



**Drug Free Schools and Campuses Regulations
[Edgar Part 86] Biennial Review:
Academic Years 2018-2019 & 2019-2020**

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Executive Summary:

During the Fall 2020 semester, campus partners from Student Life, Athletics, Human Services, Human Resources, and the President's Office came together to conduct a biennial review of North Country Community College's alcohol and drug prevention and response efforts. Data points were collected from allied health enrollment numbers, student conduct numbers, behavioral expectations by academic program, student athletics participation rates, and inventories of programs and policies. The review team met virtually throughout the fall semester while the Interim Associate Vice President of Student Affairs concurrently participated in a four-month online learning cohort through the Ohio State's [Higher Education Center on Alcohol and Drug Misuse Prevention and Recovery](#) regarding the development of a comprehensive Biennial Review which directly led to the report structure in this iteration of our Biennial Review. The following report implements the guidance provided by the HECAOD and covers the academic years 2018-2019 and 2019-2020.

Introduction to Campuses:

As the only public college located in the Adirondack Park, North Country Community College (NCCC) ensures open access to high quality postsecondary education and contributes significantly to the development of our communities by preparing an educated citizenry and skilled workforce. The college maintains three campuses in Saranac Lake, Malone and Ticonderoga, New York; an extensive high school-based academic partnership; and online course offerings. NCCC is part of the SUNY (State University of New York) system. NCCC students come from all over the Adirondacks and surrounding areas.

Program Inventory and Assessment:

Colleges must develop and implement a program to **prevent the unlawful possession, use or distribution of illicit drugs or alcohol by students and employees**. As part of our biennial report, we have included an inventory of our alcohol and other drug programs. The following definitions are being provided for contextual reference for categorized efforts in the program inventory that follows. Of particular note are the classifications of our efforts as health promotion, universal prevention, selective prevention, or indicated prevention and whether the effort is individual and environmental.

Definitions:

- Program: Name of program/service/group
- Location: Name of office/entity leading the program
- Description: Short overview of the program offering
- Timing: Whether the program/service is ongoing, implemented at certain time of the year, on a recurring basis, or as a one-time event or campaign that does not repeat
- Target Audience: Whether the program/service is intended for faculty, staff, students, parents, or other members of the community
- Classifications
 - Health promotion enhances target population's ability to achieve positive outcomes, maintain good health, and develop a positive sense of well-being
 - Universal prevention takes a broad approach to target large populations that are not identified on the basis of risk level, and aims to boost protective factors and change the content that influences knowledge, attitudes and behaviors
 - Selective prevention targets individuals/sub-groups at elevated risk of experiencing negative consequences from alcohol or drugs
 - Indicated prevention targets individuals who are already showing some signs of negative consequences from alcohol or drugs
- College AIM rated programs that are described and classified in the NIAA College AIM matrix correspond to specific individual (IND) or environmental (ENV) intervention that have been researched for their effectiveness in peer-reviewed journals.
- Category identifies the program as belonging to one of eight types of prevention programs or features: assessment, screening, education, normative environment, policy enforcement, coalition/partnerships, treatment and recovery
 - Assessment: includes surveys, focus groups, evaluations, and other forms of data collection
 - Screening: includes tests, referral interventions, and self-referral resources
 - Education: Includes general AOD information, websites, presentations, speakers, etc
 - Environment: Includes alcohol-alternative options, normative influences, and passive campaigns
 - Enforcement: Programs that address policies, monitors violations, and administer sanctions
 - Coalition: includes partnerships committees, coalitions, tasks forces and groups
 - Treatment: Includes programs related to treatment referrals and adherence to treatment
 - Recovery: Programs that support addiction recovery and recovery advocacy
- Relevant Data / Key Dates: Include data regarding use/attendance of programs/service

Program: Academic Degree Program Code of Ethics & AOD Expectations		
<p>Description: The allied health programs at NCCC all have program handbooks or codes of ethics which include expectations around alcohol and drug restrictions while enrolled in the program. See the Appendix for copies of these behavioral standards.</p> <ul style="list-style-type: none"> • Chemical Dependency: https://nccc.edu/human-services/index.html <ul style="list-style-type: none"> ○ Sociology of Addiction – assignment to attend AA meeting to observe ○ Internship Partnerships, 135 hours, OASAS regulated • Human Services: https://nccc.edu/human-services/index.html • Nursing: https://nccc.edu/nursing/index.html • Radiologic Technology: https://nccc.edu/radtech/index.html 		
Location	Academic Affairs	
Timing	Year Round	
Target	Allied Health Academic Programs	
Classification	Selective Prevention	
College AIM	Individual	
Category	Education, Environment, Enforcement	
Data	2018-2019	Human Services = FA-18 56, SP-19 45 Rad Tech = 22 freshmen students; 14 sophomore students Nursing = PN 100; ADN 72
	2019-2020	Human Services = FA-19 44, SP-20 51 Rad Tech = 20 freshmen students; 12 sophomore students Nursing = PN 104; ADN 73

Program: Athletics Department Team Expectations & Sporting Event Community Standards		
<p>Description: The Athletic Director at North Country Community College makes all student athletes adhere to the guidelines set forth in the student code of conduct, the employee manual and the NJCAA regulations. Each individual coach has also set expectations within each team that they coach, many times these expectations go above and beyond the expectations of the student code of conduct. Consequences can include but are not limited to suspension from team events, travel, practices, games as well as immediate dismissal from the team. Additionally, the sale of alcohol and consumption thereof is prohibited at NCCC sporting events.</p>		
Location	Athletics Department	
Timing	Academic Year	
Target	Student Athletes	
Classification	Selective Prevention	
College AIM	Environmental	
Category	Environment, Enforcement	
Data	2018-2019	80 student athletes
	2019-2020	94 student athletes
Website	https://nccc.prestosports.com/landing/index	

Program: Counseling Partnerships	
<p>Description: North Country Community College recognizes students and employees may need support to maintain wellness in mind and body. We support and encourage students to seek counseling services on and off campus through our many community partners. When possible, we bring community providers on campus to enable easier access to these services for our college community. Currently these partners include St. Joseph's Rehabilitation Services and Citizen Advocates Behavioral Health Services.</p>	
Location	Adjacent to the Student Life Offices in Saranac Lake, Malone, and Ticonderoga
Timing	On campus licensed counseling services billable to student or employee health insurance
Target	All Students who self-identify and those needing substance abuse or mental health counseling as well as disciplinary and behavioral referrals from the Dean of Student Life
Classification	Health Promotion, Indicated Prevention

College AIM	Individual	
Category	Screening, Treatment, Recovery	
Data	2018-2019	usage numbers from on campus appointments unavailable
	2019-2020	usage numbers from on campus appointments unavailable
Website	https://nccc.edu/counseling/index.html *NEW for FALL 2021 – Data Tracking Log for Counselor Interactions with students	

Program: Student Organization/Club Expectations & Travel Expectations		
Description: SGA & Club Handbook and Travel Expectations		
Location	Student Life Office & Student Government Association	
Timing	Academic Year	
Target	Student Organizations and Clubs	
Classification	Selective Prevention	
College AIM	Environmental	
Category	Environment, Enforcement	
Website	https://nccc.edu/student-government/index.html	

Program: Student and Employees Wellness Initiatives		
Description: Examples include our Fall into Fitness Challenge, Healthy High 5K (Fall 2018), non-credit bearing Yoga classes, Blackboard Wellness Community, Healthy Relationships, Consent 101, and Trivia.		
Location	Student Life Office	
Timing	Year round	
Target	All students and employees	
Classification	Health Promotion	
College AIM	Environmental	
Category	Education, Environment	
Website	https://nccc.edu/student-support/wellness.html	

Program: Student Prevention Awareness Events		
Description:		
<ul style="list-style-type: none"> • Residential student programming led by RAs, professional staff, and community partners • Commuter student programming led by SGAs/CAB and the Student Life Office • Tall Cop Says Stop: High in Plain Sight webinar for students and employees – virtual event April 2020 		
Location	Student Life & Residence Life	
Timing	Academic Year	
Target	Residential Students, Commuter Students	
Classification	Selective Prevention	
College AIM	Environmental	
Category	Education	

Program: Substance-Free Residence Halls		
Description: On campus housing is 100% substance-free for alcohol, drugs, and tobacco use.		
Location	NCCC Association	
Timing	Year-Round	
Target	Residents on Campus & Guests	

Classification	Selective Prevention	
College AIM	Environmental	
Category	Environment, Enforcement	
Data	2018-2019	Up to 96 residents
	2019-2020	Up to 96 residents
Website	https://www.nccc.edu/housing/index.html	

Program: Tobacco-Free Task Force		
Description: A working group launched in Fall 2018 to develop and draft a tobacco-free policy.		
Location	College-wide	
Timing	Year round	
Target	All students and employees	
Classification	Universal Prevention	
College AIM	Environmental	
Category	Education, Environment, Coalition, Enforcement	
Data	2018-2019	13-15 active committee members
	2019-2020	13-15 active committee members

MEMBER NAME	TITLE	DEPARTMENT	EMAIL
Lori Bennett	Clinical Coordinator	Nursing Department	lbennett@nccc.edu
Meredith Chapman	Assistant Director of Admissions	Enrollment & Marketing Department	mchapman@nccc.edu
Kim Irland	Dean of Student Life	Student Life Office	kirland@nccc.edu
Dana Isabella	Program Director of Tobacco-Free Clinton Franklin Essex	Champlain Valley Family Center	tobaccofree@cvfamilycenter.org
Kim Gonyo	Malone Bookstore	Association	sgothard@nccc.edu
Becky LaDue	Program Chair	Radiologic Technology Department	bladue@nccc.edu
Nathan Lambertson	Pharmacist		lambertonn@yahoo.com
Selina LeMay-Klippel	Coordinator of Career and Technical Education Program and Curriculum Development	Ticonderoga Campus	slemay-klippel@nccc.edu
Ericka Moody	Human Resource Associate	Human Resources	emoody@nccc.edu
Ann Morgan	Executive Director	North Country Healthy Heart Network	amorgan@heartnetwork.org
Megan Perez	Tobacco-Free Clinton Franklin Essex		tfce@cvfamilycenter.org
Kevin Symonds	Administrative Aide for Buildings and Grounds	Facilities Department	ksymonds@nccc.edu
Shannon Warren	Executive Director	Association	swarren@nccc.edu
Maggie Willett	Office Assistant	Registrar's Office	mwillett@nccc.edu

Program: Training for Front Line Employees	
Description: RA Training Topics, NARCAN Training (face-to-face) hosted by Dept. of Human Services and Student Life Office, NARCAN Training Online through NYS SAMSHA, Safe Colleges Training Platform Modules Library.	
Location	Human Resources and Residence Life
Timing	Year round
Target	Employees including Student Employees
Classification	Universal Prevention
College AIM	Environmental
Category	Environment

Policy and Enforcement:

Policy Inventory:

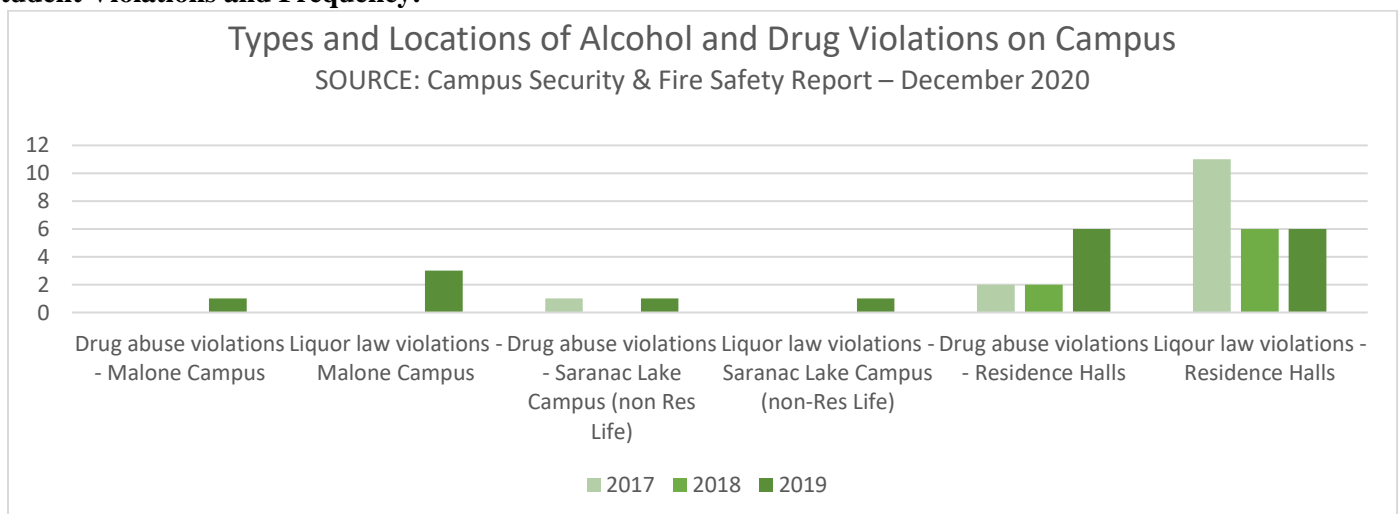
Policy: Student Code of Conduct (last revised Fall 2020)	
Description: The Student Code of Conduct is a policy document designed to foster a community conducive to achieving the mission of North Country Community College (NCCC). The community standards set herein shall guide students regarding their academic, social, and personal conduct and shall apply to all students enrolled both in-person and online at NCCC, including all intercollegiate athletic teams and all recognized clubs & student organizations. An amnesty policy statement is embedded within.	
Responsible Office:	Student Life Office
Link:	https://nccc.edu/campus-safety/index.html

Policy: Employee Code of Conduct (last revised August 2005)	
Description: This document is a set of expectations for behavior of College employees created to keep us all safe and healthy in our workplace. Violations of this Code will result in an investigation conducted by Human Resources in accordance with employee contracts.	
Responsible Office:	Human Resources
Link:	https://nccc.edu/hr_policies/hr_policies.html

Policy: Drug and Alcohol Abuse Prevention Plan (last revised April 2016)	
Description: The College is committed to helping its students and employees achieve their personal and educational goals. Having determined that illicit drugs and alcohol are not compatible with the College's commitment and not necessary to the achievement of these goals, the College requires students, employees, and visitors to refrain from unlawful drug activity and the unauthorized use of alcohol on our campuses and at College sponsored events.	
Responsible Office:	Student Life Office
Link:	https://www.nccc.edu/pdfs/student_life/Drug-and-Alcohol-Abuse-Prevention-Plan_4-20-16.pdf

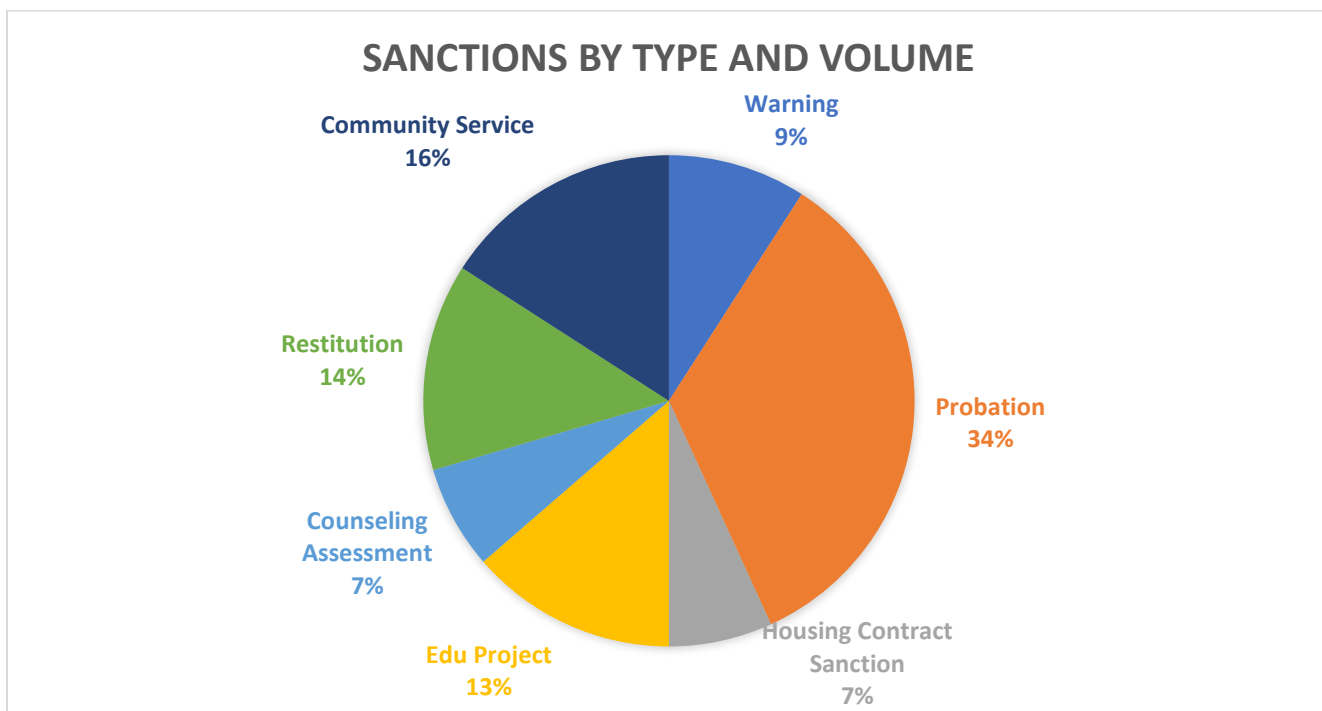
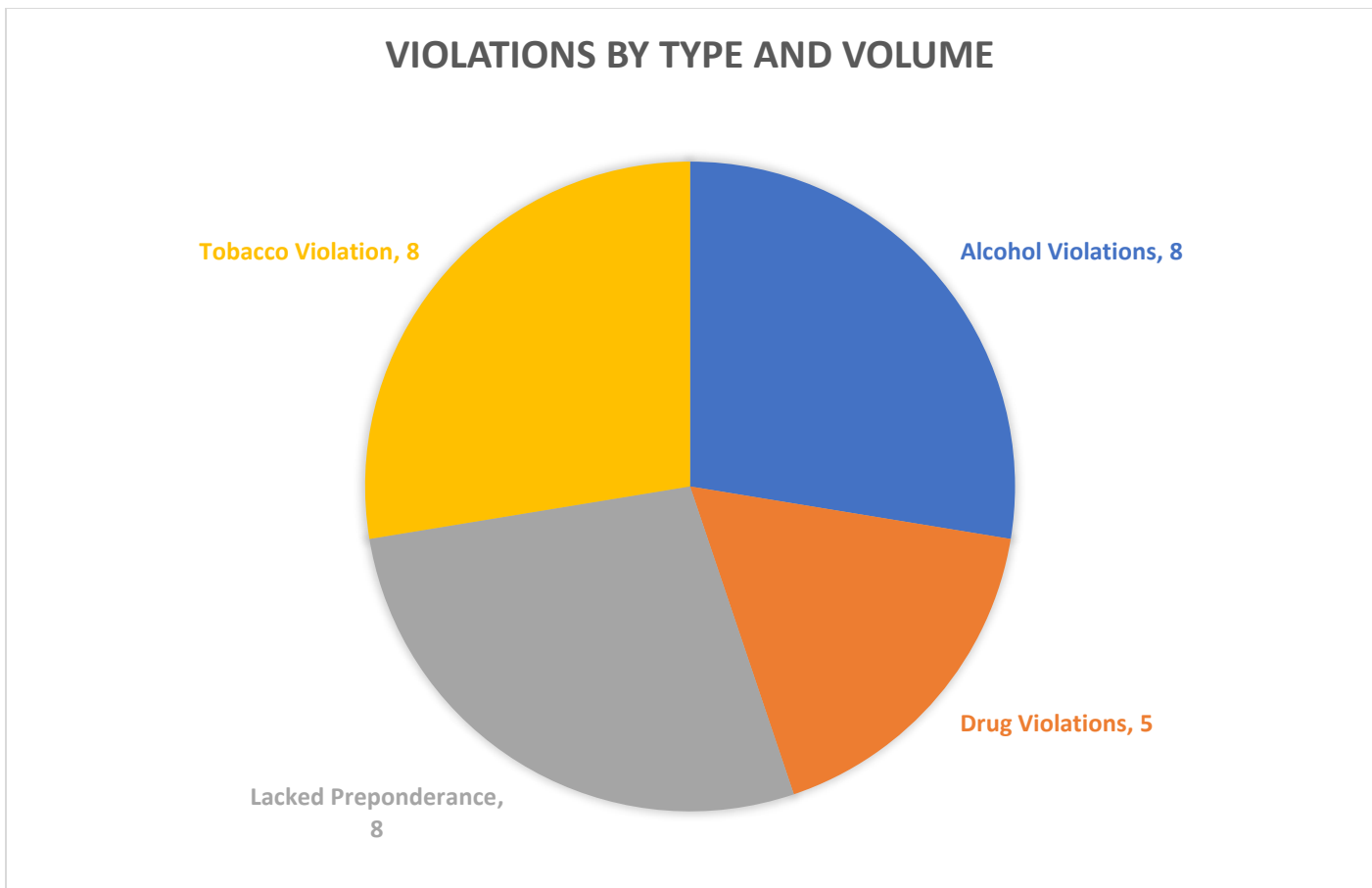
Policy: Drug and Alcohol Use and Abuse (last revised 1991)	
Description: The policy applies to all full-time and part-time employees of the College, the Board of Trustees and those affiliated groups which support the College including the members and employees of the North Country Community College Association and the North Country Community Foundation.	
Responsible Office:	Human Resources Office
Link:	https://nccc.edu/pdfs/hr_policies/active_sp2019/Drug%20and%20Alcohol%20Use%20and%20Abuse.pdf

Student Violations and Frequency:



Note: Zero alcohol or drug infractions on the Ticonderoga Campus. Zero arrests on any campus for liquor law or drug law violations at any of our campus locations in the two-year covered by this biennial review.

Number and Type of Student Violations and Sanctions: 2018-2020



Raw Data for 2018-2020

DATE	Alcohol Violations	Drug Violations	Smoking Violations	Disciplinary Warning	Disciplinary Probation	Other Sanctions
8/28/2018		Lacked Preponderance of Evidence (LPE)	X		X	
9/25/2018		X		X		
10/22/2018	X				X	Counseling Assessment
11/6/2018	X				X	Community Service & Campus Housing Probation
11/8/2018		X	X		X	Campus Housing Terminated & Restitution
11/8/2018		X		X		
2/20/2019		X		X		
4/4/2019	(LPE)			X		Counseling Assessment
10/4/2019		X	X		X	Counseling Assessment, Community Service, Educational Project, Campus Housing Probation, & Restitution
10/10/2019		(LPE)	X		X	Restitution & Community Service
10/10/2019		(LPE)	X		X	Restitution & Community Service
10/10/2019		(LPE)	X		X	Restitution & Community Service
10/10/2019		(LPE)	X		X	Restitution & Community Service
10/10/2019		(LPE)	X		X	Restitution & Community Service
11/20/2019		(LPE)				BIT Substance Abuse History
12/3/2019	(LPE)	(LPE)				BIT Substance Abuse History
2/26/2020		(LPE)				BIT Substance Abuse History, Counseling Assessment Referral
10/22/18	X				X	Educational Project
10/22/18	X				X	Educational Project
10/22/18	X				X	Educational Project
10/22/18	X				X	Educational Project
10/22/18	X				X	Educational Project
12/3/19	X					EMS transport. Withdrew before adjudication

Annual Distribution Protocol:

A copy of our Annual Safety Notice is in the Appendix. The Interim Associate Vice President of Student Affairs (formerly Dean of Student Life) sends this notice to all students and employees every fall semester via the College email system. The Fall 2020 version of the annual notice demonstrates continued effort to improve the comprehensiveness and compliance rating of this communication.

Program Strengths and Weaknesses:

AOD Prevention SWOT Analysis	
Strengths (internal)	Weaknesses (internal)
100% substance free residence halls	AOD climate assessment (prevention needs and usage) cycle lacking
Good internal communication around intervention and referrals	Lack of dedicated health services, wellness, or prevention personnel on staff
Face to Face Narcan trainings consistently offered on all three campuses	Employee Drug/Alcohol Policy dated 1991
Low volume of policy violations and medical transports	Annual Notice distribution email reliant
In Fall 2018 the Student Life Office completed an internal review which resulted in the creating of six student learning outcomes, one of which was wellness	Tracking of behavioral intervention, recovery, relapse, referrals, counseling partner usage
Counseling partnerships on campus with Citizen Advocates and St. Joseph's Rehabilitation Counseling services	Inconsistent data collection of residence life programming due to staff turnover
Opportunities (internal or external)	Threats (external)
Tobacco Treatment Specialist on campus	COVID-19 pandemic
Human Services & Chem Dep Programs developing a student handbook	Mental health
Employee Assistance Services launched in December 2020	Financial constraints
Expand provider partnerships – Community Connections	
Free Virtual NARCAN Trainings	
Access to tele-health services	
Intern in Public Health from SUNY Brockport – anticipated Spring 2021	
Participate in Boston University School of Public Health Study funded by the National Institutes of Health in Fall 2021	
SUNY to release SPARC 3.0 and TRAC 3.0 in April 2021 and RAPID module for campus security authorities	

Conclusion and Recommendations:

Based on our SWOT analysis and inventories of programs, policies, and enforcement, the Biennial Review team recommends the following actions be prioritized over the next two years in an effort to continually improve alcohol and drug prevention efforts at North Country Community College. Additionally, the committee recommends the report format used in this iteration being closely followed for consistency in future biennial reviews.

- Recommend Prevention Needs Assessment be administered on a two-year cycle to assess the current climate and usage of alcohol and drugs for strategic prevention planning and best use of resources.
- Create assessment dashboards to compare reported AOD usage rates with completion rates of targeted populations
- Develop an Athlete Pledge to increase risk reduction and social norming among student athletes on and off campus
- Launch free SPARC 3.0, TRAC 3.0 student training modules, which cover the topics of sexual and interpersonal violence as well as alcohol and drug use, and RAPID from SUNY for campus security authorities
- Launch free tobacco cessation counseling for students & employees and provide free nicotine replacement therapy
- Promote the Employee Assistance Program that recently launched and evaluate usage, satisfaction, and effectiveness
- Expand recommended SafeColleges modules for employees on topics related to health, wellness, and compliance with the Drug Free Workplaces Act
- Continue to refine Annual Safety Notice, including developing web content of the notice, and ensure distribution to all students and employee, both as semesters begins and for those who join the College community after initial disbursement of notice
- Expand community provider partnerships on all campus and track usage anonymously
- Review and update Employee Code of Conduct and Alcohol and Drug Use and Abuse Policy as needed

Appendices

North Country Community College - Chemical Dependency Counseling Degree Program CASAC Code of Ethics



Office of Addiction Services and Supports

ANDREW M. CUOMO
Governor

ARLENE GONZÁLEZ-SÁNCHEZ, M.S.,
L.M.S.W.
Commissioner

Credentialed Alcoholism and Substance Abuse Counselor (CASAC) Canon of Ethical Principles The CASAC:

1. Must practice objectivity and integrity; maintain the highest standards in the services offered; respect the values, attitudes and opinions of others; and provide services only in an appropriate professional relationship.
2. Must not discriminate in work-related activities based on race, religion, age, gender, disabilities, ethnicity, national origins, sexual orientation, economic condition or any other basis proscribed by law.
3. Must respect the integrity and protect the welfare of the person or group with whom the counselor is working.
4. Must embrace, as a primary obligation, the duty of protecting the privacy of patients and must not disclose confidential information or records under his/her control in strict accordance with federal, state and local laws.
5. Must not engage in relationships with patients, former patients or their significant others in which there is a risk of exploitation or potential harm to the patient.
6. Must not engage in any sexual activity with current or former patients or their significant others.
7. Must not knowingly engage in behavior that is harassing or demeaning, including, but not limited to, sexual harassment.
8. Must not exploit patients or others over whom they have a position of authority.
9. Must treat colleagues and other professionals with respect, courtesy and fairness and cooperate in order to serve the best interests of their patients.
10. Must notify appropriate authorities, including employers and OASAS, when they have direct knowledge of a colleague's impairment or misconduct which interferes with treatment effectiveness and potentially places patients and others at risk.
11. Is expected to recognize the effects of their own impairment on professional performance and must not provide services that create conflict of interest or impair work performance and clinical judgment.
12. Must cooperate with investigations, proceedings, and requirements of OASAS or other authorities that have jurisdiction over those charged with a violation.
13. Must not participate in the filing of ethics complaints that are frivolous or have a purpose other than to protect the public.
14. Must assure that financial practices are in accord with professional standards that safeguard the best interests of the patient, the counselor and the profession.
15. Must take reasonable steps to ensure that documentation in records is accurate, sufficient and timely thereby ensuring appropriateness and continuity of services provided to patients.
16. Must uphold the legal and accepted moral codes which pertain to professional conduct.
17. Must recognize the need for ongoing education to maintain current competence, and to improve expertise and skills.
18. Must acknowledge the limits of present knowledge in public statements concerning alcoholism and substance abuse. The Credentialed Alcoholism and Substance Abuse Counselor must report fairly and accurately the appropriate information, and must acknowledge and document materials and techniques used.
19. Must assign credit to all who have contributed to the published material and for the work upon which publication is based.
20. Must strive to inform the public, of the effects of alcoholism and substance abuse. The Credentialed Alcoholism and Substance Abuse Counselor must adopt a personal and professional stance which promotes the well-being of the recovery community.

(Adapted from the National Association of Alcoholism and Drug Abuse Counselors "Ethical Standards of Alcoholism and Drug Abuse Counselors")

501 7th Avenue | New York, New York 10018-5903 | oasas.ny.gov | 646-728-4720

1450 Western Avenue | Albany, New York 12203-3526 | oasas.ny.gov | 518-473-3460

Drug and Alcohol Use and Testing

North Country Community College Nursing Programs have a vital interest in maintaining a safe and healthy environment for our students, faculty and those we care for in the clinical areas of our programs. Being under the influence of illegal drugs or alcohol poses serious safety and health risks to the user and others in their environment.

The use, sale, purchase, transfer, possession or being under the influence of alcohol or drugs poses unacceptable risks. North Country Community College Nursing programs have the right and obligation to maintain an illegal drug- and alcohol-free environment. If there is reasonable belief that a student is under the influence of alcohol, illegal or misused drugs, the student will be referred to the Office of Campus and Student Life.

While drug and alcohol abuse is a medical problem, and often a legal problem, it is ALWAYS unacceptable in our nursing program. Most employers of nurses conduct pre-employment, random and for-cause testing, and we are simply following that professional practice as will be encountered in the professional arena.

Purpose: This policy is in addition to the College Policy on Alcohol and Other Drugs, located in the college catalog. It outlines the goals and objectives of the North Country Community College Nursing Program's drug and alcohol use and testing program and provides guidance to staff and students concerning their responsibilities.

Scope: This policy applies to all students in the Nursing Programs at North Country Community College, at all campuses.

Definitions:

Alcohol – means any beverage that contains ethyl alcohol (ethanol), including but not limited to, beer, wine and distilled spirits.

Drug Testing – means the scientific analysis of urine, blood, saliva, hair, breath or other specimens of the human body for the purpose of detecting a drug or alcohol.

Illegal Drug – means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal substances: marijuana, hashish, cocaine, heroin, methamphetamine, or phencyclidine (PCP).

Legal Drug – means any prescribed drug or over the counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

Reasonable belief – means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular student is unable to satisfactorily perform his or her duties due to drug or alcohol impairment. Such inability to perform may include, but is not limited to: decrease in the quality and quantity of production, judgment, reasoning, concentration and psychomotor control or marked changes in behavior. Deviations from safe working practices, sleeping in the class or clinical environment, and erratic conduct indicative of impairment are examples of “reasonable belief” situations.

North Country Community College Radiologic Technology Program has a vital interest in maintaining a safe and healthy environment for our students, faculty, patients, and our clinical sites. Being under the influence of illegal drugs or alcohol poses serious safety and health risks to the user and others in their environment.

The use, sale, purchase, transfer, possession or being under the influence of alcohol or drugs poses unacceptable risks. North Country Community College Radiologic Technology Program has the right and obligation to maintain an illegal drug- and alcohol-free environment. If there is reasonable belief that a student is under the influence of alcohol, illegal or misused drugs, the student will be referred to the Student Life Office.

While drug and alcohol abuse is a medical problem, and often a legal problem, it is ALWAYS unacceptable in the Radiologic Technology Program. Most employers conduct pre-employment, random and for-cause testing, and we are simply following that professional practice as will be encountered in the professional arena.

Definitions:

Alcohol – means any beverage that contains ethyl alcohol (ethanol), including but not limited to, beer, wine and distilled spirits.

Drug Testing – means the scientific analysis of urine, blood, saliva, hair, breath or other specimens of the human body for the purpose of detecting a drug or alcohol.

Illegal Drug – means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not being used for the prescribed purpose; any over the counter drug being used at a dosage level other than recommended by the manufacturer or being used for a purpose not in accordance with bona fide medical therapy. Examples of illegal substances: marijuana, hashish, cocaine, heroin, methamphetamine, or phencyclidine (PCP).

Legal Drug – means any prescribed drug or over the counter drug that has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.

Reasonable belief – means a belief based on objective facts sufficient to lead a prudent person to conclude that a particular student is unable to satisfactorily perform his or her duties due to drug or alcohol impairment. Such inability to perform may include, but is not limited to: decrease in the quality and quantity of production, judgment, reasoning, concentration and psychomotor control or marked changes in behavior. Deviations from safe working practices, sleeping in the class or clinical environment, and erratic conduct indicative of impairment are examples of “reasonable belief” situations.

North Country Community College – Copy of Annual Safety Notice to College Community

Dear Students and Employees,

Your safety is very important to us at NCCC. Below are some resources you need to be aware of to help you and the rest of our College community remain safe and civil. The following memo is inclusive of required notification in accordance with the Drug Free Schools & Communities Act, the Drug Free Workplaces Act, VAWA and NYS Ed Law 129 A and B, Title IX and the Campus Security Act (CLERY).

Community Standards:

Student Code of Conduct - this document is a set of community standards and College regulations created to keep us all safe and healthy in an environment conducive to learning. Violations of this Code will result in a conduct meeting with a College Administrator.

Employee Code of Conduct – this document is a set of expectations for behavior of College employees created to keep us all safe and health in our workplace. Violations of this Code will result in an investigation conducted by Human Resources in accordance with employee contracts.

Incident Reporting - if you experience or witness something that makes you feel unsafe, uncomfortable, or see behavior that you believe is a violation of the Code of Conduct linked above, we encourage you to speak with a College employee and/or report the incident using this secure web-based report form.

College Policies to Know:

Bias-Related Harassment Policy - As a community, we will not tolerate any bias related crimes involving any of our employees or students. North Country Community College will swiftly engage law enforcement to investigate persons responsible for bias related crimes committed against any member of our community. Aggravated harassment and assault are two examples of criminal acts which can be motivated by bias. We encourage anyone who witnesses or is a victim of such crimes to come forward and seek justice. Acceptance, safety, peace, and equality are what we stand for and you are asked to support this mission as well. In addition, please take a moment to learn more about the College's commitment to Diversity, Equity & Inclusion here: www.nccc.edu/diversity.

Domestic Violence & Stalking Information - *It is the policy of North Country Community College that domestic violence/intimate partner violence and stalking will not be tolerated. The college will support and assist victims in attaining support. Furthermore, the college will hold perpetrators accountable for their actions through the campus judicial process and law enforcement as appropriate.*

Sexual Misconduct Policy - *North Country Community College expressly prohibits sexually aggressive behavior. Students found to be engaging in these behaviors will be subject to criminal charges and prosecution under local and state laws, specifically Section 130 of the New York State Penal Law. North Country Community College does not tolerate sexual harassment. Individuals are encouraged to file a report of any violence that occurs whether on or off campus. Those reporting acts of sexual violence can report anonymously but are encouraged to share as much information in order for the College to thoroughly investigate claims and provide the best possible support to reporters and/or victims.*

Sexual Assault & Violence Response resources are available on the College's website, including:

- Incident Reporting Form
- [Definition of Affirmative Consent](#)
- [Students' Bill of Rights](#)
- [Options for Disclosing Sexual Violence](#)
- [Sexual Assault Information and Guidelines for Prevention](#)
- [Alcohol Drug Amnesty Policy](#)
- [Policy on Domestic Violence and Stalking](#)

Drug Abuse Prevention Plan - The College is committed to helping its students and employees achieve their personal and educational goals through our commitment to support services and access to resources that support holistic wellness. Having determined that illicit drugs and alcohol are not compatible with the College's commitment and not necessary to the achievement of these goals, the College requires students, employees, and visitors to refrain from unlawful drug activity and the unauthorized use of alcohol on our campuses and at College sponsored events.

According to the NYS Office of Addiction Services and Support (OASAS), "Alcohol is the most commonly used, potentially addictive substance. Chronic and heavy drinking can cause a number of health problems including cancer, heart disease, liver damage, and brain and nervous system problems. Drinking in excess, especially at an early age can also lead to addiction. The earlier in life an individual consumes alcohol, the more likely they are to develop an alcohol use disorder later in life. More immediate risks include alcohol poisoning and alcohol overdose."

- More information on the health risks associated alcohol abuse and opioids are available through the [National Institute on Alcohol Abuse and Alcoholism](#) and [OASAS](#).
 - <https://oasas.ny.gov/alcohol>
 - <https://oasas.ny.gov/opioids>
- More information on the health risks association with [marijuana use](#) and [meth use](#) are available through [SAMHSA](#) and [OASAS](#).
- More information on our Alcohol and Drug Prevention plan is available www.nccc.edu/campus-safety and at www.nccc.edu/student-support/wellness.
- More information regarding the schedule of illicit drugs can be found at the [Drug Enforcement Administration](#) and a database of [NYS Penal Laws](#) and [Alcoholic Beverage Control Laws](#) are searchable online at YPDcrime.com.
- More resources related to [wellness](#) and [counseling](#) are published on our website.

Understanding FERPA

- The rights under the Family Educational Rights and Privacy Act of 1974 transfer from the parents to the student when the student turns 18 or enrolls in a postsecondary institution at any age. **NCCC requires a signed FERPA Release of Information Waiver to be on file before disclosing student information to parents.** This form may be obtained from the Registrar's Office.
- FERPA does provide ways in which an institution can share education records on the student with his or her parents without the student's consent. This includes:
 - Disclosure of information if a health or safety emergency involves their son or daughter.
 - If a student is under the age of 21, disclosure may occur when the student has violated any law or policy concerning the use of possession of alcohol or a controlled substance.
- Visit **U.S. Department of Education** or <https://studentprivacy.ed.gov> for more information.

Urgent & Emergency Communications:

Did you know you can **dial 911** from any campus phone directly without entering an outside line prefix? Emergency responders will actually be able to pinpoint which phone was used on campus to make the call, assisting with their rapid response in a crisis.

College closures and class cancellations due to inclement weather will be announced via the following media outlets and these announcements will usually be made by 5:30 A.M.

NCCC Outlook email, the NCCC Website (www.nccc.edu), Facebook (<https://www.facebook.com/northcountrycc>), Twitter (<https://twitter.com/northcountrycc>), WPTZ Channel 5 (<https://www.mynbc5.com/weather/closings>), and North Country Public Radio.

Each classroom and many offices on campus have posted **Emergency Contacts** as well as a color-coded **Emergency Guide** that walks you through step by step how to respond in various potential incidents including 1) Building Evacuations & Fire Alarms, 2) Hazardous Material Spills, 3) Weather & Natural Disasters, 4) Utility Failures, 5) Mental

Health Crisis Response, 4) Run – Hide – Fight, 5) Suspicious Package/Bomb Threat. These are also published on our safety webpage.

Active Shooter Prevention & Response - the Campus Safety Committee recommends all students and employees review the information found here and ask us for access to the safety training modules available through SafeColleges:

www.safecolleges.com/resources/hot-topics/active-shooter-topic/

A full library of SafeColleges modules is available for employees (full-time, part-time and student employees. Ask your supervisor for access.

Notification of Annual Campus Security & Fire Safety Report

A copy of the College's [Annual Campus Security & Fire Safety Report](#) (CLERY Report) is published annually online and includes data from the prior calendar year. *The Clery Act* requires institutions of higher education to disclose statistics for reported crimes based on **where** the crimes occurred, to **whom** the crimes were reported, the **types** of crimes that were reported, and the **year** in which crimes were reported.

If you ever have a safety concern, please do not hesitate to [contact any employee](#) on campus. We have an Administrator on Call 24/7/365 for urgent non-emergencies by dialing 518-354-0023.

The **Campus Safety Committee** is co-chaired by Bruce Kelly and Kim Irland. To learn more about campus safety & security, visit www.nccc.edu/campus-safety.

Sincerely,

Kim Irland

Dean of Student Life
College Diversity Officer
North Country Community College
23 Santanoni Avenue - P.O. Box 89
Saranac Lake, NY 12983
518-891-2915 ext 1205
kirland@nccc.edu

Bruce Kelly

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The following appendix excerpts are pulled from:

North Country Community College –Student Code of Conduct

https://nccc.edu/campus-safety/STUDENT%20CODE%20OF%20CONDUCT_%20FINAL%209%2030%202020.pdf

North Country Community College –Employee Code of Conduct

https://www.nccc.edu/pdfs/hr_policies/Code%20of%20Conduct_7-19.pdf

Drug and Alcohol Prevention Plan of 2016

https://nccc.edu/pdfs/student_life/Drug-and-Alcohol-Abuse-Prevention-Plan_4-20-16.pdf

North Country Community College – Alcohol and Drug Use and Abuse Policy of 1991

https://nccc.edu/pdfs/hr_policies/active_sp2019/Drug%20and%20Alcohol%20Use%20and%20Abuse.pdf

Safe Colleges Course Library for Employees

SECTION ONE: ALCOHOL

Introduction:

North Country Community College students are expected to comply with local, state, and federal laws relating to the use of drugs and alcohol. The College will not tolerate conduct which disrupts the campus and the academic or residential environment. The College values its relationship with the Villages of Saranac Lake, Malone and Ticonderoga, and recognizes the right of its neighbors to be secure from abusive conduct caused by illegal use and/or irresponsible use of drugs and alcohol on and off campus. With this in mind, NCCC has established a clear, concise policy relating to the illegal use of alcohol and drugs. The use, possession, sale, or distribution of any controlled substance; the use, sale, possession, or distribution of alcohol by anyone under the age of 21, and the unauthorized possession of any central alcohol source (e.g., kegs, beer balls, trash can punches, etc.) by students on the NCCC campuses, residential facilities, or in the course of College activities are prohibited. The majority of offenses against people and property committed at NCCC are a direct result of alcohol use/abuse. Such high-risk behavior is unacceptable to the student population and community at large.

Philosophy and Rationale:

Our communities in the North Country are acutely aware of the problems that commonly result from alcohol consumption. Alcohol addiction, disruptive and destructive behavior, and the wasting of individual health and talents are perils that require recognition and preventive measures. Regardless of age, any individuals who consume alcohol to a level where they place themselves or others in harm's way are engaged in high-risk behavior. High-risk behaviors are dangerous and antithetical to a community committed to safety, learning, and respect. When the College is notified of student misconduct in regard to alcohol misuse or abuse off campus, it may also choose to hold the student accountable through the campus disciplinary process. College policies and regulations reflect these concerns and shall serve to remind potential offenders of the likely consequences.

The purpose of the College is two-fold: It must provide the best possible opportunity for learning, and it must create an environment conducive to personal growth. These goals are hindered by alcohol abuse. Student drinking patterns that interfere with accomplishment of College goals are unacceptable and shall be cause for disciplinary action ranging from disciplinary warning to disciplinary suspension. Students who are mandated by the hearing process to attend an alcohol assessment or an alcohol and drug education program and fail to successfully complete these programs as required will be subject to further disciplinary action which may include dismissal from the College.

Overview:

The information that follows serves as a sanctioning guideline used when addressing on- and off-campus violations of the College's Community Standards involving alcohol. It is the College's policy that no alcohol is permitted on campus property (unless an event is approved by the President or Board of Trustees). Sanctions may be lesser or more severe depending on the circumstances of the incident and consideration of any prior disciplinary record. To list all those acts which might constitute unacceptable conduct is impossible; however, student participation in any of the actions below or other potentially serious violations of College policy may warrant disciplinary action.

Personal Accountability and Responsibility:

Students who are of legal drinking age and choose to consume alcohol off campus property are expected to limit their use so as not to interfere with their ability to act responsibly. Impairment from the use of alcohol does not diminish personal responsibility for one's actions and behavior. If a student is in violation of another policy (e.g., non-compliance with College officials, law enforcement and emergency personnel, destruction of property, assault, tampering with fire safety equipment, etc.) while under the influence of alcohol, the individual is subject to disciplinary action for all violations that may have occurred.

<p>A1) Alcohol Possession/Consumption:</p> <p>Persons shall not consume or have in their possession alcoholic beverages on campus or on property designated as College housing or in Foundation controlled property. Students under the age of 21 may not consume or be in possession of alcohol beverages off campus property.</p> <p><u>Range of Sanctions:</u> Disciplinary Warning to Suspension</p> <p>Information: The following itemizes types of alcohol possession violations of College policy, local, state, or federal laws:</p> <ul style="list-style-type: none"> • Drinking/possession of alcoholic beverages by any student or student organization while riding in state, College-owned or facilitated vehicles, or personal vehicles is prohibited. Possession or consumption of alcohol is not permitted on Student Government Association or College sponsored student trips. • Large containers/amounts of alcohol (e.g., kegs, half-kegs, quarter-kegs, beer balls, or punches) are not permitted on campus and are subject to confiscation. • Operating a motor vehicle under the influence of alcohol is prohibited. • The College denounces excessive consumption. Those who legally consume alcoholic beverages off campus must remain in control of their behavior, respect the rights of others, and shall be held responsible for their actions. • Promotions which encourage consumption of alcohol are prohibited. 	<p>A2) Providing Alcohol to Minors/Hosting:</p> <p>As a violation of campus policy and state law, providing alcohol to minors, regardless of the age of the person providing, is prohibited. Students of any age found responsible for permitting the consumption/possession of alcohol by minors in their room, suite, or lounge, at a campus location or off-campus location, in their vehicle or at a College sponsored event will also be in violation of this regulation.</p> <p><u>Range of Sanctions:</u> Disciplinary Probation to Suspension</p> <p>Information:</p> <ul style="list-style-type: none"> • Past violations have led to individual student arrests and campus disciplinary outcomes that have included denial of campus residency and suspension. • Violators of this regulation will receive a higher sanction than those found responsible for consumption/possession of alcohol as minors. • Individuals or groups that host, sponsor, or allow drinking games or contests where alcohol is being consumed in their room, suite, lounge, or off-campus residence is prohibited. • If an individual is harmed as the result of this behavior, the minimum sanction that a host may receive is disciplinary suspension.
<p>A3) Alcohol Intoxication:</p> <p>Being intoxicated due to the level of consumption of alcohol (where students have placed themselves or others in harm's way or are experiencing significant difficulty functioning physically) is not permitted.</p> <p><u>Range of Sanctions:</u> Disciplinary Warning to Suspension</p> <p>Information:</p> <ul style="list-style-type: none"> • Any student, regardless of age, may be charged with a violation of this regulation. Students can also be charged with for their conduct off campus. • Examples include students transported to the hospital for alcohol consumption, students found passed out in College facilities, on College property, or at College-sponsored events, students exhibiting a significant level of incoherent behavior (e.g., driving while intoxicated, vomiting as a result of alcohol consumption, disorderly behavior). • Past violations have resulted in disciplinary outcomes that include a mandatory substance abuse assessment, denial of campus residency, participation in-patient treatment programs while the student is suspended, and the possibility of arrest and prosecution under local, state, or federal laws. 	<p>A4) Alcohol Paraphernalia and Drinking Games:</p> <p>Alcohol paraphernalia and drinking games (e.g., kegs, beer balls, taps) are not permitted on campus, including residence halls or third party affiliated housing. In addition, students under the age of 21, the possession of other alcohol paraphernalia (e.g., cans bottles, empty cases) is also prohibited. Drinking games and those activities emulating the consumption of alcohol is prohibited.</p> <p><u>Range of Sanction:</u> Disciplinary Warning to Probation.</p> <p>Information:</p> <ul style="list-style-type: none"> • A drinking game may be considered to be any activity in which an individual's consumption of alcohol, either in whole or in part, is determined by chance, skill, or some other external variable that accelerates alcohol consumption. Prohibited conduct includes, but is not limited to, dizzy bats, beer pong, keg stands, and funneling



SECTION TWO: DRUGS

Philosophy and Rationale:

The use and possession of marijuana (including synthetic) and/or other drugs may have disrupting consequences that interfere with the educational mission and general welfare of the College community. Because of the potential danger of these substances, the College prohibits use, possession, distribution, or sale of illegal drugs (including marijuana), un-prescribed drugs, or of any medication or substance used for purposes other than the manufacturer's intended use. When the College is notified of student misconduct in regard to drug use or sale off campus, it may hold the student accountable through the campus disciplinary process.

Definitions:

- The term "drugs" when used in the above section includes any of the controlled substances defined in Section 220.00 of the NYS Penal Law.
- The term "marijuana" when used in the above section is as defined in Article 221, Section 221.00-221.30 of the NYS Penal law.

B1) Drug Use & Possession:	B2) Drug Sale:
<p>The illegal use or possession of drugs or un-prescribed drugs constitutes an illegal act and will be subject to disciplinary action independent of other action taken by civil authorities. All persons present in an area where they know un-prescribed drugs are being used or illegally possessed will also be subject to disciplinary action.</p> <p><u>Range of Sanctions:</u> Disciplinary Warning to Suspension</p> <p>Information: The following list itemizes types of drug possession violations of College policy, local, state, or federal laws:</p> <ul style="list-style-type: none"> • Hosts (residents of the room/suite or owner/operator of a vehicle) present where un-prescribed drugs are being used or illegally possessed are also responsible for this illegal behavior occurring in their residence. • Use/possession of or being in the presence of un-prescribed drugs on or off campus is prohibited. • Drug paraphernalia (e.g., bong, pipes, hookahs, other smoking devices) is not permitted on campus. • Operating a motorized vehicle under the influence of a drug is prohibited. 	<p>The manufacture, distribution, sale, offer for sale of any illegal drug or un-prescribed drug, or unauthorized use of prescription drugs is prohibited.</p> <p><u>Range of Sanctions:</u> Disciplinary Suspension to Expulsion</p> <p>Information: Students who give drugs to others are considered to be involved in the distribution of drugs and as such, have been charged with drug sale and have also been charged criminally. Possession of scales in conjunction with drugs may be viewed as evidence of drug sale.</p>

SECTION THREE: COMPUTER MISUSE AND FRAUD

C1) Computer misuse and fraud:

Computer misuse and fraud are prohibited by the College. Violations include but may not be limited to obtaining access to the College computers, software, or terminals without proper authorization from the College; obtaining from or giving a password to another person; or deleting, damaging, altering, or causing destruction to College computer equipment, software, or data without proper authorization from the College. Making unauthorized copies or downloading/uploading copyrighted materials (e.g., software, music, and movies).

Range of Sanctions: Disciplinary Warning to Disciplinary Expulsion

Information: College computing accounts are for educational purposes only. Hacking is illegal and prohibited. Downloading or uploading copyright-protected materials without authorization of the copyright owner is a violation of federal law and this policy. For more information, refer to the [Responsible Use of Electronic Communications](#) in the [College Catalog](#) or contact the Help Desk (helpdesk@nccc.edu).

- N. Using computer equipment for personal, financial, or commercial gain.
- O. Violating copyright laws, usage policies, or violating network regulations or contracts.
- P. Plagiarism, cheating, or any behavior that violates academic honesty standards.
- Q. Purchasing or ordering for trial use any goods or services without documented administrative approval.

Violations and Reporting Violations:

Adhering to due process rights, all reports of alleged violations will be handled in accordance with the provisions set forth in the North Country Community College Code of Conduct - Individual Rights and Responsibilities. All such alleged violations will be administratively processed and determined by the Dean of Student Affairs and should be immediately submitted using the "NCCC Incident Report Form". Incident Report Forms should be routed directly to the Dean through class instructors, academic department chairs, academic coordinators, computer lab supervisors, and/or any computer service administrator. Under extreme circumstances, the Dean may immediately and/or temporarily suspend an individual's computer access rights. Some violations may constitute criminal offenses requiring legal action referrals.

3. NCCC Drug & Alcohol Abuse Prevention Plan:

The College is committed to helping its students and its employees achieve their personal and educational goals. Having determined that illicit drugs and alcohol are not compatible with the College's commitment and not necessary to the achievement of these goals, the College requires students, employees, and visitors to refrain from unlawful drug activity and the unauthorized use of alcohol on our campuses and at College sponsored events.

Goals:

North Country Community College has an ethical as well as a legal obligation to address the issue of illicit drug or alcohol consumption by employees, students and student employees on its campuses, at College sponsored events or on property controlled by the College. To this end, NCCC will:

- Publicize and implement a drug and alcohol abuse awareness and prevention program for all students, employees and student employees.
- Publicize and consistently enforce rules that clearly prohibit the unlawful possession, use or distribution of alcohol or illegal substances by students, employees or student employees on its property or at its activities.
- Publicize and employ a process of reporting illicit and unauthorized possession, use, manufacture or distribution of illegal substances and alcohol.
- Distribute annually the applicable legal sanctions under local, state and federal law for unlawful possession, use, manufacture or distribution of illegal substances and alcohol.
- Distribute annually a description of the health risks associated with the use of illicit drugs and abuse of alcohol.
- Distribute annually a list of regional treatment, rehabilitation or re-entry programs available to students, employees and student employees.

- Distribute annually a clear statement that NCCC will impose disciplinary sanctions on students, employees and student employees consistent with the NCCC Code of Conduct - Statement of Individual Rights and Responsibilities as well as local, state and federal laws.
- Enforce the NCCC policy prohibiting the advertisement of alcoholic beverages.
- Comply with all provisions of the Drug-Free Schools and Communities Act of 1989.
- Comply with all provisions of the Drug Free Workplace Act of 1988.
- Conduct a biannual review of its Drug and Alcohol Abuse Prevention Policy to determine its effectiveness and to implement appropriate changes to the program.

Alcohol Regulations:

- A. Refrain from the use, possession or distribution of alcoholic beverages on College owned or controlled property or while attending sanctioned off-campus College events. The College permits the consumption of alcoholic beverages at social functions only when the President in advance of the event has granted permission in writing. In the event the President grants permission, only those individuals authorized by the President shall be permitted to bring alcoholic beverages onto a campus/site for College functions. Consumption of alcoholic beverages shall be permitted only within the approved area designated for said event. No person under the age of 21 years shall consume any alcoholic beverage at any College sanctioned event.
- B. Students and employees found in violation of State or Local Laws regarding alcohol use will be reported to the appropriate law enforcement agency. Note: the age limit in New York State for purchase, possession, or consumption of alcohol is 21. Local laws include open container laws that make possession of an open container of beverage alcohol unlawful.
- C. Students violating this policy will be referred to the Dean or the College President. Disciplinary sanctions can include suspension, dismissal from the College or participation in a rehabilitation program. Employees and student employees violating this policy will be referred to the appropriate Dean or the College President.
- D. Disciplinary action for employees and student employees can include suspension without pay, termination of employment or participation in a rehabilitation program. Compliance with this provision is a condition of employment.

Drugs and Controlled Substances Regulations:

- A. Students and employees found in violation of State or Local Laws regarding drugs and controlled substances use will be reported to the appropriate law enforcement agency.
- B. Students possessing, using, manufacturing or distributing illicit drugs on campus or at a College sponsored event will be referred to the Dean of Student Affairs or the College President. Disciplinary sanctions can include suspension, participation in a rehabilitation program or dismissal from the College.
- C. Employees and student employees possessing, using, manufacturing or distributing illicit drugs on campus or at a College sponsored event will be reported to the appropriate area Dean. Violation of the policy can result in disciplinary action that may include suspension without pay,

participation in a rehabilitation program or dismissal. Compliance with this provision is a condition of employment. These internal disciplinary procedures are not intended to replace those of local law enforcement agencies. Employees convicted of a drug offense that occurred on campus or at a College sponsored event are required by law to so notify the College within five (5) days of conviction.

College Obligation for Notification:

The College is obligated to notify the appropriate federal contracting agency, if applicable, within ten (10) days of receipt of notice of an employee conviction as described above.

POLICY ON MAINTAINING A DRUG-FREE WORKPLACE:

North Country Community College is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act of 1988, NCCC will not tolerate the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance on its premises.

Premises includes College-provided offices, work location and/or classrooms, lockers, lounges, eating areas, gymnasiums, parking lots, off-campus sites used to conduct student activities, properties controlled by the College and any vehicle engaged in College operations.

Prohibited items and substances include illegal drugs and other mind-controlling substances, inhalants, prescription drugs (excepting those prescribed by a doctor for the person possessing same in their original container), and equipment related to illegal drug or substance use or manufacture.

Reporting Procedure:

Each College employee (including student employees) as well as those newly hired at the time of their orientation, will be notified of the NCCC Drug and Alcohol Abuse Prevention Program Plan with emphasis on the obligation for compliance as a condition of employment.

Any College employee convicted of a criminal drug statute violation which has occurred in or on College owned or operated premises or vehicles shall provide his or her appropriate Dean or the President notification, preferably written, of such conviction, including any resultant conditions, within five (5) days of conviction. Student employees shall notify the Dean of Student Affairs.

Upon receiving notification, a Dean shall immediately provide, in writing, notice to the College President to permit proper notice to be sent to federal contracting agencies where applicable.

The College will offer ongoing drug education and awareness programs for the College community as well as provide drug informational materials. Faculty, staff and students are expected to avail themselves of these programs and materials. (Adopted by the Board of Trustees 12-21-98, Resolution 1989-90-1205).

Disciplinary Sanctions: Student and Employee:

Please note that students, employees and student employees who are found in violation of the law will be reported to the appropriate law enforcement officials as well as being subject to College disciplinary action.

Student, Employee and Student Employee Discipline

All members of the College community should read the full text of the NCCC Code of Conduct - Individual Rights and Responsibilities as approved by the NCCC Board of Trustees for detailed information including time

guidelines. What follows is a summary of disciplinary action if a student violates NCCC's policy on drug and alcohol use and abuse.

1. All charges must be detailed and submitted in writing to the Office of the appropriate Dean by the individual(s) initiating such charges.
2. The individual believed to be in violation of the NCCC Drug and Alcohol Abuse Prevention Plan will be notified by registered letter of the charges, when they should appear for a consultation meeting, and their right to a hearing.
3. At the above-mentioned consultation meeting the student, employee or student employee will be advised of his/her rights in the proceedings and any possible consequences stemming from the allegations. Students will have all charges reviewed.
4. Sanctions imposed, if any, will be in accordance with the provisions of the NCCC Code of Conduct - Statement of Rights and Responsibilities.

Legal Sanctions:

There are local, state and federal laws prohibiting the unlawful possession or distribution of illicit drugs and alcohol. New York law offers penalties ranging from 15 days to life in prison and up to \$3 million in fines. Penalties are based upon the amount of substance involved, the nature of the offense, and the number of prior offenses.

Each of our campus communities has an "open container" law. Local ordinance #3-1 in Saranac Lake, for instance prohibits possession of any alcoholic beverage in an unsealed container on public streets or park property within the village.

New York also prohibits storage, manufacturing, or counterfeiting of drugs; using children for drug distribution or manufacturing; distributing to children or prisoners; and distribution "within 1,000 feet of a private or public school." There are also penalties for use or purchase of alcohol by a minor on any premises owned by an adult; injury or death by providing alcohol to minors or adults; falsification of proof of age to obtain alcohol; sale of alcohol within 1,000 feet of a church and operating a motor vehicle while under the influence of any intoxicant or drug. Altering a driver's license will result in revocation of driving privilege by the Commissioner of Motor Vehicles.

Federal laws include similar provisions with penalties ranging to life in prison with fines reaching \$8 million for individuals. Personal property may be confiscated; federal benefits (such as "student loans, grants, contracts, and professional and commercial licenses") may be affected; and the right to receive or purchase firearms may be lost.

Resources: College and Community:

North Country Community College has a goal of educating its students to be productive in their personal lives and career choices. The College also seeks to foster this same goal for its employees. Since drug and alcohol abuse is nationally recognized as the major cause of diminished productivity, NCCC is committed to assisting students and employees in obtaining education and, when necessary, treatment in this area. To this end the following resources are offered:

Prevention and Education

Throughout the academic year the College, through the Student Affairs Department, offers seminars, lectures and films for the general campus community regarding issues associated with drug and alcohol use. Brochures and pamphlets which address the psychological and health issues connected with specific drugs are located in several areas on each campus. The counseling offices and the LRC have a broad spectrum of educational materials available to faculty, staff and students.

Counseling

The counseling staff at NCCC offers short term counseling for students on drug and alcohol related issues. The focus of the counseling will be education and assessment. Counselors, when necessary, will make an appropriate referral. The student assumes responsibility for the cost of any medical or psychological services provided by private physicians, psychologists or medical/psychiatric facilities. It is the responsibility of the student to ascertain which treatments are covered under their health insurance coverage.

In addition to individual counseling, a variety of support groups are offered in each community or area where NCCC campuses are located.

Employees seeking counseling for drug and alcohol issues will need to contact service providers in the community. The counseling office can provide a list of social services providers and 12-step support groups such as AA, Al-Anon, and Adult Children of Alcoholics. The employee health insurance may cover part or all treatment for the patient and the patient's family. In cases where the employee's health insurances does not pay the full amount of services, the employee will assume responsibility for all remaining costs.

Curriculum

Drug and alcohol information is incorporated into a wide variety of courses at NCCC.

REGIONAL REFERRAL AGENCIES:

<u>Essex County</u>	<u>Franklin County</u>
Essex County DWI: 873-3630	St. Joseph's Rehabilitation Center: 891-3950
Substance Abuse Prevention Team: 585-7424	St. Joseph's Outpatient Clinic:
North Country Council on Alcoholism: 873-3261	Saranac Lake 891-5353
St. Joseph's Outpatient Clinic:	Malone 483-6566
Ticonderoga 585-7934	Tupper Lake 359-9627
Elizabethtown 873-9144	North Star Substance Abuse Services
	Malone 483-8980
	Saranac Lake 891-2467
	Franklin County Stop DWI: 483-6767 extension 697
	St. Regis Mohawk Health Services:
	Alcohol/Chemical Dependency Program
	358-3141

HEALTH RISKS OF USING DRUGS AND ALCOHOL:

<u>Narcotics:</u> Dependence risk = HIGH			<u>Stimulants:</u> Dependence risk = HIGH		
Includes: Opium, morphine, codeine, heroin, dilaudid, demerol, methadone, darvon, etc.			Includes: Cocaine, crack, amphetamines, ice, ritalin, cylert, etc.		
<u>Use</u>	<u>Overdose</u>	<u>Withdrawal</u>	<u>Use</u>	<u>Overdose</u>	<u>Withdrawal</u>
<ul style="list-style-type: none"> ◆ Euphoria ◆ Drowsiness ◆ Respiratory depression ◆ Constricted pupils ◆ Nausea ◆ Depressed peristalsis ◆ Constipation 	<ul style="list-style-type: none"> ◆ Slow and shallow breathing ◆ Clammy skin ◆ Convulsions ◆ Coma ◆ Death 	<ul style="list-style-type: none"> ◆ Watery eyes ◆ Runny nose ◆ Yawning ◆ Appetite loss ◆ Irritability ◆ Tremors ◆ Panic ◆ Cramps ◆ Nausea 	<ul style="list-style-type: none"> ◆ Increased alertness ◆ Excitation ◆ Euphoria ◆ Increased pulse rate and/or blood pressure ◆ Insomnia ◆ Paranoia ◆ Loss of appetite 	<ul style="list-style-type: none"> ◆ Agitation ◆ Increase in body temp ◆ Hallucinations ◆ Convulsions ◆ Permanent brain damage ◆ Death 	<ul style="list-style-type: none"> ◆ Apathy ◆ Long periods of sleep ◆ Irritability ◆ Depression ◆ Disorientation
<u>Alcohol:</u> Dependence risk = unknown to high			<u>Depressants:</u> Dependence risk = low to high		
			Includes: Barbiturates, tranquilizers, quaaludes, etc.		
<u>Use</u>	<u>Overdose</u>	<u>Withdrawal</u>	<u>Use</u>	<u>Overdose</u>	<u>Withdrawal</u>
<ul style="list-style-type: none"> ◆ Depression ◆ Loss of inhibition ◆ Constricted vision ◆ Loss of appetite ◆ Loss of equilibrium ◆ Social dysfunction 	<ul style="list-style-type: none"> ◆ Respiratory failure ◆ Permanent brain damage ◆ Cardiovascular damage ◆ Coma ◆ Death 	<ul style="list-style-type: none"> ◆ Severe anxiety ◆ Tremors ◆ Hallucinations ◆ Convulsions ◆ Death 	<ul style="list-style-type: none"> ◆ Slurred speech ◆ Disorientation ◆ Drunken behavior without alcohol odor ◆ Dilated pupils 	<ul style="list-style-type: none"> ◆ Shallow respiration ◆ Clammy skin ◆ Tremors ◆ Weak and rapid pulse ◆ Coma ◆ Death 	<ul style="list-style-type: none"> ◆ Anxiety ◆ Insomnia ◆ Delirium ◆ Convulsions ◆ Death
<u>Hallucinogens:</u> Dependence risk = unknown to high			<u>Cannabis:</u> Dependence risk = unknown to moderate		
Includes: LSD/acid, mescaline, peyote, PCP, mushrooms, etc.			Includes: Marijuana, hash, hash oil, etc.		
<u>Use</u>	<u>Overdose</u>	<u>Withdrawal</u>	<u>Use</u>	<u>Overdose</u>	<u>Withdrawal</u>
<ul style="list-style-type: none"> ◆ Illusions ◆ Hallucinations ◆ Poor perception of time and distance 	<ul style="list-style-type: none"> ◆ Longer, more intense trips ◆ Psychosis ◆ Death 	<ul style="list-style-type: none"> ◆ Withdrawal syndrome not reported 	<ul style="list-style-type: none"> ◆ Euphoria ◆ Relaxed inhibitions ◆ Increased appetite ◆ Disoriented behavior 	<ul style="list-style-type: none"> ◆ Fatigue ◆ Paranoia ◆ Psychosis 	<ul style="list-style-type: none"> ◆ Insomnia ◆ Hypersensitivity ◆ Decreased appetite occasionally reported

NOTE: Most substances listed above have a synergistic effect in combination with others. Such effects can vary from a mild increase in drug effect, to making a usually mild dose of the drug lethal.

4. Tobacco Use Policy:

- A. The use of tobacco products by any member of the College community, including guests in any building owned, operated, or controlled by the College is prohibited, and all such buildings are to be designated tobacco free;
- B. The use of tobacco products is prohibited within 25 feet of any building owned, operated, or controlled by the College, to include entrances, windows, and ventilation intake systems. Use of tobacco products is permitted only in outside areas completely open to the air. If wayward tobacco smoke intrudes on an interior workspace, smokers located at any distance from a building will be asked to relocate to another area;
- C. The use of tobacco products is prohibited within 50 feet of the designated Main Entrances of any College building. Said entrance will be clearly marked for smoke sensitive individuals;
- D. For safety and health reasons, tobacco users are required to properly dispose of tobacco waste and debris;
- E. The Maintenance Department is responsible for posting and maintaining appropriate interior and exterior signage, e.g., “Use of All Tobacco Products Prohibited”;
- F. Questions about this policy and/or resources and referral services for cessation of tobacco usage may be submitted to the Dean of Student Affairs or Human Resources;
- G. Individuals exposed to second-hand smoke may file complaints with the Dean of Student Affairs; and
- H. Non-compliance with this policy will be handled in accordance with the provisions set forth in the North Country Community College Code of Conduct – Individual Rights and Responsibilities.

North Country Community College

Drug and Alcohol Abuse Prevention Plan

The College is committed to helping its students and employees achieve their personal and educational goals. Having determined that illicit drugs and alcohol are not compatible with the College's commitment and not necessary to the achievement of these goals, the College requires students, employees, and visitors to refrain from unlawful drug activity and the unauthorized use of alcohol on our campuses and at College sponsored events.

GOALS

North Country Community College has an ethical as well as a legal obligation to address the issue of illicit drug or alcohol consumption by employees, students and student employees on its campuses, at College sponsored events or on property controlled by the College. To this end, NCCC will:

- Publicize and implement a drug and alcohol abuse awareness and prevention program for all students, employees and student employees.
- Publicize and consistently enforces rules that clearly prohibit the unlawful possession, use or distribution of alcohol or illegal substances by students, employees or illegal substances by students, employees or student employees on its property or at its activities.
- Publicize and employ a process of reporting illicit and unauthorized possession, use, manufacture or distribution of illegal substances and alcohol.
- Distribute annually the applicable legal sanctions under Local, State and Federal law for unlawful possession, use manufacture or distribution of illegal substances and alcohol.
- Distribute annually a description of the health risks associated with the use of illicit drugs and abuse of alcohol
- Distribute annually a list of regional treatment, rehabilitation or re-entry programs available to students, employees and student employees.
- Distribute annually a clear statement that NCCC will impose disciplinary sanctions on students, employees and student employees consistent with the NCCC Code of Conduct—Statement of Individual Rights and Responsibilities as well as Local, State and Federal laws.
- Enforce the NCCC policy prohibiting the advertisement of alcoholic beverages.
- Comply with all provisions of the Drug-Free Schools and Communities Act or 1989.
- Comply with all provisions of the Drug Free Workplace Act of 1988.
- Conduct a biannual review of its Drug and Alcohol Abuse Prevention Plan to determine its effectiveness and to implement appropriate changes to the program.

Alcohol Regulations

1. Refrain from the use, possession or distribution of alcoholic beverages on College owned or controlled property or while attending sanctioned off-campus College events. The College permits the consumption of alcoholic beverages at social functions only when the President in advance of the event has granted permission in writing. In the event the President grants permission, only those individuals authorized by the President shall be permitted to bring alcoholic beverages onto a campus/site for College functions. Consumption of alcoholic beverages shall be permitted only within the approved area designated for said event. No person under the age of 21 years shall consume any alcoholic beverage at any College sanctioned event.
2. Students and employees found in violation of Local, State, or Federal laws regarding alcohol use will be reported to the appropriate law enforcement agency. Note: the age limit in New York State for purchase, possession, or consumption of alcohol is 21. Local laws include open container laws that make possession of an open container of beverage alcohol unlawful.

3. Students violating this policy will be referred to Director of Campus and Student Life or the College President. Disciplinary sanctions can include suspension, dismissal from the College or participation in a rehabilitation program. Employees and student employees violating this policy will be referred to the appropriate Office of Campus and Student Life or the appropriate Vice President.
4. Disciplinary action for employees and student employees can include suspension without pay, termination of employment or participation in a rehabilitation program. Compliance with this provision is a condition of employment.

Drugs and Controlled Substances Regulations

1. Students and employees found in violation of Local, State and Federal laws regarding drugs and controlled substance use will be reported to the appropriate law enforcement agency.
2. Students possessing, using, manufacturing or distributing illicit drugs on campus or at a College sponsored event will be referred to the Director of Campus and Student Life or the College President. Disciplinary sanctions can include suspension, participation in a rehabilitation program or dismissal from the College. Employees and student employees possessing, using, manufacturing or distributing illicit drugs on campus or at a College sponsored event will be reported to the appropriate Vice President. Violation of the policy can result in disciplinary action that may include suspension without pay, termination of employment, or participation in a rehabilitation program. Compliance with this provision is a condition of employment. These internal disciplinary procedures are not intended to replace those of local law enforcement agencies. Employees convicted of a drug offense that occurred on campus or at a College sponsored event are required by law to so notify the College within five days of conviction.

College Obligation for Notification: The College is obligated to notify the appropriate Federal-contracting agency, if applicable, within ten (10) days of receipt of notice of an employee conviction as described above.

Policy on Maintaining a Drug-Free Workplace

North Country Community College is committed to the development and maintenance of a drug-free environment. In accordance with the Drug-Free Workplace Act of 1988, NCCC will not tolerate the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance on its premises.

Premises includes College-provided offices, work locations and/or classrooms, lockers, lounges, eating areas, gymnasiums, parking lots, off-campus sites used to conduct student activities, properties controlled by the college and any vehicle engaged in College operations.

Prohibited items and substances include illegal drugs and other mind-controlling substances, inhalants, prescription drugs (excepting those prescribed by a doctor for the person possessing same in their original container), and equipment related to illegal drug substance use or manufacture.

Violation Reporting Procedures

Each College employee (including student employees) as well as those newly hired at the time of their orientation will be notified of the NCCC Drug and Alcohol Abuse Prevention Plan with emphasis on the obligation for compliance as a condition of employment.

Any College employee convicted of a criminal drug statute violation which has occurred on its campuses, at College sponsored events or on property controlled by the College shall provide his or her appropriate Vice President or President notification, preferably written, of such conviction, including any resultant conditions, within (5) days of conviction. Student employees shall notify the Director of Campus and Student Life.

Upon receiving notification, a Vice President shall immediately provide, in writing, notice to the College President to permit proper notice to be sent to Federal contracting agencies where applicable.

The College will offer ongoing drug education awareness programs for the College community as well as provide drug informational materials. Faculty, staff and students are expected to avail themselves of these programs and materials. **(Adopted by the Board of Trustees 12-21-89, Resolution 1989-90-1205)**

Disciplinary Sanctions: Student & Employee

Please note that students, employees and student employees who are found in violation of the law will be reported to the appropriate law enforcement officials as well as being subject to the College disciplinary action.

Student, Employee and Student Employee Discipline

All members of the College community should read the full text of the NCCC Code of Conduct—Individual Rights and Responsibilities as approved by the NCCC Board of Trustees for detailed information including time guidelines. What follows is a summary of disciplinary action if a student violates NCCC's policy on drug and alcohol use and abuse.

1. All charges must be detailed and submitted in writing to the Office of Campus and Student Life by the individual(s) initiating such charges.
2. The individual believed to be in violation of the NCCC Drug and Alcohol Abuse Prevention Plan will be notified by registered letter of the charges, when they should appear for a consultation meeting, and their right to a hearing.
3. Student employee will be advised of his/her rights in the proceedings and any possible consequences stemming from the allegations. Students will have all charges reviewed.
4. Sanctions imposed, if any, will be in accordance with the provisions of the NCCC Code of Conduct-Statement of Individual Rights and Responsibilities.

Legal Sanctions

There are Local, State and Federal laws prohibiting the unlawful possession or distribution of illicit drugs and alcohol. New York law offers penalties ranging from 15 days to life in prison and up to \$3 million in fines. Penalties are based upon the amount of substance involved, the nature of the offense, and the number of prior offenses.

Each of our campus communities has an "open container" law. Local ordinance #3-1 in Saranac Lake prohibits possession of any alcoholic beverage in an unsealed container on public streets or park property within the village.

New York also prohibits storage, manufacturing, or counterfeiting of drugs; using children for drug distribution or manufacturing; distributing to children or prisoners; and distribution "within 1,000 feet of a private or public school." There are also penalties for use or purchase of alcohol by a minor on any premises owned by an adult; injury or death by providing alcohol to minors or adults; falsification of proof of age to obtain alcohol; sale of alcohol within 1,000 feet of a church and operating a motor vehicle while under the influence of any intoxicant or drug. Altering a driver's license will result in revocation of driving privilege by the Commissioner of Motor Vehicles.

Federal laws include similar provisions with penalties ranging to life in prison with fines reaching \$8 million for individuals. Personal property may be confiscated; federal benefits (such as "student loans, grants, contracts, and professional and commercial licenses") may be affected; and the right to receive or purchase firearms may be lost.

Resources: College and Community

North Country Community College has a goal of educating its students to be productive in their personal lives and career choices. The College also seeks to foster this same goal for its employees. Since drug and alcohol abuse is nationally recognized as the major cause of diminished productivity, NCCC is committed to assisting students and employees in obtaining education and, when necessary, treatment in this area. To this end the following are offered:

Prevention and Education

Throughout the academic year the College, the Office of Campus and Student Life, offers programs for the general campus community regarding issues associated with drug and alcohol use. Brochures and pamphlets addressing psychological and health issues connected with specific drugs are located in several areas on each campus. Referral services with local counseling and health agencies are available to address prevention, assessment, intervention, and treatment.

In the event a student is referred to a local counseling or health agency, the student assumes responsibility for the cost of any medical or psychological services provided by private physicians, psychologists or medical/psychiatric facilities. It is the responsibility of the student to ascertain coverage as it pertains to health insurance.

Employees seeking counseling for drug and alcohol issues will need to contact service providers in the community. The Human Resources office can provide a list of social services providers and 12-step support groups such as AA, Al-Anon, and Adult Children of Alcoholics. The employee health insurance may cover part or all treatment for the patient and the patient’s family. In cases where the employee’s health insurance does not pay the full amount of services, the employee will assume responsibility for all remaining costs.

Students or employees needing more specific information on insurance coverage should contact the Business Office located in Hodson Hall on the Saranac Lake Campus.

Curriculum

Drug and alcohol information is incorporated into a wide variety of courses at NCCC.

REGIONAL REFERRAL AGENCIES

Essex County

Essex County DWI.....	518-873-3630
Substance Abuse Prevention Team.....	518-585-7424
North Country Council on Alcoholism.....	518-873-3261
St. Joseph’s Outpatient Clinic Ticonderoga.....	518-585-7934

Franklin County

St. Joseph’s Rehabilitation Center.....	518-891-3950
St. Joseph’s Outpatient Clinic Saranac Lake.....	518-891-5353
Malone.....	518-483-6566
Tupper Lake.....	518-359-9627
North Star/Citizens Advocates Malone.....	518-483-8980
Saranac Lake.....	518-891-2467
Franklin County Stop DWI.....	518-483-6767
St Regis Mohawk Health Services- Alcohol/Chemical Dependency Program.....	518-358-3141

Note: Most substances listed below have synergistic effect in combination with others. Such effects can vary from a mild increase in drug effect, to making a usually mild dose of drug lethal.

Narcotics (includes: opium, morphine, codeine, OxyCotin, heroin, Dilaudid, Demerol, methadone, Percodan, Darvon, etc.)

Dependency Risk: High

Effects of use: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, depressed peristalsis, and constipation

Overdose: Slow and shallow breathing, convulsions, coma and death

Withdrawal: Watery eyes, runny nose, yawning, appetite loss, irritability, tremors, panic, cramps, nausea, chills and sweating

Stimulants (includes: cocaine, crack, amphetamines, ice, Ritalin, etc.)

Dependency Risk: High

Effects of use: Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, paranoia, and loss of appetite

Overdose: Agitation, increase in body temperature, hallucinations, convulsions, permanent brain damage, and death

Withdrawal: Apathy, long periods of sleep, depression, and disorientation

Alcohol

Dependency Risk: Unknown to high

Effects of use: Depression, loss of inhibition, constricted vision, loss of appetite, social dysfunction

Overdose: Respiratory failure, permanent brain damage, cardiovascular damage, coma, death

Withdrawal: Severe anxiety, tremors, hallucinations, convulsions, and death

Hallucinogens (includes: LSD/acid, mescaline, peyote, PCP, mushrooms, etc.)

Dependency Risk: Unknown to high

Effects of use: Illusions, Hallucinations, poor perception of time and distance.

Overdose: Longer, more intense trips, psychosis, and death

Withdrawal: Withdrawal syndrome

Depressants (includes: Barbiturates, tranquilizers, Quaaludes, Alcohol, etc.)

Dependency Risk: Low to high

Effects of use: slurred speech, disorientation, and drunken behavior without alcohol odor

Overdose: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and death

Withdrawal: Anxiety, insomnia, tremors, delirium, and death

Cannabis (includes: marijuana, hash, hash oil, etc.)

Dependency Risk: Unknown to moderate

Effects of use: Euphoria, relaxed inhibitions, increased appetite, disoriented behavior

Overdose: Anxiety, insomnia, tremors, delirium, and death

Withdrawal: Anxiety, insomnia, tremors, delirium, and death

Club Drugs [includes: special K, vitamin K, jet (Ketamine); G, liquid ecstasy, soap(GHB); ecstasy (MDMA) and roofies (Rohypnol), etc.]

Dependency Risk: Unknown to high

Effects of use: the effects of Club drugs vary but include: distorted perception, detachment from reality, sedation, date rape

Overdose: elevated temperature, organ failure, delirium, amnesia, high blood pressure, impaired motor function, fatal respiratory complications, coma, abnormal heart rhythms and death

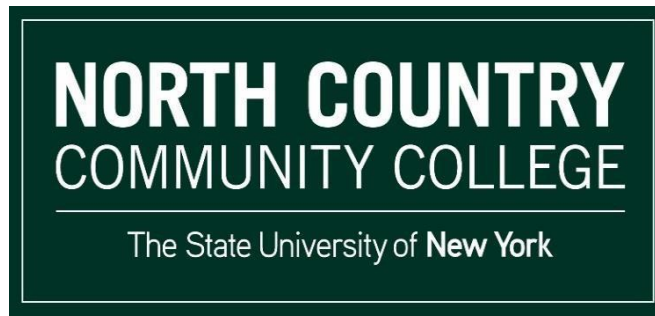
Withdrawal: insomnia, sweating, severe anxiety, hallucinations, convulsions, and death

North Country Community College

Contact Information

Students: The Office of Campus and Student Life—518-891-2915 ext. 1205

Employees: Human Resources—518-891-2915 ext. 1209



POLICY: Drug and Alcohol Use and Abuse

ADOPTED: February 21, 1991

I. POLICY STATEMENT

North Country Community College, sponsored by Essex County and Franklin County, is part of the State University of New York (SUNY) system. The establishment of personnel policies is the responsibility of the North Country Community College Board of Trustees, while the development, modification and implementation of those policies is the responsibility of the College administration. We maintain and affirm that the most equitable and fair policies are those that involve shared governance and shared decision-making, and we are committed to engaging the College community in the development/modification of policy, wherever possible. This policy follows that process.

II. SCOPE

The policy applies to all full-time and part-time employees of the College, the Board of Trustees and those affiliated groups which support the College including the members and employees of the North Country Community College Association and the North Country Community Foundation.

III. POLICY

The college is committed to helping its students and its employees achieve their personal and educational goals. Having determined that illicit drugs and alcohol are not compatible with the College's commitment and not necessary for the achievement of these goals, the College requires students, employees, and visitors to refrain from unlawful drug activity and the use of alcohol on our campuses and at College sponsored events.

Violators of this policy will be reported to the appropriate law enforcement agency and may also be disciplined by the College. Disciplinary sanctions imposed by the College may include expulsion or termination of employment.

Alcohol:

1. Beverage alcohol will be permitted on campus only with written approval of the President or his/her designee.
2. Students and employees found in violation of the State or Local Laws regarding alcohol use will be reported to the appropriate law enforcement agency. Note: the age limit in New York State for purchase, possessions, or consumption of alcohol is 21. Local laws include Open Container laws that make possession of any open container of beverage alcohol unlawful.
3. Students violating this policy will be referred to the College Review Board. Disciplinary sanctions can include suspension or dismissal from the College.
4. Disciplinary action for employees violating this policy can include suspension without pay or termination.

Drug Possession:

1. Students possessing, using, manufacturing or distributing illicit drugs on campus or at a College-sponsored event will be referred to the College Review Board. Disciplinary sanctions can include suspension or dismissal from the College. These internal disciplinary procedures are not intended to replace those of the local law enforcement agencies. Unlawful behavior will be reported to the appropriate agency for their action.
2. Employees possessing, using, manufacturing or distributing drugs on campus or at a College-sponsored event will be reported to the appropriate area dean, branch campus director, or the president. Violation of the policy can result in disciplinary action that may include suspension without pay and dismissal. These internal disciplinary procedures are not intended to replace those of the local law enforcement agencies. Employees convicted of a drug offense that occurred on campus or at a College sponsored event are required by law to so notify the College.

IV. PREVENTION

A written statement will be distributed at least annually to all students attending at least on credit course and all employees. That statement will include:

1. The College's Policy on Drugs and Alcohol.
2. The sanctions that can be levied against violators under existing state or federal law.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A listing of resources available at the College or in the community to assist students and employees seeking treatment and rehabilitation.

The College will communicate its policy on drugs and alcohol to those seeking to use or visit College facilities. Signs, where appropriate, will inform even the casual visitor that North Country Community College is a Drug and Alcohol Free College.

ATHLETICS	Author	Length	Available in Spanish	Coming Soon
Athletic Liability	Donna Lopiano	45 mins		
Concussion Awareness: Athletics	Brent George	16 mins		
Steroid & PED Awareness in Athletics	Dr. Charles LeRoy	23 mins		
Title IX and Gender Equity in Athletics	Donna Lopiano	43 mins		

EMERGENCY MANAGEMENT	Author	Length	Available in Spanish	Coming Soon
Active Shooter (<i>Administrators</i>)	Dorn & Nguyen	46 mins		
Active Shooter (<i>Staff</i>)	Dorn & Nguyen	46 mins		
Active Shooter: <i>Run, Hide, Fight</i>	Braverman & Evans	13 mins		
Crisis Response and Recovery	Dorn & Shepherd	14 mins		
Terrorism: Awareness & Response (<i>Administrators</i>)	Multiple Contributors	32 mins		
Terrorism: Awareness & Response (<i>Staff</i>)	Multiple Contributors	31 mins		

EMPLOYMENT PRACTICES/SUPERVISORY	Author	Length	Available in Spanish	Coming Soon
Conducting Job Interviews	Catherine Mattice	24 mins		
Discrimination: <i>Avoiding Discriminatory Practices</i>	Catherine Mattice	29 mins	SP	
Managing Difficult Behaviors	Catherine Mattice	18 mins		
Performance Evaluations	Catherine Mattice	24 mins		
Performance Management	Laura Schulkind	29 mins		
Reasonable Suspicion for Drug & Alcohol Use	Patrick Hancock	27 mins		
Retaliation Liability	Catherine Mattice	27 mins		
Sensitivity Awareness	Catherine Mattice	32 mins		
Sexual Harassment: <i>Policy & Prevention</i>	Armstrong & Mattice	69 mins	SP	
Supervisor's Role in Safety	Staff	25 mins		
Supervisory Investigations: <i>An Overview</i>	Laura Schulkind	22 mins		
Supervisory Investigations: <i>Procedures</i>	Laura Schulkind	34 mins		
Termination: <i>Practice & Procedure</i>	Patrick Hughes	22 mins		
Wrongful Termination	Laura Schulkind	34 mins		

ENVIRONMENTAL	Author	Length	Available in Spanish	Coming Soon
Accident Investigation	Jeremy Norton	25 mins		
Aerial Lift Safety	Jeremy Norton	21 mins		
Asbestos Awareness	Joseph Guth	25 mins		
Back Injury & Lifting	Multiple Contributors	18 mins		
Back Injury & Lifting: <i>Custodial & Maintenance</i>	Multiple Contributors	14 mins	SP	
Chemical Spills Overview	Linda Stroud	22 mins		
Commercial Mower Safety	Staff	25 mins		

ENVIRONMENTAL, CONT.	Author	Length	Available in Spanish	Coming Soon
Compressed Gas Safety	Mike Peterman	13 mins		
Confined Spaces	Bryan Visscher	18 mins	SP	
Electrical Safety: <i>Complete</i>	Bryan Visscher	25 mins		
Electrical Safety: <i>Primer</i>	Bryan Visscher	17 mins		
Energy Conservation	Bryan Visscher	17 mins		
Eye & Face Protection	James Vaughan	12 mins	SP	
Facility Emergencies	Bryan Visscher	21 mins		
Fall Protection	Bryan Visscher	24 mins		
Fire and Explosion Hazards	John Snider	25 mins		
Fire Extinguisher Safety	Mike Peterman	12 mins		
Forklift Safety	Jeremy Norton	17 mins		
Hand & Power Tool Safety	Jeremy Norton	23 mins	SP	
Hazard Communications: <i>Right to Understand</i>	Linda Stroud	26 mins	SP	
Hearing Loss Prevention	Vaughan & Sommer	13 mins		
Heat Illness Prevention	Staff	15 mins		
Indoor Air Quality Awareness	Rich Prill	22 mins		
Integrated Pest Management	Janet Hurley	24 mins		
Ladder Safety	Vaughan & Sommer	21 mins	SP	
Lead Safety Awareness	Bryan Visscher	14 mins		
Lockout/Tagout: Energy Release	Vaughan & Sommer	13 mins		
Material Safety Data Sheets (MSDS)	Vaughan & Sommer	15 mins		
Mercury Spills	Kurt Poulsen	14 mins		
Office Ergonomics	James Vaughan	13 mins		
Personal Protective Equipment (PPE)	Lisa Yu	15 mins		
Respirable Crystalline Silica Awareness	Bryan Visscher	16 mins		
Respiratory Protection	Jeremy Norton	17 mins		
Safety Committee Operations	Jeremy Norton	16 mins		
Safety Data Sheets (SDS)	Linda Stroud	19 mins	SP	
Scaffolding Safety	Jeremy Norton	22 mins		
Science Lab Safety	Kurt Poulsen	25 mins		
Science Laboratory Chemical Spills	Linda Stroud	28 mins		
Scissor Lift Safety	Jeremy Norton	21 mins		
Slips, Trips & Falls	Multiple Contributors	24 mins	SP	
Stormwater Management	Samantha Brown	24 mins		
Trenching & Excavation Safety	Jeremy Norton	19 mins		
Utility Cart Safety	Staff	17 mins		

ENVIRONMENTAL, CONT.	Author	Length	Available in Spanish	Coming Soon
Water Damage Prevention	Bryan Visscher	28 mins		
Welding, Cutting & Brazing Safety Awareness	Jeremy Norton	22 mins		
Workplace Injury Prevention	Multiple Contributors	20 mins		
HEALTH	Author	Length	Available in Spanish	Coming Soon
AED (Automated External Defibrillators)	Lucinda Mejdell-Awbry	19 mins		
Bloodborne Pathogens Exposure Prevention: <i>Complete</i>	Vaughan & Sommer	18 mins		
Bloodborne Pathogens Exposure Prevention: <i>Refresher</i>	Vaughan & Sommer	13 mins		
Cardiopulmonary Resuscitation (CPR)	Tibbitts & Eastman	13 mins		
Common Illness Prevention	Lucinda Mejdell-Awbry	13 mins		
Coronavirus Awareness	Staff	8 mins		
Coronavirus: <i>CDC Guidelines for Making & Using Cloth Face Coverings</i>	Staff	9 mins		
Coronavirus: <i>Cleaning and Disinfecting Your Workplace</i>	Staff	10 mins		
Coronavirus: <i>Managing Stress and Anxiety</i>	Staff	10 mins		
Coronavirus: <i>Preparing Your Household</i>	Staff	9 mins		
Coronavirus: <i>Reopening Your Organization</i>	Staff	8 mins		
Coronavirus: <i>Transitioning to a Remote Workforce</i>	Staff	9 mins		
First Aid	Lucinda Mejdell-Awbry	31 mins		
Health Emergencies: <i>Asthma Awareness</i>	Carol Jones	13 mins		
Health Emergencies: <i>Diabetes Awareness</i>	Tibbitts & Eastman	10 mins		
Health Emergencies: <i>Hemophilia</i>	Tibbitts & Eastman	8 mins		
Health Emergencies: <i>Life-Threatening Allergies</i>	Carol Jones	9 mins		
Health Emergencies: <i>Overview</i>	Tibbitts & Eastman	21 mins		
Health Emergencies: <i>Seizures</i>	Janell Eastman	11 mins		
HIV/AIDS Awareness	Carol Jones	6 mins		
MRSA Awareness	Lucinda Mejdell-Awbry	12 mins		
Opioid Overdose Response	Lucinda Mejdell-Awbry	18 mins		
Pandemic Flu	Sonayia Shepherd	19 mins		
Severe Bleeding Response: <i>Wound Packing & Tourniquet Use</i>	Lucinda Mejdell-Awbry	12 mins		
Stress Management	Catherine Mattice	29 mins		
Student Mental Health	Dr. Bonnie Hedrick	11 mins		

HUMAN RESOURCES	Author	Length	Available in Spanish	Coming Soon
Americans with Disabilities Act Overview	William Goren	31 mins	SP	
Boundary Invasion	Patterson & Austin	23 mins	SP	
Camps on Campus: <i>Keeping Minors Safe</i>	Staff	12 mins		
Clery Act Overview	Alison Kiss	27 mins		
Conflict Management: <i>Staff-to-Staff</i>	Hazler & Carney	14 mins		
Customer Service: <i>Administration</i>	Staff	11 mins		
Customer Service: <i>Faculty</i>	Staff	9 mins		
Customer Service: <i>Support Staff</i>	Staff	9 mins	SP	
Discrimination Awareness in the Workplace	Catherine Mattice	14 mins	SP	
Diversity and Inclusion: <i>Faculty and Staff</i>	Michelle Issadore	11 mins		
Diversity Awareness: <i>Staff-to-Staff</i>	Catherine Mattice	23 mins		
Drug Free Workplace	Jeremy Norton	22 mins		
FACTA: Identity Theft & Consumer Protections	Staff	13 mins		
Family Medical Leave Act (FMLA)	Catherine Mattice	15 mins		
FERPA: <i>Confidentiality of Records</i>	Staff	15 mins	SP	
General Ethics in the Workplace	Catherine Mattice	16 mins		
HIPAA Overview	Jonathan Tomes	18 mins		
Sexual Harassment: <i>Staff-to-Staff: Complete</i>	Staff	29 mins		
Sexual Harassment: <i>Staff-to-Staff: Refresher</i>	Staff	15 mins		
Title IX and Sexual Harassment	Michelle Issadore	36 mins	SP	
Title IX and Sexual Violence Prevention*	Dr. Steve Pearlman	28 mins		
Title IX: Regulations and Roles Overview	AALRR	36 mins		
Title IX: Roles of Employees	Multiple Contributors	24 mins		
Title VI Overview	Staff	33 mins		
Workplace Bullying: <i>Awareness & Prevention</i>	Catherine Mattice	20 mins		
Workplace Violence: <i>Awareness & Prevention (Employee)</i>	Catherine Mattice	20 mins	SP	
Workplace Violence: <i>Awareness & Prevention (Supervisor)</i>	Catherine Mattice	28 mins	SP	

*Course can be added for an additional fee

INFORMATION TECHNOLOGY	Author	Length	Available in Spanish	Coming Soon
Browser Security Basics	Pete Just	15 mins		
Copyright Infringement	William Stepien	22 mins		
Cybersecurity	Pete Just	13 mins		
Email and Messaging Safety	Pete Just	12 mins		
Password Security Basics	Pete Just	7 mins		
Payment Card Industry Data Security Standard (PCI DSS) Overview	Pete Just	13 mins		
Protection Against Malware	Pete Just	15 mins		

NUTRITION SERVICES	Author	Length	Available in Spanish	Coming Soon
Food Safety & Kitchen Sanitation	Art Dunham	13 mins		
Food Service Equipment: <i>Safe Use</i>	Art Dunham	28 mins		
Food Service Equipment: <i>Sanitation</i>	Art Dunham	22 mins		
Foodborne Illnesses	Art Dunham	19 mins		
HACCP: <i>Hazard Analysis & Critical Control Points</i>	Art Dunham	23 mins		
Nutrition Basics	Art Dunham	21 mins		

SECURITY	Author	Length	Available in Spanish	Coming Soon
Arson Awareness & Prevention	John Snider	31 mins		
Campus Security Authorities: <i>Roles & Responsibilities</i>	Staff	13 mins		
Copper Theft Awareness	Staff	9 mins		
Safety Basics for Security Staff	Keenan & Associates	22 mins		
Visual Weapons Screening	Dorn & Shepherd	15 mins		

SOCIAL & BEHAVIORAL	Author	Length	Available in Spanish	Coming Soon
Child Abuse: <i>Mandatory Reporting</i>	Wendy Armstrong	24 mins		
Child Abuse: <i>Mandatory Reporting (Primer)</i>	Eve Pearl	19 mins		
Dating Violence: <i>Identification & Prevention</i>	Staff	20 mins		
Hazing	Dr. Bonnie Hedrick	17 mins		
Implicit Bias & Microaggression Awareness	Dr. Tammy Hodo	21 mins		
Making Campus Safe for LGBTQ+ Students	Multiple Contributors	22 mins		
Making Schools Safe & Inclusive for Transgender Students	Mattice & Meyer	19 mins		
Playground Supervision	Susan Hudson	16 mins	SP	
Prescription Drug Abuse: <i>Impact on Students</i>	PreventionFIRST!	36 mins		
Self-Injury & Cutting	Dr. Scott Poland	18 mins		
Sexual Violence Awareness (Campus SaVE Act)	Staff	39 mins	SP	
Student Drug & Alcohol Abuse	Mary Haag	23 mins		
Youth Suicide: <i>Awareness & Prevention</i>	Scott Poland	27 mins		

TRANSPORTATION	Author	Length	Available in Spanish	Coming Soon
15-Passenger Van Safety	Staff	19 mins		
Defensive Driving	Patrick Fitzpatrick	19 mins		
Distracted Driving	Staff	12 mins		
Road Rage	Patrick Fitzpatrick	7 mins		
Van Safety	Patrick Fitzpatrick	22 mins		
Winter Driving	Patrick Fitzpatrick	15 mins		

Revised 8/26/20