program that allows participants to complete the questions and receive their personalized feedback in about 5-10 minutes.

Because it is brief and personalized to the respondent's current behaviors, individuals can complete a "check-up" on multiple occasions to track changes in use and risk behavior.

Numerous published peer reviewed outcome studies conducted across various communities consistently demonstrate that the use of eCHECKUP TO GO significantly impacts drug and/or alcohol usage as well as negative consequences.

## Interactive On-Campus Prevention Events and Activities

Navarro College Student Guidance members as well as IMPACT Navarro College, Student Life and Residence Life collaborate and implement on-campus prevention activities several times per semester. Events are tailored to meet the needs of the current campus population and is based on information gathered from sanctioned students as well as from inventories completed by students of desired information and trends from a youth perspective. On-campus events conducted during the 2020-2021 and 2021-2022 academic years:

## 2020-2021

### **Fall**

10/27/2021- Drug Counseling Event- Student Services

### **Spring**

3/2/2021 – Sexual Assault Awareness Presentation

3/25/2021 – Non-Profit / Social Services career discussion

4/20/2021 – Annual 4/20 Prevention event

5/4/2021 – Marijuana/Alcohol education for sanctioned students

## 2021-2022

### **Fall**

No events due to employee changes and new hires training for both Navarro College and Impact Navarro.

### **Spring**

1/26/2022-Dimensions of Wellness

2/9/2022- Healthy Relationships and Dating Violence Awareness

2/23/2022-Financial Wellness

3/9/2022- Sexual Assault Awareness

3/23/2022- Sexual Health

3/25/2021 – Non-Profit / Social Services career discussion

4/6/2022- Nutrition and Physical Wellness

4/20/2021 – Annual 4/20 Prevention event: Burn out bad habits

5/3/2022- Mocktail Event during Bulldog Bash

5/4/2021 – Fentanyl Factor

## RESIDENCE LIFE ACTIVITIES

### ADULTING 101

Residence life series focused on teaching students things that aren't taught in the classroom but will be valuable in "real life" including alcohol laws in the State of Texas, as well as how to respond should a student be in an uncomfortable situation where alcohol is being used.

## INQUISITIVE MINDS

Round table discussion event where a topic was presented to students, and they were encouraged to have candid conversations around sometimes controversial topics. One meeting topic was the decriminalization of marijuana offenses.

## Alcohol-Free Opportunities, Events, Activities

The Navarro College campus provides alcohol-free activities that are available for all students, including social events, study events, service work, intramural athletics, and a wide variety of student organizations. Navarro College is an alcohol-free campus. Student Life, Student Guidance, Residence Life and IMPACT Navarro work collaboratively to provide many activities including but not limited to: movie screenings, game night, study and snack nights, etc. Many activities are offered in the evening and late evening hours to accommodate after hour student time. Navarro College has over 30 student organizations including honors programs, professional organization, social and service organization, and religious organizations for students.

## Recommendations for Next Biennial Review

As Navarro College continues to provide comprehensive AOD prevention program for students and employees, it is also imperative that specific efforts are utilized to improve the effectiveness of these programs.

As Navarro College has encountered staff departures and new staff entry, opportunities exist to improve practices in several areas. These include but are not limited to the following:

- Organize and meet with internal stakeholder committee (at least once per semester) to improve communication, review policies and practices, and improve collaboration and implementation of AOD prevention efforts.
- Evaluate current survey practices for improved methods to determine effectiveness of AOD prevention programs.
- Devise a formal schedule and plan to distribute Drug-Free Schools and Communities Act required policies and literature and Biennial Review to faculty, staff, and students.