



BIENNIAL REVIEW 2022

Lake Region State College

Drug-Free Schools and Campuses Regulations [EDGAR Part 86]

Jessica Dimitch, Counseling & Disability Services Coordinator | Academic Affairs | December 2022

Alcohol and other Drug Prevention Certification Signed by Chief Executive Officer

**Lake Region State College
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification**

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes –

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student's program of study, of:

Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities

- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed
- Ensure that its disciplinary sanctions are consistently enforced.

Lake Region State College
Name of University

1801 College Drive N., Devils Lake
Address of University

Dr. Doug Darling
Typed Name of Chief Executive Officer

0254229
IRS Employer Identification Number


Doug Darling
Signature of the Chief Executive Officer

701-662-1506
Telephone Number

11/08/2022
Date

Doug.Darling@lrsc.edu
e-mail address

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INTRODUCTION/OVERVIEW

The 2022 Lake Region State College Biennial Review fulfills the requirement of the Drug-Free Schools and Campuses Regulation that calls for institutions of Higher Education to conduct a biennial review of their alcohol and other drug (AOD) programs and policies (EDGAR Part 86.100).

It is the goal of the Student and Academic Affairs Divisions (Appendix A) to produce a Biennial Review that would be used to document the progress made by Lake Region State College and also provide insight into how Lake Region State College AOD programs could be improved.

The 2022 Lake Region State College Biennial Review meets two objectives:

1. Outlines and determines the effectiveness of the AOD prevention programs at Lake Region State College
2. Demonstrates Lake Region State College consistent enforcement of disciplinary sanctions for violating standards of conduct.

This Biennial Review encompasses January 1, 2020 - December 31, 2022.

Philosophy

Lake Region State College recognizes that the use of alcohol and other drugs is a serious issue within our society. Lake Region State College believes the college has a role to play in helping students and employees to remain drug-free. Lake Region State College is committed to maintaining an academic and social environment conducive to academic and personal development of students, faculty and staff. Lake Region State College believes that it is in the best interest of the community and society for the college to take steps to promote, enhance and maintain a drug-free student body and employee system.

In accordance, Lake Region State College is committed to the following objectives:

1. To establish and enforce clear campus policies regarding use of alcohol and other drugs,
2. To educate members of the campus community for the purpose of preventing alcohol abuse and illegal drug use,
3. To create a campus environment that promotes the individual's responsibility to themselves and to the campus community, and
4. To provide resources through education and referral services for students, faculty, and staff who experience alcohol and other drug problems.

To help achieve these goals, Lake Region State College complies with the statutory requirements of the Drug Free Schools and Communities Act Amendments of 1988, Public Law 101-226 governing prevention programs and federal assistance to institutions of higher learning.

BIENNIAL REVIEW PROCESS

Biennial Review Preparer

Jessica Dimitch, Counselor and Disabilities Services Coordinator oversees and produces the Biennial Review out of the Academic Affairs Office. Information is produced from the following departments/individuals:

- Director of Housing, Scott Dunbar
- Director of Academic Affairs, Jade Erickstad
- Assistant Vice President of Student Affairs, Dan Driessen
- Vice President of Academic and Student Affairs, Lloyd Halvorson
- Director of NDUS Student Affairs, Katie Fitzsimmons

Location of Report

The Biennial Review is located in the President's Office, Paul Hoghaug Library, and online at www.lrsc.edu: Student Life: Counseling: Biennial Review. A hard copy will be made available upon request from the Office of Counseling & Disability Services in Academic Affairs as well as in the Human Resources Office.

Name:	Sandi Lillehaugen	Name:	Jessica Dimitch
Title:	Human Resources Director & Risk Manager	Title:	Counselor & Disability Services Coordinator
Department:	Administrative Affairs	Department:	Academic Affairs
Phone:	701-662-1543	Phone:	701-662-1546
Email:	Sandra.Lillehaugen@lrsc.edu	Email:	Jessica.I.Dimitch@lrsc.edu

ANNUAL POLICY NOTIFICATION PROCESS

Content of Alcohol/Drug Abuse and Prevention Statement

As outlined and required by the Department of Education, Lake Region State College's Alcohol/Drug Abuse Statement (Appendix A) can be found at <https://www.lrsc.edu/student-life/substance-use-education>.

Notification Process for Employees

LRSC sends an official campus email to employees mid-fall, mid-spring and mid-summer term sessions with LRSC's Alcohol/Drug Abuse Statement. During employee orientation, the Human Resources Manager has each new employee sign the DRUG-FREE workplace acknowledgement provided by the state of North Dakota for all state employees.

- Appendix B - official campus email
- Appendix C - Drug-Free workplace acknowledgement

Notification Process for Students

LRSC sends an official campus email to students mid-fall, mid-spring and mid-summer term sessions with LRSC's Alcohol/Drug Abuse Statement. Every new student then receives a handbook upon registration of classes at LRSC. Each student living in the residence hall receives a student handbook in his/her mailbox at the beginning of the school year. Policies are discussed in New Student Orientation with on and off campus new students. All incoming freshmen are required to take UNIV 101 as a course. LRSC goes over policies in one classroom session during UNIV 101.

- Appendix B - Official campus email
- Appendix D - UNIV 101 schedule
- Appendix E - Orientation schedule

ALCOHOL AND OTHER DRUG (AOD) DATA/NEEDS ASSESSMENT

LRSC, in conjunction with the North Dakota University System (NDUS), collects data for various initiatives on campus and within the community. This data is described in the Appendix F.

AOD POLICY, ENFORCEMENT, AND COMPLIANCE INVENTORY

A. Policies

1. Alcohol and Drug Abuse Prevention Statement - Appendix A
2. Drug and Alcohol Abuse Education - Alcohol and other drug policies are discussed in athletic orientation which occurs during new student orientation. LRSC makes a referral for each student found in violation of policy 1500.15 [Lake Region State College Policy and Procedure Manual](#) (Appendix G) to the Counseling Coordinator where alcohol and/or drug education takes place. Based on the student needs, counseling may or may not continue. In addition, all consequences defined in 800.30 [Lake Region State College Student Handbook](#) (Appendix H) will be looked upon in a case by case manner.
3. Dry Campus Policy: Alcohol is banned or restricted on campus.
 - a. [State Board of Higher Education Policy 918](#) (Appendix I)
4. Student Code of Conduct
 - a. 800.30 [Lake Region State College Student Handbook](#) (Appendix H)
 - b. 1500.15 [Lake Region State College Policy and Procedure Manual](#) (Appendix G)
5. Alcoholic Beverages - Payment from College/University Accounts
 - a. This is prohibited based on [State Board of Higher Education Policy 918](#) (Appendix I)
6. Alcoholic Beverages - Sale, Serving and Consumption
 - a. This is prohibited based on [State Board of Higher Education Policy 918](#) (Appendix I)
7. Tailgating does not occur on LRSC Campus or at athletic events.
8. Alcoholic Beverages in or consumed in campus housing is prohibited based on the following policies
 - a. [State Board of Higher Education Policy 918](#) (Appendix I)
 - b. 800.30 [Lake Region State College Student Handbook](#) (Appendix H)
 - c. 1500.15 [Lake Region State College Policy and Procedure Manual](#) (Appendix G)
9. Substance Abuse on campus housing is prohibited based on
 - a. 800.30 [Lake Region State College Student Handbook](#) (Appendix H)
 - b. 1500.15 [Lake Region State College Policy and Procedure Manual](#) (Appendix G)
10. LRSC does not have sororities or fraternities associated with the campus in any way.
11. LRSC is a smoke free/tobacco free campus according to section 400.25 of the [Lake Region State College Policy and Procedure Manual](#) (Appendix J)
12. Medical Amnesty Laws: LRSC respects and abides by the medical amnesty laws for drug and alcohol related emergencies under North Dakota Century Codes [5-01-08](#) (Appendix K) and [19-03.1](#) (Appendix L) in 1500.15 [Lake Region State College Policy and Procedure Manual](#) (Appendix G)
13. In accordance with the NJCAA [Code of Conduct NJCAA Athletics](#) (Appendix M), NJCAA athletics prohibits the use of tobacco, alcohol and other drugs. These can be reported to the Executive Director of the NJCAA or his/her designee. LRSC adheres to LRSC Athletic Handbook (Appendix N) for situations involving use of alcohol and other drugs.

14. LRSC does not currently have an Athletic Department Alcohol and Other Drug Testing Policy.
15. Employee assistance program referrals are completed through supervisors, human resources and at times through the [Lake Region State College Policy and Procedure Manual](#) Cares Team policy 800.29 (Cares Team). (Appendix O)
16. Financial Aid follows the federal policy for drug convictions found on page 21 of Volume 1 of [Federal Student Aid Student Eligibility](#) .
17. Sexual Assault and other Violence is within policy 1500.09 .03 g. [Lake Region State College Policy and Procedure Manual](#). (Appendix P) Incapacitation is a state where a person cannot make rational, reasonable decisions because they lack the capacity to give consent, due to the use of drugs or alcohol, unconsciousness or because of an intellectual or other disability. Furthermore, in section 1500.09 amnesty for alcohol, drug and other code of conduct violations exist if students who experience sexual misconduct, report an incident of sexual misconduct or assist a victim while under the influence of alcohol or other drugs.
18. Alcohol/Drug use in the classroom policy is addressed in [Lake Region State College Policy and Procedure Manual](#) 1500.15 (Appendix G) and in [State Board of Higher Education Policy 918](#) (Appendix I) stating the consumption, use, possession, distribution, or sale of alcoholic beverages or illicit drugs while on property under control of LRSC or at an LRSC sponsored activity is prohibited.
19. If alcohol poisoning is suspected, employees and students would call 9-1-1 to assist the individual. By training on medical amnesty during orientation and RA training, students and employees know how to respond during an emergency. In addition, it is featured in the annual notification each semester.

B. Oversight of Policy

1. Administration of Policy
 - a. Administration of the policies contained in this report is overseen by the Director of Student Affairs and Vice President of Academic and Student Affairs. Under their guidance, policies related to alcohol and drug use are reviewed and implemented to ensure consistence in application.
2. Discipline/Sanctioning/Adjudication of Policy
 - a. The adjudication and disciplinary procedures for policy violations are included in the applicable policies.

C. Enforcement

1. On-Campus Authorities include all employees of LRSC as reporting personnel if anyone is found to violate campus policies. The enforcement of policies is dependent on the following individuals and these policies would be specific to alcohol and other drugs:
 - a. Dan Driessen, Assistant Vice President of Student Affairs enforces student misconduct sanctions.
 - b. Scott Dunbar, Director of Residence Life enforces student misconduct sanctions that happen in the residence halls.

- c. Sandi Lillehaugen, Human Resources Director enforces employee misconduct sanctions in conjunction with employee supervisor.
 - d. Jared Marshall, Director of Athletics enforces student athlete misconduct sanctions.
 - e. LRSC Police Department exists under authority granted by N.D.C.C. 15-10-17.1 and the [State Board of Higher Education Policy 916](#) (Appendix Q). LRSC police respond only to a “crime in progress that threatens the safety and/or security of campus-based persons or property”. For reports of criminal activity, one should report to the applicable supervisor. LRSC’s policy 1500.18 in the [Lake Region State College Policy and Procedure Manual](#) (Appendix R).
2. Off-Campus Authorities include:
 - a. Devils Lake Police Department will investigate any reports of criminal activity reported by Lake Region State College. All suspected drug activity is turned over to the Devils Lake Police department at the time of the occurrence.

D. Record of Violations

1. The number of violations observed/reported for each judicial/discipline related policy are located on Page 22 of the [LRSC Campus Security Report](#) (Appendix S).
2. The type and number of sanctions are on page 22 of the [LRSC Campus Security Report](#) (Appendix S).
 - a. Any arrests made on campus constituted 20 hours of community service and a counseling referral to be completed for drugs or alcohol along with municipal court sanctions. If the student was found to have drugs in campus residence halls, the student was evicted from the residence halls.
 - b. If the student was found to have alcohol or drugs on campus and an arrest was not made, the student had 20 hours of community service and a counseling referral to be completed for drugs or alcohol. If the student was found to have drugs in campus residence halls, the student was evicted from the residence halls.
 - c. If an employee was found to have alcohol or drugs on campus, human resources works with each employee individually and can follow through with any disciplinary proceedings imposed by section 1500.05 of the [Lake Region State College Policy and Procedure Manual](#) (Appendix T).
3. Number of requests for permission/authorization to have alcohol at a campus sponsored event.
 - a. Since 2020, we have 6 requests for alcohol to be at a LRSC event, all of which were on the LRSC campus. All events were/are to bring either professionals to campus to show what we offer for people in the fields or fundraising events for campus scholarships.

AOD COMPREHENSIVE PROGRAM/INTERVENTION INVENTORY AND RELATED PROCESS AND OUTCOMES/DATA

A. Community Activities / Initiatives

1. SAC - Substance Abuse Councils Ramsey County
 - a. <https://www.facebook.com/Substance-Awareness-Councils-Benson-Eddy-Pierce-Ramsey-Counties-341572686030953/>
 - b. SAC assisted in the purchase of bathroom stall hangers to provide information to students throughout the community. LRSC does a “Privy Chat” that offers events on campus, insight into mental health and counseling available free and confidential to LRSC students. In addition, SAC works with K-12 counselors on programming with the younger ages.
2. Lake Region Suicide Prevention Coalition
 - a. <https://www.facebook.com/lakeregionspc/>
 - b. The Lake Region Suicide Prevention Coalition (LRSPC) exists to increase awareness, support the inherent value of life, and promote positive alternatives to suicide. Those who struggle with substance abuse have a higher likelihood of suicide. By attending programming and events, the Lake Region Suicide Prevention Coalition brings awareness to all avenues of mental health.
 - c. The Out of Darkness Suicide Prevention Walk, September 18, 2021 and September 17, 2022 included more than 200 people. These events bring awareness to all mental health. LRSC is a host site for the First Lady of ND initiative Recovery Reinvented to bring awareness to substance abuse. We have hosted the summits with a variety of professionals in attendance.

B. College/University Activities/ Initiatives

1. Presentation at New Student Orientation - All first-time college students must attend a new student orientation. Students receive a copy of the Student Handbook, either hard copy or electronically, specifically highlighting the alcohol and drug policy. Within evaluation using the NDCORE survey, 91.7 percent of students reported being familiar with campus policies regarding alcohol and drugs. (Appendix U)
2. Educational Campus Program each semester
 - a. 2021 April - Dr. Erin Klingenberg, Mental Health First Aid
 - b. 2021 October - Talk Saves Lives, American Foundation of Suicide Prevention
 - c. 2021 November - Kevin Hines, Creating a Culture of Hope & Healing
3. UNIV 101 - E-Chug Survey completed to bring awareness to alcohol and how it affects you as an individual.

C. Programs for Special Populations

1. NJCAA student athletes

- a. Athletic orientation - Athletic Director and Coaches go over student athlete handbook with student athletes. It is discussed very specifically alcohol and other drugs. Additionally, go over the NJCAA policy on alcohol and other drugs. They discuss the effects of drugs and alcohol on athletic performance. The Counselor is also the Disability Services Coordinator, Jessica Dimitch, and she is educating the student athletes at this orientation.
 - b. All student athletes are required to attend each alcohol and other drug speaker on campus.
2. First Generation, Low-Income, Disabled Students
- a. TRiO Student Support Services is available for students who fall into this category. These students are eligible for a professional academic advisor, tutoring, technology, and so much more throughout their duration at LRSC. These professionals are mental health first aid certified and offer a holistic approach to student advising.

D. Individual-Based Programs/Interventions

- 1. Motivational Interviewing
- 2. Electronic Check-Up to Go (E-CHUG)
- 3. Individual Assessment Programs through counseling
- 4. Individual based counseling and intervention programs
- 5. Employee Assistance Program - referrals
- 6. Referral programs to off-campus treatment providers for students
- 7. Individual interventions for staff and faculty
- 8. Educational programs usually reserved for policy violators that individuals can voluntarily participate in for 1.5 - 2 hours for each sanction.

E. Group-Based Programs/Interventions

- 1. CHOICES Program - delivered through counseling center
- 2. Peer Education/Theater Programs - Student Educational Programming
- 3. Alcohol and other Drug Programs - delivered during orientation programming
- 4. Social Marketing Campaigns - Sober in October
- 5. Curriculum Infusion Programs - UNIV 101
- 6. Life Skills Program - Adult Learning Center brings to classrooms and as educational programming to campus.

F. Environmental/Socio-Ecological-Based Programs

- 1. Alcohol and other Drug Task Force, Campus/Community Coalition
 - a. NDHECSAP and SAC - both provide resources to LRSC for prevention, harm reduction and education regarding alcohol and other drugs.
- 2. Alcohol Free Options: Offer and promote social, recreational, extracurricular, and public service options that do not include alcohol.
 - a. As a campus, LRSC purposefully plans activities on a regular basis to provide an alcohol-free environment that encourages socialization and recreation. "Student Senate consistently plans late night, free events that are open to all students. These events are held Monday through Thursday evening with special events for the weekends, Events include:

- i. Dodgeball, hypnotists, dances, movie nights, ice skating, art programs, and karaoke nights. Late night programming occurs from a start time of 8pm or 9pm and lasts approximately 2 hours. LRSC continues with late night activities to give students an alternative to alcohol and/or drugs. These programs bring 50-100 students in on a regular basis.
 - ii. Other programs, such as study nights, life essentials bingo, and different programming ideas created by Resident Assistants and Student Senate, occur at 9pm and occur on a weekly basis. These programs bring 40-50 students in on a regular basis.
 - 3. Social Norms Campaign
 - a. Sober in October has been the only social norms campaign regarding alcohol and other drugs.
 - 4. Alcohol-free Residence Facilities/Wellness Programming Facilities
 - a. [State Board of Higher Education Policy 918](#) (Appendix I)
 - 5. Alcohol minimization at campus/community celebratory events
 - a. Alcohol Marketing and Promotion: Restrict marketing and promotion of alcoholic beverages both on and off campus.
 - i. No alcohol advertising is allowed on campus.
 - ii. The LRSC Bookstore works with the Student Services Office to make sure they are offering items that do not encourage alcohol use.
 - b. City of Devils Lake City Ordinance (Appendix V)
 - i. The consumption in alcohol in public areas is prohibited in the City of Devils Lake, unless special permission is granted by the City of Devils Lake.
 - ii. Limitations on days/hours in Devils Lake
 - 1. City Ordinance 5.24.130 lists the limitation on hours and days of alcohol sales in Devils Lake.
 - a. “No licensee shall dispense or permit the consumption of alcoholic beverages on licensed premises or permit other persons to remain on such licensed premises after two a.m. on Sundays, before twelve noon on Sundays, or between the hours of two a.m. and eight a.m. on all other days of the week, nor shall licensee dispense alcoholic beverages or permit consumption thereof on the licensed premises on Christmas Day, after two a.m. on Thanksgiving Day, or after six p.m. on Christmas Eve. (Ord. 869, 2005: Ord. 780, 1993)
 - b. During the 2005 legislative session SB 2067 was passed, which amended sections 5-01-01 and 5-02-06 of the North Dakota Century Code. This bill defines when a person legally turns 21 years of age, “... a person is not twenty-one years of age until eight a.m. on that person’s twenty-first birthday.” This legislation was aimed to eliminate so-called "power hours," in which newly legal drinkers try to consume large amounts of alcohol between midnight and when the bar is closed.
6. Responsible Beverage Service/Server Education Programs
 - a. Server Training

- i. Server training is offered and provided by the Devils Lake Police Department but is not mandated by law in the City of Devils Lake
7. Enforcing Underage Drinking Law Programs
 - a. “North Dakota Century Code (NDCC 05-01-06.1) establishes that every spouse, child, parent, guardian, employer, or other person who is injured by any obviously intoxicated person has a claim for relief for fault against any person who knowingly disposes, sells, or gives away alcoholic beverages to:
 - i. A person under twenty-one years of age
 - ii. An incompetent, or
 - iii. An obviously intoxicated person
 - iv. And if death ensues, the survivors of the deceased are entitled to damages.”
8. Compliance Checks
 - a. LRSC does not have a blanket attendance policy for the campus. Faculty set their own expectations for attendance for each of their courses. LRSC suggests that the maximum unexcused absences be placed at 6 absences for a typical 3 credit course throughout the semester.
 - b. LRSC uses a proactive advising model that ensures students are contacted multiple times for academic advisement through numerous modes of contact. LRSC provides tutoring for any student in need of academic assistance.
 - c. As alcohol and illegal drugs are not allowed anywhere on campus, periodically, LRSC may request that local law enforcement investigate the presence of illegal drugs by employing a specially trained canine in the parking lots and residence halls.
 - d. Faculty and Staff receive an e-newsletter from Live Well Solutions on a monthly basis talking about wellness and health related issues. Faculty and staff are given the option to utilize Live Well Solutions for personal counseling.
 - e. All first-year freshmen are required to take UNIV 101. One class period is devoted to going over the Student Handbook, which include AOD policies, student conduct and grievance.
 - f. Faculty and staff follow the policy 800.30.2 Safe Campus reporting students:
 - i. Minor misconduct described as: Disciplinary action may be taken against a student who: Violates the LRSC Alcohol and Other Drugs policy [Lake Region State College Policy and Procedure Manual](#) (1500.15 - Appendix G) regarding the possession or consumption of alcohol and/or drugs
 - ii. Major misconduct described as: Disciplinary action may be taken against a student who: Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the unlawful delivery of alcohol or the possession, use, or delivery of other drugs.

AOD COMPREHENSIVE PROGRAM GOALS AND OBJECTIVES FOR BIENNIUM PERIOD

For the 2019/20 Biennial Review, the following recommendations were made for the current review:

LRSC will continue to participate in the NDCORE or NDSWAPS surveys through NDHECSAP to gain data and gauge student overall needs with prevention, harm reduction, education and resources regarding alcohol and other drugs. - continued, obtained.

LRSC will continue to participate in the E-CHUG survey with new students to gauge the incoming student climate regarding alcohol. - continued, obtained.

LRSC will continue to improve counseling services on campus to better serve our students' alcohol and other drug needs. - continued, obtained. LRSC Shared Mental Health Services continues to serve the students of DCB, WSC, and LRSC. We have a counseling intern, access to a LPCC, and an Addictions Counselor. Telehealth is available for all students to Northern Prairie Community Clinic through the NDUS and NDHECSAP.

LRSC campus counselor will continue to work with community sponsored councils and coalitions to provide as many resources to LRSC students as possible. - continued, obtained.

LRSC will continue with late night programming to give LRSC students alternatives to alcohol and other drugs. - continued, obtained. LRSC has followed a philosophy of late-night programming since 2012 but continues to offer many forms of programming throughout the week so late night options are not the only options for programming.

AOD STRENGTHS, WEAKNESSES

A. Strengths (Favorable Compliance)

1. LRSC has strong dedication to an Alcohol and Drug Free campus. With support from Student Activities, Residence Life, Shared Mental Health Services, LRSC Counseling Coordinator and community organizations, the college has been able to bring in consistent messaging to both the campus and community about not only alcohol and other drugs, but also mental health.
2. During this period, several new initiatives were implemented which included:
 - a. De-Stress mindfulness activities for students during stressful times of each semester as alternative activities to alcohol and other drugs
 - b. Consistent programming to reach students about alcohol and other drugs on a semester basis
 - c. Additional institutional funding for educational programming on alcohol and other drugs
3. LRSC has engaged the student athletes on a higher level than ever before regarding alcohol and other drugs. Athletes make up the majority of our residence life population, so providing additional education and activities is important to reduce the use of alcohol and other drugs.

B. Weaknesses (Areas Needing Improvement)

1. LRSC should form a committee that is instrumental in setting campus goals regarding alcohol and other drug use by using the data obtained from NDSWAPS.
2. The focus for alcohol and other drugs has typically been on mostly students and not employees. There is a need to have more attention to meeting the needs of employees in all realms of mental health.

C. Recommendations for Next Biennium

1. Develop committee to set LRSC campus goals regarding alcohol and other drug use by using the data from NDSWAPS.
2. Explore additional funding through partnerships and grant opportunities.
3. Develop a bystander training program that addresses alcohol and other drugs as well as other situations that happen on college campuses.

APPENDICES

Appendix A - Alcohol/Drug Abuse and Prevention Statement

LAKE REGION STATE COLLEGE: ANNUAL NOTIFICATION

In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations (EDGAR) part 86 (Drug Free Schools and Campuses Regulations), requires an institution of higher education (IHE) such as Lake Region State College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs both by LRSC students and employees both on its premises and as a part of any of its activities. All of LRSC Policy and Procedures can be found on our website at www.lrsc.edu, Discover LRSC, Policy and Procedure. To ensure every student, faculty member and staff person is informed about LRSC alcohol and other drug policies, at a minimum, an IHE must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations (EDGAR) part 86 (Drug Free Schools and Campuses Regulations), each year Lake Region State College attempts to ensure every student, faculty member and staff person is informed about Lake Region State College alcohol and other drug policies. All of Lake Region State College Policy and Procedures can be found on our website at www.lrsc.edu, MY LRSC, Faculty and Staff, Policy and Procedure.

Campus Policy:

Lake Region State College's Administrative Council updated Policy and Procedure 1550.15-Alcohol and Drugs at their August 30, 2017. The complete policy is found below.

Lake Region State College**Policy and Procedure Manual**

SECTION 1500.15 ALCOHOL AND DRUGS

See Appendix G on page 35.

Legal Sanctions

A student or employee who violates their respective LRSC code of conduct policies or Alcohol and Drug policy 1500.15 may be subject both to the campus sanctions and to criminal sanctions provided by federal, state, and local laws.

State Laws:

In North Dakota, individuals must be 21 years of age to buy, possess and/or consume alcohol. North Dakota laws on alcoholic beverages can be found in the North Dakota Century Code in Chapter 5, section 01 (<http://www.legis.nd.gov/cencode/t05.html>). ND has adopted the Uniform Controlled Substances Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have the potential for abuse or that may lead to physical or psychological dependence. Specific information about North Dakota laws on drugs can be found in North Dakota Century code, Chapter 19, Section 03-01 (<http://www.legis.nd.gov/cencode/t19c03-1.pdf?20150506102051>)

Federal Laws:

Federal law provides criminal and civil penalties for unlawful possession or distribution of alcohol and drugs. Details on Federal trafficking penalties for controlled substance violations can be found at <https://www.dea.gov/drug-information/drug-policy>.

Tobacco:

According to section 400.25 of the [Lake Region State College Policy and Procedure Manual](#), a Tobacco Free Campus, smoke and the use of chewing tobacco are prohibited anywhere in LRSC buildings, on LRSC property and/or LRSC rented property by employees, students and visitors.

For the purpose of this policy, tobacco includes the possession of any lighted tobacco product or the use of any oral tobacco product.

Responsibility/Enforcement: Supervisors are responsible for ensuring that employees, students, visitors, and where applicable, contractors are made aware of this policy and that

they comply with its requirements. Non-compliance with this policy may result in disciplinary action being taken through normal disciplinary procedures.

For disciplinary actions for staff, please see the North Dakota University System Human Resource Policy 25. Job Discipline/Dismissal:

<http://www.ndus.edu/makers/procedures/hr/?SID=44&re=d>

For Faculty, normal disciplinary actions will be taken which could include nonrenewal, termination or dismissal; see State Board of Higher Education policy 605.3:

<https://ndus.edu/sbhe-overview/sbhe-policies/600-heading-policies/>

For Students, formal disciplinary procedures will go through the Student Affairs Office. Such actions may include verbal reprimands, written reprimands and official citations. Students who violate the university Tobacco Free policy will be subject to the following processes and sanctions:

1. A college official, faculty member or student who observes a student who is in violation of the Tobacco Free policy (seen smoking or chewing/disposing of tobacco on campus property) should report that violation to the Director of Student Services. The following sequence of sanctions and actions will generally be taken as a result of such a report:
 - a. A first reported violation of the Tobacco Policy will result in a personal consultation with the student by the Director of Student Services, informing the student of the LRSC Tobacco Policy. Educational and Quit Smoking information will be shared with the student at that time.
 - b. If the same student is reported a second time, the Director of Student Services will issue a formal, written reprimand should the information indicate a disregard for the Tobacco policy. The personal consultation will also include a referral to the Ramsey County Tobacco Prevention Specialist for possible tobacco cessation counseling and further education.
 - c. A third report of violation of the LRSC Tobacco Policy will result in a written reprimand.
 - d. Any additional reported violations will result in a formal disciplinary process under the provisions of the LRSC Code of Student Conduct and may include sanctions ranging from additional fines, conduct probation, and suspension.

Disciplinary Sanctions:

Student sanctions for violations of the Student Conduct policy or Alcohol and Drug policy can include written warnings, limited access to campus, mandatory counseling or treatment, restitution, loss of student employment, campus or community service, training, fines or fees, loss of campus privileges, eviction, and/or suspension or expulsion.

Employee sanctions for violations of the employee Code of Conduct or Alcohol and Drug policy can include written warning, limited access to campus, administrative leave, counseling or training, restitution, performance improvement, loss of privileges or wages, class or job reassignment, or termination.

Health Risks of Alcohol and Other Substances of Abuse:

There are many known health risks associated with the use of alcohol and drugs. The health risks range from decreased reaction time and motor coordination which can affect work and/or academic performance. When using alcohol or other drugs, one's mood might become unstable, one may pay less attention to detail, and risk of injury to either student or employee will increase. Furthermore, more severe risks of cancer, heart attacks, and even death can occur with the use of alcohol and other drugs. More information can be found at the links below.

<http://niaaa.nih.gov/alcohol-health/alcohols-effects-body>

https://search.dea.gov/search?affiliate=justice-dea&sort_by=&query=drug+info+fact+sheet

Other Risks/Consequences:

- Federal Financial Aid - If you are convicted of a drug-related felony or misdemeanor while you were receiving federal student aid, you will become ineligible to receive further aid until one-year elapses or successful completion of a qualified drug rehabilitation program.
- Other areas in which alcohol or other drugs can impact academics and work in a negative manner include, but are not limited to:
 - Employment
 - Certifications needed within your academic field for employment
 - Housing

Available Counseling and Treatment Programs:

Students and employees may receive help for themselves or others by contacting:

On Campus:


1. Counseling Office: 701/662-1546
2. Student Life Coordinator: 701/662-1525 or 351-2544
3. Human Resource Manager: 701/662-1543 or 261-3287
 - a. Employee Assistance Program: 866/831-2181
Live Well Solutions: www.livewellworklife.com Company code: lrsc1

Off Campus:

1. 24-hour Crisis Line: 651-266-7900 or 988
2. Lake Region Human Service Center: 701/665-2200
3. Devils Lake ADAPT Office: 701/662-8174
4. Center for Solutions: 701/968-2568
5. SLN Recover and Wellness Program, Fort Totten, ND: 701/766-4285
6. National Drug & Alcohol Hotline: 800-662-HELP (4357) & 800-784-6776

Appendix B – Annual Notification Email

Annual Notification of **Alcohol and Other Drugs** Policy - Please Read!!!

 This message was sent with High importance.



Dimitch, Jessica

To: ○ LRSC-STUDENTS@LISTSERV.NODAK.EDU; LRSC All Faculty; LRSC ALL Staff



Fri 9/30/2022 4:28 PM

Lake Region State College

In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations (EDGAR) part 86 (Drug Free Schools and Campuses Regulations), requires an institution of higher education (IHE) such as Lake Region State College, to certify that it has implemented programs to prevent the abuse of alcohol and use and/or distribution of illicit drugs both by LRSC students and employees both on its premises and as a part of any of its activities. All of LRSC Policy and Procedures can be found on our website at www.lrsc.edu, Discover LRSC, Policy and Procedure. To ensure every student, faculty member and staff person is informed about LRSC alcohol and other drug policies, at a minimum, an IHE must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.

In accordance with the 1989 amendments to the Drug-Free Schools and Communities Act, as articulated in the Education Department General Administrative Regulations (EDGAR) part 86 (Drug Free Schools and Campuses Regulations), each year Lake Region State College attempts to ensure every student, faculty member and staff person is informed about Lake Region State College alcohol and other drug policies. All of Lake Region State College Policy and Procedures can be found on our website at www.lrsc.edu, Discover LRSC, Policy and Procedure.

Campus Policy:

Lake Region State College's Administrative Council updated Policy and Procedure 1550.15-Alcohol and Drugs at their August 30, 2017 assembly. The complete policy is found below.

Lake Region State College Policy and Procedure Manual

SECTION 1500.15 ALCOHOL AND DRUGS

Lake Region State College (LRSC) students and employees are required to abide by all federal, state and local laws. Except as authorized by [SBHE policy 918](#) and/or NDUS procedure 918, the consumption, use, possession, distribution, or sale of alcoholic beverages or illicit drugs while on property under the control of LRSC or at an LRSC sponsored activity is prohibited. Students, employees and visitors shall not be on campus or at an LRSC sponsored activity while visibly impaired by the use of alcohol and/or drugs.

LRSC requires employees to maintain a safe and sober workplace. As such, employees shall not consume alcoholic beverages or drugs (including prescription drugs that can cause impairment) during scheduled work hours or within close proximity to scheduled work hours. Employees on call back, outside of regular hours, shall disclose to their supervisor if they have consumed alcoholic beverages to ensure that only appropriate duties are assigned or the need for the employee is reassigned to another. Employees taking prescription medication that can cause impairment must notify their supervisor, in advance of performing work, to ensure only appropriate duties are assigned, duties are reassigned as necessary, and/or sick leave is taken.

A supervisor may, after consultation with the Human Resources Manager, require an employee suspected of violating this policy to submit to a breath, blood, or urine test. The test is not required should the employee admit to the consumption and/or impairment. If the employee refuses testing, the employee may be disciplined as if the test had been positive. In the event of a positive test and/or admission, the employee shall be required to take annual leave for the remainder of the workday. The supervisor and/or the employee must arrange for safe transportation home.

Violations of this policy constitutes misconduct and disciplinary action may be imposed according to [Student Conduct Policy 800.30](#) and the [Code of Conduct Policy 1500.05](#).

The policy addressing alcohol and drugs in the residence halls can be found in the [Residence Life/Housing Policy 800.008](#). Medical Amnesty Laws: LRSC respects and abides by the medical amnesty laws for drug and alcohol related emergencies under North Dakota Century Codes 05-01-08 (6) and 19-03.01.

Parental Notification: In accordance with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Services reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students., regardless of age, of any incident in which the student is found responsible for violating this policy.

The college has programing, coordinated by the Director of Student Services, to prevent drug and alcohol abuse by students. The Director of Human Resources shall make similar information available to all employees. These programs shall include dissemination of informal materials, counseling services, educational programs, referrals, and code of conduct violations.

Legal Sanctions

A student or employee who violates their respective LRSC code of conduct policies or Alcohol and Drug policy 1500.15 may be subject both to the campus sanctions and to criminal sanctions provided by federal, state, and local laws.

State Laws:

In North Dakota, individuals must be 21 years of age to buy, possess and/or consume alcohol. North Dakota laws on alcoholic beverages can be found in the North Dakota Century Code in Chapter 5, section 01 (<http://www.legis.nd.gov/cencode/t05.html>). ND has adopted the Uniform Controlled Substances Act, which restricts the manufacture, transfer, and possession of narcotic drugs and other drugs that have the potential for abuse or that may lead to physical or psychological dependence. Specific information about North Dakota laws on drugs can be found in North Dakota Century code, Chapter 19, Section 03-01 (<http://www.legis.nd.gov/cencode/t19c03-1.pdf?20150506102051>)

Federal Laws:

Federal law provides criminal and civil penalties for unlawful possession or distribution of alcohol and drugs. Details on Federal trafficking penalties for controlled substance violations can be found at <http://www.dea.gov/druginfo/ftp3.shtml>.

Health Risks of Alcohol and Other Substances of Abuse:

There are many known health risks associated with the use of alcohol and drugs. The health risks range from decreased reaction time and motor coordination to more severe risks of cancer, heart attacks, and even death. More information can be found at the links below.

<http://niaaa.nih.gov/alcohol-health/alcohols-effects-body>

<http://www.dea.gov/druginfo/factsheets.shtml>

Where to Get Help:

Students and employees may receive help for themselves or others by contacting:

On Campus:

1. Counseling Office: 701/662-1546
2. Student Life Coordinator: 701/351-2544 or 662-1525
3. Human Resource Manager: 701/662-1543 or 261-3287
 - a. Employee Assistance Program: 866/831-2181
 Live Well Solutions: www.livewellworklife.com Company code: lrsc1

Off Campus:

1. 24-hour Crisis Line: 651-266-7900 or 988
2. Lake Region Human Service Center: 701/665-2200
3. Devils Lake ADAPT Office: 701/662-8174
4. National Drug & Alcohol Hotline: 800-662-HELP (4357)

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Student sanctions for violations of the Student Conduct policy or Alcohol and Drug policy can include written warnings, limited access to campus, mandatory counseling or treatment, restitution, loss of student employment, campus or community service, training, fines or fees, loss of campus privileges, eviction, and/or suspension or expulsion.

Employee sanctions for violations of the employee Code of Conduct or Alcohol and Drug policy can include written warning, limited access to campus, administrative leave, counseling or training, restitution, performance improvement, loss of privileges or wages, class or job reassignment, or termination.



Jessica Dimitch

Counseling and Disabilities Services Coordinator
1801 College Drive North, Devils Lake, ND 58301
701-662-1546 | 800-443-1313 ext. 21546

Jessica.l.dimitch@lrsc.edu

www.lrsc.edu

We enhance lives and community vitality through quality education.

Email Confidentiality Notice: This e-mail and any attachments thereto is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information subject to protection under the law. If you are not the intended recipient of this e-mail, you are hereby notified any dissemination, distribution or copying of the e-mail and any attachments is strictly prohibited. If you receive this e-mail in error, please notify me immediately and permanently delete the original copy and any copy or printout of same. Thank you.

Appendix C – Drug Free Workplace



DRUG-FREE WORKPLACE ACKNOWLEDGMENT

STATE OF NORTH DAKOTA
SFN 16769 (12-2011)

Employee Name

I, an employee of the state of North Dakota, hereby certify that I understand the state of North Dakota's requirements regarding the maintenance of a drug-free workplace. I understand that the unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance is prohibited at my workplace. I understand that violating those prohibitions can subject me to discipline up to and including termination. I understand that as a condition of employment, I must abide by the requirements of the state in this regard and I will notify my supervisor of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after the conviction. I understand that federal law may require that the agency appointing authority communicate this conviction to an appropriate federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Employee Signature

Date

PLEASE RETURN THIS FORM TO YOUR AGENCY HUMAN RESOURCE OFFICE

State of North Dakota Requirements for a Drug-Free Workplace

Drug abuse and use in the workplace are subjects of immediate concern in our society. These problems are extremely complex and there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to State property. Public Law 100-690, the Anti-Drug Abuse Act, was enacted by the federal government in 1988. Title V, Subtitle D, the Drug-Free Workplace Act of 1988, is part of the overall act, which requires State agencies that receive federal grants to certify that they will maintain a drug-free workplace and publish and administer specific drug-free workplace policies and drug awareness programs. Therefore, it is the position of the state of North Dakota that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace is prohibited. Any employee violating these prohibitions will be subject to discipline up to and including termination.

1. The state of North Dakota does not differentiate between drug users and drug pushers or sellers. Any employee who unlawfully gives or who in any way transfers a controlled substance to another person or sells or manufactures or unlawfully uses a controlled substance while on the job, in the workplace, or at a site where the agencies' work is performed will be subject to discipline up to and including termination.
2. The term "controlled substance" means any drug listed in 21 U.S.C. 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse and include, but are not limited to, heroin, marijuana, cocaine, PCP, and 'crack'. They also include "legal drugs" which are not prescribed by a licensed physician or other individual licensed in the state of North Dakota to prescribe drugs, and "legal drugs" that are being used by a person other than the one for whom the drug was prescribed or for a purpose other than the one for which the drug was prescribed.
3. Each employee is required to inform the agency appointing authority within five (5) days after the employee is convicted for violation of any federal or state criminal drug statute where such violation occurred in the workplace. A conviction means a finding of guilt, including a plea of guilty or of nolo contendere, or the imposition of a sentence by a judge or jury in any federal or state court.
4. The agency appointing authority must notify the U.S. government agency by whom the grant was made within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of a conviction described in subsection 3, when the violation occurred in the workplace.
5. If an employee is convicted of violating any criminal drug statute while in the workplace, the employee will be subject to discipline up to and including termination. Alternatively, the employee may be required to successfully complete an inpatient or outpatient drug abuse program sponsored by an approved private or governmental institution.
6. As a condition of further employment on any federal government grant, all employees are required to abide by these requirements.

Appendix D – UNIV 101 Schedule

UNIVERSITY 101 SCHEDULE

Week	Date	Topic
1	Wednesday, August 24	The Lay of the Land <i>Get to know one another and the expectations of the class</i>
2	Monday, August 29	The Lay of the Land <i>College Resources & E-chug Survey & A.L.I.C.E. Training</i>
	Wednesday, August 31	Your Academic Life Study & Test Taking Skills
3	Monday, September 5	No Class <i>Labor Day</i>
	Wednesday, September 7	Your Academic Life <i>Communication & Time Management/Organization</i>
4	Monday, September 12	Your Academic Life <i>Study & Test Taking Skills</i>
	Wednesday, September 14	Your Academic Life <i>Critical Thinking</i>
5	Monday, September 19	Your Mindful Life <i>Nutrition, Healthy Foods, and Snacks</i>
	Wednesday, September 21	Your Mindful Life <i>Learning Styles & Mindset</i> Guest Speakers: Jessica Dimitch, Counseling/Disabilities Coordinator
6	Monday, September 26	Your Mindful Life <i>Stress & Life - Mindfulness</i> Guest Speakers: Jessica Dimitch, Counseling/Disabilities Coordinator
	Wednesday, September 28	Your Career <i>Soft Skills/Employment Skills</i> Guest Speaker: Cindy Halvorson, College & Career Readiness Specialist
7	Monday, October 3	Your Academic Life <i>Your Personality & Academics - MBTI Assessment</i> Guest Speakers: Jessica Dimitch, Counseling/Disabilities Coordinator
	Wednesday, October 5	Your Academic Life <i>Academic Planning</i>
8	Monday, October 10	Your Money <i>FAFSA/Financial Literacy</i> Guest Speaker: Kelsey Walters, Director of Financial Aid

Wednesday, October 12

Final Class Day!
Reflection Paper Due
Review Day-Turn in any missing assignments

Appendix E – Orientation Schedule

ORIENTATION 2022 #ReadyToRoyal2022

Lake Region State College
 Sunday, August 19 and Monday, August 22nd

Saturday, August 19 th - August 22 nd	
8:00am - 6:00pm	Residence Hall Move In
Saturday, August 20 th	
11:00am-1:00pm	Offices Open
5:30 pm	Welcome Fish Fry
7:00pm-8:00pm	Bus Tours
9:00pm	Outdoor Movie
Sunday, August 21 st	
1:00pm	Check-in - Student Services
1:15pm	Welcome to LRSC - Dan Driessen, Vice President of Student Affairs
1:25pm-3:35pm	IT/Scavenger Hunt/Ice Breaker
3:35-4:10pm	Mental Health - Jess Dimitch
4:10pm	Getting Involved and Wrap Up - Ashlee Collison
4:30pm	Athletic Meeting - Coaches/TRiO/Student Athletes
5:00pm	Dinner - Kitchen Staff
5:00pm-9:00pm	Outdoor Games
Monday, August 22 nd	
8:45am	Check-in - Student Services
9:00am	President's Welcome - Dr. Darling and Freshman Students
9:05am	Financial Aid Information - Kelsey Walters & Merissa Halvorson
9:30am	Foundation Office - Elonda
9:45am-9:55am	Prizes/Breaks/Snacks - James Uhlenkamp/Food Services
10:10am-12:00pm	Faculty Introduction Video/Title IX Training/TRiO Orientation/Lunch - IT/Lloyd Halvorson/Student Success Staff
1:00pm	International Orientation - Casey Zehrer

	<ul style="list-style-type: none">• Students who should attend are those who missed a summer registration, lost or do not have a student ID card, or want help with email
7:00pm	Title IX/SAAF - Jess & Melandee
8:00pm	Zach Pence/Hypnotist - Scott Dunbar

Appendix F – Student Wellness and Perception, and NDSWAPS Survey

2018 North Dakota Student Wellness and Perception Survey Summary for North Dakota University Systems Institutions

The 2020 North Dakota Student Wellness and Perception Survey (NDSWAPS) was developed to provide an insight into the current well-being of North Dakota College Students, ranging from their experiences using alcohol / other drugs to mental health symptomology and unwanted sexual experiences. The aim of gathering data through NDSWAPS is to inform and develop prevention and intervention efforts specific to students in North Dakota, in addition to students on each institutions campus, within the North Dakota University System.

1. IV. Alcohol and other Drug (AOD) Data / Needs Assessment

Every two years, the North Dakota University System (NDUS) deploys a systemwide survey to capture the impact of alcohol, tobacco, and other drugs on the experiences of students. In 2018, the NDUS stepped away from the CORE Survey format, which had been in place for years, and developed the NDSWAPS: The North Dakota Student Wellness and Perceptions Survey. This comprehensive yet succinct survey tool provided information in all areas of substance misuse, wellness, perceptions of substance use of peers, sexual assault, suicidality, and mental health. Again in 2020, the Systemwide NDSWAPS went to all students.

In 2021, one of the NDUS campuses discovered anomalies in the 2020 data. Upon further inspection in 2022, incongruencies were evident in the 2018 data. From there, the NDUS hired a new researcher to dive into the concerns and find the sources of the issues. After more digging, the researcher was able to identify more concerns that resulted in filing adverse event reports with the Institutional Research Boards at all eleven campuses for both the 2018 and 2020 surveys.

The NDUS is in the process of working with the new research team to correct the data in those reports and to forge ahead with a new survey tool in 2023. Currently, we are not able to share any of the 2018 or 2020 NDSWAPS findings, as the reports are not correct or reliable. We plan to enroll the ACHA/NCHA survey tool in the Fall of 2023 and have fresh data for the 2024 Biennial Review.

Appendix G – LRSC Policy 1500.15

LAKE REGION STATE COLLEGE POLICY AND PROCEDURE MANUAL

SECTION 1500.15

ALCOHOL AND DRUGS

Lake Region State College (LRSC) students and employees are required to abide by all federal, state and local laws. Except as authorized by [SBHE policy 918](#) and/or NDUS procedure 918, the consumption, use, possession, distribution, or sale of alcoholic beverages or illicit drugs while on property under the control of LRSC or at an LRSC sponsored activity is prohibited. Students, employees and visitors shall not be on campus or at an LRSC sponsored activity while visibly impaired by the use of alcohol and/or drugs.

LRSC requires employees to maintain a safe and sober workplace. As such, employees shall not consume alcoholic beverages or drugs (including prescription drugs that can cause impairment) during scheduled work hours or within close proximity to scheduled work hours. Employees on call back, outside of regular hours, shall disclose to their supervisor if they have consumed alcoholic beverages to ensure that only appropriate duties are assigned or the need for the employee is reassigned to another. Employees taking prescription medication that can cause impairment must notify their supervisor, in advance of performing work, to ensure only appropriate duties are assigned, duties are reassigned as necessary, and/or sick leave is taken.

A supervisor may, after consultation with the Human Resources Manager, require an employee suspected of violating this policy to submit to a breath, blood, or urine test. The test is not required should the employee admit to the consumption and/or impairment. If the employee refuses testing, the employee may be disciplined as if the test had been positive. In the event of a positive test and/or admission, the employee shall be required to take annual leave for the remainder of the workday. The supervisor and/or the employee must arrange for safe transportation home.

Violations of this policy constitutes misconduct and disciplinary action may be imposed according to 800.30 [Lake Region State College Student Handbook](#) and 1500.05 [Lake Region State College Policy and Procedure Manual](#).

The policy addressing alcohol and drugs in the residence halls can be found in the 800.08 [Lake Region State College Policy and Procedure Manual](#).

Medical Amnesty Laws: LRSC respects and abides by the medical amnesty laws for drug and alcohol related emergencies under North Dakota Century Codes 05-01-08 (6) and 19-03.01.

Parental Notification: In accordance with the Family Educational Rights and Privacy Act (FERPA), the Director of Student Services reserves the right to notify the parents/guardians of students under 21 years of age, and the parents/guardians of dependent students., regardless of age, of any incident in which the student is found responsible for violating this policy.

The college has programing, coordinated by the Director of Student Services, to prevent drug and alcohol abuse by students. The Director of Human Resources shall make similar information available to all employees. These programs shall include dissemination of informal materials, counseling services, educational programs, referrals, and code of conduct violations.

History

Administrative Council Approved 05/22/15

Administrative Council Approved 09/15/15

Administrative Council Approved 08/30/17

Administrative Council Approved 11/20/18

Appendix H – LRSC Policy 800.30

LAKE REGION STATE COLLEGE

POLICY AND PROCEDURE MANUAL

SECTION 800.30 STUDENT CONDUCT

Students are expected to obey local, state and federal laws, to show respect for properly constituted authority, to meet contractual obligations, to maintain academic integrity in scholastic work and to observe standards of conduct appropriate for an institution of higher learning. Students are expected to be responsible for their actions, whether acting individually or in groups. Failure to meet acceptable standards of conduct may result in disciplinary action, suspension or expulsion. The College will ensure due process and define routes of appeal. These policies apply to the conduct of all students, student organizations, teams and clubs. They also apply when off campus in connection with internships, academic activities and any activity sponsored or authorized by Lake Region State College. Lake Region State College will also hold students accountable for behavior that occurs off campus when an offense-threatens the safety or security of any individual or institution.

1. Scholastic Dishonesty: Academic Integrity is intellectual honesty, responsibility, and ethical behavior in scholastic conduct from use of information to actions in a classroom. It is the guide for the “pursuit of knowledge and understanding within a community of inquiry” (American University).

The following are examples of academic dishonesty:

- a. Cheating is receiving or sending, or attempting to receive or send information, answers, data, etc. not otherwise permitted by the instructor.
 - i. Receiving, sharing, or transmitting information before or during an exam to someone who will be or is taking the exam
 - ii. Looking at another student's test during an exam or allowing other students to look at your exam
 - iii. Copying from another student's test or homework assignment with or without the other student's permission
 - iv. Working with another student on a test or an assignment without authorization
 - v. Using unauthorized material (texts, calculators, smart phones, paper, websites, notes on computer) to obtain answers or information for a test
 - vi. Using passwords or electronic signatures of other individuals for any reasons, including to take a test for another person
 - vii. Sharing answers for an assignment
- b. Plagiarism is using someone else's work in part or whole and passing it off as the student's own whether intentionally or not intentionally.
 - i. Using exact words or phrases without citing the source
 - ii. Buying a paper from an online source or a person
 - iii. Using a paper someone else has done either for you specifically or for another class
 - iv. Without documenting the source, modifying the information or combining the information from more than one source to make it appear original
- c. Collusion is the unauthorized collaboration with another person in preparing any academic work offered for credit.
- d. Fabrication is falsifying data, research, sources, statistics, as well as information or verification.
 - i. Citing a statistic from a source without being sure if the numbers are correct
 - ii. Combining sources but claiming only one of the sources
 - iii. Forging of signatures on any form requiring another person's verification
 - iv. Misrepresenting situations such as
 1. Claiming a member was present on a group project when he or she was absent or left early
 2. Claiming you handed in work, implying the teacher lost it or the LMS didn't accept it
 3. Claiming a family event, illness, emergency or funeral when, in fact, there is none

Consequences

Instructors have the authority to determine how an incident of scholastic dishonesty will affect a student's grade. Situations may differ in severity and consequences as determined by individual instructors.

If a student has an academic grievance, the grievance must be submitted in writing by following the appeals procedure found in policy 800.31.

2. Safe Campus: Lake Region State College strives to provide an environment free of all forms of abuse, criminal activity and intimidation.
 - a. Minor Misconduct: Disciplinary action may be taken against a student who:
 - i. Violates city ordinances or state or federal laws
 - ii. Possesses or uses fireworks on college property
 - iii. Has conduct that interferes with the operations of the college
 - iv. Takes or causes minor damages, to the property of another
 - v. Engages in disorderly behavior, harassment, bullying or any other type of activity that adversely affects another. This could include disruptive activity including verbal abuse of others or the use of profane or vulgar language. This could occur using electronic formats, including, but not limited to, telephone, texting, email, computer, or online social media harassment.
 - vi. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the possession or consumption of alcohol and/or marijuana
 - vii. Misuses a student identification card
 - viii. Falsifies any document including transcripts, receipts, identification, etc. or withholds or falsifies information on an application form or to any college official
 - ix. Possesses and/or uses unauthorized keys or otherwise trespasses on college property, including vehicles, rooms or apartments
 - x. Tampers with fire alarms, fire extinguishers, automatic external defibrillators (AED), security cameras or other safety related devices
 - xi. Violates the LRSC Computer Use Policy/agreement (900.09.01)
 - xii. Conspires, facilitates or otherwise assists another who engages in any action that constitutes minor misconduct
 - b. Major Misconduct: Major misconduct is any behavior or violation that may result in suspension, or expulsion from Lake Region State College. Disciplinary action may be taken against a student who:
 - i. Commits two (2) or more minor misconduct violations
 - ii. Violates the Sexual Misconduct/Title IX Compliance Policy (1500.09)
 - iii. Violates the Harassment Policy (1500.08)
 - iv. Assaults or engages in intimidating behavior: Uses physical force, inflicts bodily injury or threatens another

- v. Intentionally or recklessly terrorizes or places another in fear of injury or death or causes the evacuation of a campus building or otherwise causes serious disruption or public inconvenience. Threatening to commit any crime of violence or act dangerous to human life or falsely informing another that such a dangerous situation or crime of violence is imminent knowing that to be false. This could include initiating a bomb threat or activating a fire alarm when no such emergency exists.
 - vi. Is in possession of or uses a dangerous weapon or is in possession of a concealed weapon unless possession or use is expressly authorized by law. Dangerous weapons may include knives, guns, explosives, or any other item that can be used to inflict fear or injury to include BB guns, pellet guns, airsoft guns or any toy replica.
 - vii. Intentionally or recklessly causes significant damage to the property of another
 - viii. Violates the LRSC Alcohol and Other Drugs policy (1500.15) regarding the unlawful delivery of alcohol or marijuana, or the possession, use, or delivery of other drugs.
 - ix. Commits any crime that would constitute a felony under the ND Century Code (i.e. robbery, burglary, criminal trespass, arson, or the possession of stolen property).
 - x. Engages in any conduct considered hazing which creates a risk of injury to another or involves forced physical activity which subjects any person to mental stress by the deprivation of sleep, isolation, whipping, beating, paddling, branding, forced calisthenics, or the overexposure to weather. Any initiation or hazing that includes a required consumption of food, liquor, beverages, drugs or other substances or includes unlawful restraint, public nudity or sexual contact would also constitute major misconduct.
 - xi. Conspires, facilitates or otherwise assists another who engages in any action that constitutes major misconduct
3. Retaliation Prohibited: A student, a group of students or a student organization shall not retaliate against any person who files a complaint or grievance; reports misconduct, participates as a witness in an investigation, or otherwise provides information to college officials. Retaliation can be classified as minor or major misconduct depending on the nature of the action.
 4. Any person may file a verbal or written complaint with Director of Student Services against any student for misconduct. The complaint and appeal procedure is outlined in Policy and Procedure 800.31.

History

Administrative Council Approved Updates 08/17/15

Administrative Council Approved Updates 09/15/15

Administrative Council Approved Updates 09/01/20

Appendix I – SBHE Policy 918

SBHE Policies

SUBJECT – 900s FACILITIES

EFFECTIVE: July 1, 2015

SECTION 918 ALCOHOLIC BEVERAGES

1. Definitions.

a. "Alcoholic beverages" means any liquid suitable for drinking by human beings, except prescription drugs or over-the-counter medications, which contains one-half of one percent or more of alcohol by volume.

b. "President" includes the dean of Dakota College at Bottineau.

2. The possession, sale, service, use, or consumption of alcoholic beverages upon land or in buildings at institutions under control of the Board is prohibited, except as authorized by the institution's president.

3. Alcoholic beverages may not be purchased with public funds unless the alcoholic beverages will be used for authorized training or educational purposes.

4. Each institution shall adopt policies and/or procedures implementing this policy.

History

New Policy. See SBHE Minutes, April 20, 1994, page 6460.

Amendment SBHE Minutes, September 16, 2004.

Amendment SBHE Minutes, December 17, 2009.

Amendment SBHE Minutes, May 14, 2015.

Appendix J – LRSC Policy 400.25

LAKE REGION STATE COLLEGE

POLICY AND PROCEDURE MANUAL

SECTION 400.25

SMOKE FREE/TOBACO FREE CAMPUS

Lake Region State College provides an atmosphere conducive to physical and mental well-being. Based on a fact shared in 2006, the U.S. Surgeon General's Report, there is no safe level of exposure to secondhand smoke. Inhaling secondhand smoke even for a short time can be harmful and set processes in motion such as cancer, heart disease, or respiratory conditions. To support this atmosphere, LRSC is a tobacco free campus. This policy applies to all employees, students, visitors and contractors. The policy also applies to external individuals or companies renting space with LRSC and should be reflected in all agreements/contracts with such individuals or companies.

For purpose of this policy, tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product.

Smoking and the use of chewing tobacco are prohibited anywhere in LRSC buildings, on LRSC property and /or LRSC rented property by employees, students and visitors. Information regarding a tobacco cessation program or other options is available through the NDPERS Wellness Programs website: <http://www.bcbsnd.com/ehealth/ndpersquit>

The Smoke Free Policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Lake Region State College or designee. Information regarding tobacco prevention is available through the North Dakota Department of Health and the Lake Region Tobacco Free Coalition websites:

<http://www.ndhealth.gov/tobacco>

<http://www.breathend.com/publichealthunits/lake-region-district-health-unit>

Responsibility/Enforcement: Supervisors are responsible for ensuring that employees, students, visitors, and where applicable, contractors are made aware of this policy and that they comply with its requirements. Violations of this policy by faculty and staff constitutes a violation of the LRSC policy 1500.05 (Code of Conduct). Violations by students constitutes minor misconduct under the LRSC policy 800.30 (Student Conduct).

For disciplinary actions for staff, please see the North Dakota University System Human Resource Policy 25. Job Discipline/Dismissal:

<http://www.ndus.edu/makers/procedures/hr/?SID=44&re=d>

For Faculty, normal disciplinary actions will be taken which could include nonrenewal, termination or dismissal; see State Board of Higher Education policy 605.3:

<https://ndus.edu/sbhe-overview/sbhe-policies/600-heading-policies/>

For Students, formal disciplinary procedures will go through the Student Affairs Office. Such actions may include verbal reprimands, written reprimands and official citations. Students who violate the university Tobacco Free policy will be subject to the following processes and sanctions:

1. A college official, faculty member or student who observes a student who is in violation of the Tobacco Free policy (seen smoking or chewing/disposing of tobacco on campus property) should report that violation to the Director of Student Services. The following sequence of sanctions and actions will generally be taken as a result of such a report:
 - a. A first reported violation of the Tobacco Policy will result in a personal consultation with the student by the Director of Student Services, informing the student of the LRSC Tobacco Policy. Educational and Quit Smoking information will be shared with the student at that time.

- b. If the same student is reported a second time, the Director of Student Services will issue a formal, written reprimand should the information indicate a disregard for the Tobacco policy. The personal consultation will also include a referral to the Ramsey County Tobacco Prevention Specialist for possible tobacco cessation counseling and further education.
- c. A third report of violation of the LRSC Tobacco Policy will result in a written reprimand and a fine, not to exceed \$75.
- d. Any additional reported violations will result in a formal disciplinary process under the provisions of the LRSC Code of Student Conduct and may include sanctions ranging from additional fines, conduct probation, and suspension.

Current smoke-free signs on campus will be replaced with similar, tobacco-free/smoke-free signs. This policy and explanation will be printed in university-approved publications, including the catalog, the orientation book for new students in the Student Affairs section, in the Campus Policy and Procedures Manual, and other publications, as deemed necessary. Information regarding the Tobacco-free Campus Policy will be included in formal and informal orientations for new students and employees. This policy will be sent out as a reminder, through campus announcements, at the beginning of each semester/term. Organizers of events are responsible for communicating this policy to attendees.

The tobacco-free policy may not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the President of Lake Region State College or designee.

History

Administrative Council Approved 01/11/10

Administrative Council Approved Updates 07/07/15

Administrative Council Approved Updates 10/02/19

Appendix K - North Dakota Century Code 5-01-08

5-01-08.1. Misrepresentation of age - Penalty-Licensee may keep book.

Any person who misrepresents or misstates that person's age or the age of any other person or who misrepresents that person's age through presentation of any document purporting to show that person to be of legal age to purchase alcoholic beverages is guilty of a class B misdemeanor. Any licensee may keep a book and may require anyone who has shown documentary proof of that person's age, which substantiates that person's age to allow the purchase of alcoholic beverages, to sign the book if the age of that person is in question. The book must show the date of the purchase, the identification used in making the purchase and the appropriate numbers of such identification, the address of the purchaser, and the purchaser's signature.

Appendix L – North Dakota Century Code 19-03.1

CHAPTER 19-03.1

UNIFORM CONTROLLED SUBSTANCES ACT

19-03.1-01. Definitions.

As used in this chapter and in chapters 19-03.2 and 19-03.4, unless the context otherwise requires:

1. "Administer" means to apply a controlled substance, whether by injection, inhalation, ingestion, or any other means, directly to the body of a patient or research subject by:
 - a. A practitioner or, in the practitioner's presence, by the practitioner's authorized agent; or
 - b. The patient or research subject at the direction and in the presence of the practitioner.
2. "Agent" means an authorized person who acts on behalf of or at the direction of a manufacturer, distributor, or dispenser. It does not include a common or contract carrier, public warehouseman, or employee of the carrier or warehouseman.
3. "Anabolic steroids" means any drug or hormonal substance, chemically and pharmacologically related to testosterone, other than estrogens, progestins, and corticosteroids.
4. "Board" means the state board of pharmacy.
5. "Bureau" means the drug enforcement administration in the United States department of justice or its successor agency.
6. "Controlled substance" means a drug, substance, or immediate precursor in schedules I through V as set out in this chapter.
7. "Controlled substance analog":
 - a. Means a substance the chemical structure of which is substantially similar to the chemical structure of a controlled substance in a schedule I or II and:
 - i. Which has a stimulant, depressant, or hallucinogenic effect on the central nervous system which is substantially similar to or greater than the stimulant, depressant, or hallucinogenic effect on the central nervous system of a controlled substance in schedule I or II; or
 - ii. With respect to a particular individual, which the individual represents or intends to have a stimulant, depressant, or hallucinogenic effect on the central nervous system substantially similar to or greater than the stimulant, depressant, or hallucinogenic effect on the central nervous system of a controlled substance in schedule I or II.

- b. Does not include:
 - i. A controlled substance;
 - ii. Any substance for which there is an approved new drug application; or
 - iii. With respect to a particular individual, any substance, if an exemption is in effect for investigational use, for that individual, under section 505 of the Federal Food, Drug, and Cosmetic Act [21 U.S.C. 355] to the extent conduct with respect to the substance is pursuant to the exemption.
- 8. "Counterfeit substance" means a controlled substance which, or the container or labeling of which, without authorization, bears the trademark, trade name, or other identifying mark, imprint, number or device, or any likeness thereof, of a manufacturer, distributor, or dispenser other than the person who in fact manufactured, distributed, or dispensed the substance.
- 9. "Deliver" or "delivery" means the actual, constructive, or attempted transfer from one person to another of a controlled substance whether or not there is an agency relationship.
- 10. "Dispense" means to deliver a controlled substance to an ultimate user or research subject by or pursuant to the lawful order of a practitioner, including the prescribing, administering, packaging, labeling, or compounding necessary to prepare the substance for that delivery.
- 11. "Dispenser" means a practitioner who dispenses.
- 12. "Distribute" means to deliver other than by administering or dispensing a controlled substance.
- 13. "Distributor" means a person who distributes.
- 14. "Drug" means:
 - a. Substances recognized as drugs in the official United States pharmacopeia national formulary, or the official homeopathic pharmacopeia of the United States, or any supplement to any of them;
 - b. Substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in individuals or animals;
 - c. Substances, other than food, intended to affect the structure or any function of the body of individuals or animals; and
 - d. Substances intended for use as a component of any article specified in subdivision a, b, or c. The term does not include devices or their components, parts, or accessories.
- 15. "Hashish" means the resin extracted from any part of the plant cannabis with or without its adhering plant parts, whether growing or not, and every compound, manufacture, salt, derivative, mixture, or preparation of the resin.
- 16. "Immediate precursor" means a substance:
 - a. That the board has found to be and by rule designates as being the principal compound commonly used or produced primarily for use in the manufacture of a controlled substance;
 - b. That is an immediate chemical intermediary used or likely to be used in the manufacture of the controlled substance; and

- c. The control of which is necessary to prevent, curtail, or limit the manufacture of the controlled substance.
17. "Manufacture" means the production, preparation, propagation, compounding, conversion, or processing of a controlled substance, either directly or indirectly by extraction from substances of natural origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis and includes any packaging or repackaging of the substance or labeling or relabeling of its container. The term does not include the preparation or compounding of a controlled substance by an individual for the individual's own use or the preparation, compounding, packaging, or labeling of a controlled substance:
- a. By a practitioner as an incident to the practitioner's administering or dispensing of a controlled substance in the course of the practitioner's professional practice; or
 - b. By a practitioner, or by the practitioner's authorized agent under the practitioner's supervision, for the purpose of, or as an incident to, research, teaching, or chemical analysis and not for sale.
18. "Marijuana" means all parts of the plant cannabis whether growing or not; the seeds thereof; the resinous product of the combustion of the plant cannabis; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its seeds. The term does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of mature stalks, fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
19. "Narcotic drug" means any of the following, whether produced directly or indirectly by extraction from substances of vegetable origin, or independently by means of chemical synthesis, or by a combination of extraction and chemical synthesis:
- a. Opium and opiate and any salt, compound, derivative, or preparation of opium or opiate.
 - b. Any salt, compound, isomer, derivative, or preparation thereof which is chemically equivalent or identical with any of the substances referred to in subdivision a, but not including the isoquinoline alkaloids of opium.
 - c. Opium poppy and poppy straw.
 - d. Coca leaves and any salt, compound, derivative, or preparation of coca leaves, any salt, compound, isomer, derivative, or preparation thereof which is chemically equivalent or identical with any of these substances, but not including decocainized coca leaves or extractions of coca leaves which do not contain cocaine or ecgonine.
20. "Opiate" means any substance having an addiction-forming or addiction-sustaining liability similar to morphine or being capable of conversion into a drug having addiction-forming or addiction-sustaining liability. The term does not include, unless specifically designated as controlled under section 19-03.1-02, the dextrorotatory isomer of 3-methoxy-n-methylmorphinan and its salts (dextromethorphan). The term includes its racemic and levorotatory forms.
21. "Opium poppy" means the plant of the species *papaver somniferum* L., except its seeds.

22. "Over-the-counter sale" means a retail sale of a drug or product other than a controlled, or imitation controlled, substance.
23. "Person" means individual, corporation, limited liability company, government or governmental subdivision or agency, business trust, estate, trust, partnership or association, or any other legal entity.
24. "Poppy straw" means all parts, except the seeds, of the opium poppy, after mowing.
25. "Practitioner" means:
 - a. A physician, dentist, veterinarian, pharmacist, scientific investigator, or other person licensed, registered, or otherwise permitted by the jurisdiction in which the individual is practicing to distribute, dispense, conduct research with respect to, or to administer a controlled substance in the course of professional practice or research.
 - b. A pharmacy, hospital, or other institution licensed, registered, or otherwise permitted to distribute, dispense, conduct research with respect to, or to administer a controlled substance in the course of professional practice or research in this state.
26. "Production" includes the manufacturing, planting, cultivating, growing, or harvesting of a controlled substance.
27. "Sale" includes barter, exchange, or gift, or offer therefor, and each such transaction made by a person, whether as principal, proprietor, agent, servant, or employee.
28. "Scheduled listed chemical product" means a product that contains ephedrine, pseudoephedrine, or phenylpropanolamine, or each of the salts, optical isomers, and salts of optical isomers of each chemical, and that may be marketed or distributed in the United States under the Federal Food, Drug, and Cosmetic Act [21 U.S.C. 301 et seq.] as a nonprescription drug unless prescribed by a licensed physician.
29. "State" when applied to a part of the United States includes any state, district, commonwealth, territory, insular possession thereof, and any area subject to the legal authority of the United States.
30. "Ultimate user" means an individual who lawfully possesses a controlled substance for the individual's own use or for the use of a member of the individual's household or for administering to an animal owned by the individual or by a member of the individual's household.

Appendix M – Code of Conduct NJCAA Athletics

ARTICLE XX

CODE OF CONDUCT FOR ALL NATIONAL EVENTS, CONTESTS AND TOURNAMENTS SPONSORED BY THE NATIONAL JUNIOR COLLEGE ATHLETIC ASSOCIATION

This code of conduct applies to all region, district and national events, contests and tournaments sponsored by the National Junior College Athletic Association. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region Standards and Ethics Committee. The jurisdiction of the NJCAA Code of Conduct ends when colleges competing in such tournaments arrive back on their respective campuses.

Code of Conduct

- A. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored by the NJCAA or its member colleges.
- B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

Behavior

Coaches, players and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration and student body. As such, they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are participating in NJCAA events are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during, or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace Article XVIII of the NJCAA Handbook. Unacceptable forms of behavior include, but are not limited to:

1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language
6. Use of tobacco, drugs and/or alcohol
7. Disrespectful attitude toward host hotel personnel
8. Unlawful activities

Derogatory Comments

Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a tournament or officiating of contests during post-game interviews or at other times; to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student-athletes or institutional personnel about officiating, fighting or other incidents which occur during contests.

A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student-athletes or spectators against officials.

Reporting

Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his/her designee.

Procedures and Penalties

Immediate Action

Where immediate action is needed to alleviate or control a situation, the Executive Director or his/her designee shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include, but are not limited to, the following:

- Allegation of serious misconduct requiring immediate suspension of institutional personnel or student-athletes from competition.
- Instances where the Executive Director or his/her designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event's officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.

Penalties-Immediate Action

The Executive Director or his/her designee may issue any penalty that he/she believes appropriate to any student-athlete or institutional personnel who has violated the regulations pertaining to conduct when the Executive Director or his/her designee concludes that immediate action is required. The actions of the Executive Director or his/her designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one (1) week.

Timely Action

In cases where immediate action is not required but where sanctions are warranted, the Executive Director or his/her designee may issue the following penalties:

Reprimand

The NJCAA Executive Director or NJCAA Standards and Ethics Committee may issue a letter of reprimand to the coach, player or institutional personnel who violates the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics and the President of the institution.

Probation, Suspension and Other Penalties

If the misconduct is serious enough, the Executive Director or his/her designee may issue other penalties which may include, but are not limited to, probation, suspension or disqualification of the coach, player or institutional personnel from participating in one or more contests.

Appendix N – LRSC Athletic Handbook

WELCOME TO THE LAKE REGION STATE COLLEGE ATHLETIC DEPARTMENT

We Hope you are looking forward to the upcoming year as much as we are. The year will involve hard work but it will also include some fun, satisfaction and enjoyment. As you know every team will be trying to beat us, because of the outstanding reputation of winning, teams always feel it an accomplishment if they can beat the **Royals**.

A Winning tradition began in these programs during the 1950's and has continued until the present time. Our dedication and hard work will propel us **together**, toward our goal of winning.

LRSC athletics receives much attention during the season. This attention will come from:

1. Fellow students - they are very important to our "Home Court Edge".
2. Faculty - they want you to succeed in the classroom—and they will be at your games.
3. Administration - they support us on and off campus.
4. Local Fans - they will want to meet and watch you during the season.
5. Parents - many of your parents will travel to be at every game.
6. Media - the base of our support system, they will interview you at some time.

Class Organization

We demand that our athletes project the right image in the community and on campus.

1. **Maturity** - be a leader on and off campus, be proud of your actions.
2. **Responsibility** - finish your homework on time, be at practice on time.
3. **Dedication** - understand what your teachers and coaches expect of you.
4. **Extra Effort** - it is not easy to be a student athlete, put in the extra effort to succeed.

Lake Region State College Rules

1. No Drinking—No Smoking—No Illegal Drugs

Drinking, smoking, and drugs cannot help you as an athlete. They will hurt your performance and your personality.

2. Campus Conduct

We expect our athletes to act in a mature manner. Set a good example for fellow students in the classroom, dining area, residence halls, gym, and at social activities.

3. Housing Conduct

You must act in a responsible manner. It is important to conduct yourself in a way so that your family, your coaches, and our administration will be proud of you.

4. Class Attendance

You are expected to be in every class. *Any student athlete that does not remain eligible to play WILL lose their scholarship.*

5. Insurance

Your family must provide the athletic department with your insurance company and policy number before you may play in any games or matches.

6. Physical Examinations

All student-athletes participating in any one of the NJCAA certified sports must have passed a physical examination administered by a qualified health care professional licensed to administer physical examinations, prior to the first practice for each calendar year in which they compete.

7. Practice

You are expected to be at every practice on time. This means 15 minutes before the time, more if you need to see the trainer. If you have a conflict, you must contact the coach BEFORE the practice time.

****Breaking rules will be subject to the coach's discretion**

The secret to success is to work less as individuals and more as a team. **Success** is the ability of people to work together to accomplish goals. All of us must **Work Hard**; have the desire to succeed in the classroom and on the court. **Dedication** to ourselves, our teammates, our coaches, and our fans, means sacrificing a little bit of ourselves to accomplish **OUR TEAM'S GOALS**.

"Individual commitment to a group effort—that is what makes a team work, a company work, a society work, a civilization work."

*Vince Lombardi (1913 - 1970)
US football coach*

ARTICLE V - ELIGIBILITY RULES 2018-19

Section 1. GENERAL INFORMATION

- A. Compliance with all NJCAA rules of eligibility is the express responsibility of all member colleges.
- B. All NJCAA Rules of Eligibility will become effective as of August 1, 2010.
- C. A member college must be in good standing with the NJCAA and its own conference/region to enter a team or an individual in an activity sponsored by the NJCAA.
- D. Student-athletes participating on an intercollegiate level in any one of the certified sports of the NJCAA shall conform to the requirements of the NJCAA Rules of Eligibility, the rules and regulations of the conference/region with which the college is affiliated, and also the rules of the college at which the student-athletes are attending and participating.
- E. Ineligible student-athletes shall not be allowed to dress for any contest.
- F. Student-athletes who falsify any academic and/or athletic participation record shall be ineligible for further competition in an NJCAA member college at any time.
- G. Colleges having an intercollegiate athletic program above the two-year level shall not be allowed to participate in any of the certified sports of the NJCAA.
- H. The word "term" as used within the Eligibility Rules, refers to quarter, semester or trimester, whichever applies as the official unit of class attendance at a college. Summer sessions shall also be considered as a term of college. Institutions using a modified administrative term, i.e. unit credits, quarter term with semester credits, etc. will be evaluated and an interpretation entered in the Casebook.
- I. A student-athlete's grade point average (GPA) will be determined by dividing the earned/passing accumulated quality points by the corresponding earned/passing credit hours at each institution of attendance.

NOTE: Passing and satisfactory grades may be computed as "C" grades.

J. REMEDIAL/DEVELOPMENTAL STUDIES

1. Student-athletes who earn an A, B, or C or an equivalent grade in which the state/institution uses as a passing grade in a remedial/developmental course, cannot repeat that course and have it count toward eligibility. Furthermore, student-athletes cannot take a remedial/developmental course which is lower than a prerequisite to the one they have successfully passed and have it count toward eligibility.
2. Credit hours in remedial/developmental courses will count toward eligibility for a second season of participation if the student-athlete has successfully exited the course; only one course attempt is calculated

Section 3. REQUIREMENTS FOR ENTERING STUDENT-ATHLETES

- A. A student-athlete must be a graduate of a high school with an academic diploma or a General Education diploma. The high school must not be a high school affected by the NCAA Initial Eligibility process at the time of the student-athlete's enrollment. See the list on the NCAA website of high schools affected by the Initial Eligibility process.
- B. Non-high school graduates can establish eligibility for athletic participation by completing one term of college work passing 12 credits with a 1.75 GPA or higher. This term must be taken after the student-athlete's high school class has graduated. (Implementation date August 1, 2011)
- C. Non-high school graduates who have earned sufficient credit for high school graduation status can establish eligibility for athletic participation by completing one term of college work passing 12 credits with a 1.75 GPA or higher. This term can be completed before the student-athlete's high school class has graduated. (Implementation date August 1, 2011)
- D. Student-athletes who are completing high school and are simultaneously enrolled in 12 or more credits at a college are eligible for athletic participation with the completion of the NJCAA High School Waiver Form (Form 3.E). This form must be signed by the student-athlete's high school Principal and the College President. This provision is applicable to only those student-athletes whose high school class has not graduated at the time of college enrollment. USE FORM 3.E.

Section 4. REQUIREMENTS FOR ATHLETIC ELIGIBILITY

The following rules shall be used to determine a student-athlete's eligibility for athletic competition in any one of the certified sports of the NJCAA.

THIS ENTIRE SECTION MUST BE READ BEFORE A STUDENT-ATHLETE'S ELIGIBILITY STATUS CAN BE DETERMINED.

- A. Student-athletes must be making satisfactory progress within an approved college program or course as listed in the college catalog.
- B. Student-athletes must be enrolled in full-time status using any combination of sessions within a term, and in classes that begin before the end of the regular sport season in which the student-athletes choose to participate, within 15 calendar days from the beginning of the term.
 - 1. Student-athletes that do not conform to this rule will be ineligible for the remainder of the term.
- C. Student-athletes must maintain enrollment in 12 or more credit hours of college work as listed in the college catalog during each term of athletic participation. Student-athletes that drop below 12 hours are ineligible until full-time status is regained within that term.

SEMESTER ELIGIBILITY

- D. Prior to the 15th calendar day from the beginning date of the term for the second full-time semester, as published in the college catalog, a student-athlete must have passed 12 semester hours with a 1.75 GPA or higher.
- E. Prior to the 15th calendar day from the beginning date of the term for the third full-time semester, and all subsequent semesters thereafter, as published in the college catalog, a student-athlete must satisfy one of the following four requirements to be eligible for the upcoming term:
 1. Pass a minimum of 12 semester hours with a 2.00 GPA or higher during the previous semester of full-time enrollment, OR
 2. Pass an accumulation of semester hours equal to 12 multiplied by the number of semesters in which the student-athlete was previously enrolled full-time with a GPA of 2.00 or higher, OR
 3. A first season participant must have passed a minimum accumulation of 24 credit hours with a 2.00 GPA or higher for the initial term of participation, regardless of previous term or other accumulation requirements (NOTE: This only establishes eligibility for the initial term, not subsequent terms.), OR
 4. A first or second season participant must have passed a minimum accumulation of 36 credit hours for a fall sport, 48 credit hours for a spring sport, with a 2.00 GPA or higher, regardless of previous term or other accumulation requirement.
- F. Prior to a second season of participation in an NJCAA certified sport, student-athletes must pass a minimum accumulation of 24 semester hours with a 2.00 GPA or higher. (This is in addition to satisfying 4.D or 4.E.)
- G. Student-athletes must be enrolled full-time (12 or more credits) at the college where they have chosen to participate when the regular season schedule of a sport begins.

Appendix O – LRSC Cares Policy 800.29

LAKE REGION STATE COLLEGE POLICY AND PROCEDURE MANUAL

SECTION 800.29 Cares Team

The Cares Team is intended to support and assist students, faculty, and staff in dealing with problematic behavior that interferes with teaching, learning, and campus living.

1. Purpose: The Cares Team is responsible to provide proactive early intervention services for students, faculty, and/or staff who exhibit behaviors that cause concern for the safety and well-being of any member of the campus community.

2. Cares Team Members:

- a. Vice President of Academic and Student Affairs
- b. Director of Student Services
- c. Director of Counseling
- d. Disability Services Coordinator
- e. Director of PowerSkills/TRiO Student Support Services
- f. Human Resources Manager
- g. Assistant Director of Housing
- h. A member of the Faculty

3. Reporting: All members of the campus community should report behavior that causes concern, is disruptive, or contains treats of harm to self or others. These behaviors may or may not constitute a violation of our student or employee code of conduct.

- a. Non-Emergency Student Reporting Process: Notification regarding a student should be made directly to the Director of Student Services or via email to LRSC.CARES@ndus.edu. In the absence of the Director of Student Services and/or access to email, the report may be made to any member of the team.
- b. Non-Emergency Employee Reporting Process: Notification regarding an employee should be made directly to the Human Resources Manager or via email to LRSC.CARES@ndus.edu. In the absence of the HR Manager of and/or access to email, the report may be made to any member of the team.
- c. Individuals reporting concerns should include any information that may be helpful to the team in evaluating the situation, such as the duration, frequency, severity and/or progression of the behavior; any mitigating circumstances, and any actions previously employed by your or others to assist the individual or change the behavior.
- d. Emergency situation or behaviors that cause immediate safety concerns should be reported immediately to the Devils Lake Police Department by utilizing 911 and by activating the campus safety team.

4. Team Meetings: The Cares Team shall meet at least monthly and more often as needed when reports of concern have been made.

5. Responsibility

- a. The Director of Student Services shall be responsible to ensure reports to the Cares Team regarding students are properly addressed, services are offered/provided, and actions are taken to address concerns.
- b. Human Resources Manager shall be responsible to ensure reports to the Cares Team regarding employees are properly addressed, services are offered/provided, and actions are taken to address concerns.

History

Administrative Council Approved 09/14/16

Counting non-credit or reduced-credit remedial work in enrollment status

34 CFR 668.20

A student can receive aid for a limited amount of remedial coursework that is included as part of a regular program. As long as the student qualifies for aid for remedial courses, you must include the remedial courses in the student's enrollment status.

Some schools give no credit or reduced credit for remedial classes. To determine enrollment status, credit hours for the remedial class should be the same as for the comparable full-credit class. If you're using credit hours, you can compare the number of classroom and homework hours of study that the remedial course requires with the hours required for similar courses offered for full credit. Clock-hour schools should use the number of classroom hours attended in the remedial program.

Drug convictions

HEA Section 484(r)

34 CFR 668.40

A student who self-certifies that he or she has P56, 058, or 052 on his or her SAR and ISIR. See the SAR Comment Code and Text Guide on IFAP. For questions, contact the CPS/SAIG Technical Support at 800-330-5947, or CPSSAIG@ed.gov

Appendix P – Federal Financial Aid Student Eligibility

Students Convicted of Possession or Sale of Drugs

A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student for FSA funds. The student self-certifies in applying for aid that he is eligible; you're not required to confirm this unless you have conflicting information.

Convictions only count against a student for aid eligibility purposes (FAFSA question 23c) if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid—they do not count if the offense was not during such a period, unless the student was denied federal benefits for drug trafficking by a federal or state judge (see drug abuse hold sidebar). Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when she was a juvenile, unless she was tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3rd Offense	Indefinite period	-

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his loss of eligibility and the methods whereby he can become eligible again.

Question 23 Student Aid Eligibility Worksheet

E-Announcement Sept 23, 2016

You may distribute this worksheet to students to help them determine and document their eligibility or ineligibility, based on their responses to question 23 on the FAFSA (i.e., drug convictions): <https://ifap.ed.gov/drugworksheets/attachments/1718StudentAidEligibilityWorksheetforQuestion23EN.pdf>

Drug Abuse Hold

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including student aid, to persons convicted of drug trafficking or possession. The Central Processing System maintains a hold file of individuals who have received such a judgment. All applicants are checked against this file to determine if they should be denied aid. This is separate from the check for a drug conviction via question 23; records matching the drug abuse hold file receive a rejected application (reject 19 and comments 009 or 055 on the SAR and ISIR). See the ISIR Guide on the IFAP publications page for more information.

A student regains eligibility the day after the period of ineligibility ends (i.e., for a 1st or 2nd offense); or when he or she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program. Further drug convictions will make him ineligible again.

Students denied eligibility for an indefinite period can regain eligibility after completing any of the following options:

1. Successfully completing a rehabilitation program, as described below, which includes passing two unannounced drug tests from such a program);
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify to you that she has successfully completed the rehabilitation program; as with the conviction question on the FAFSA, you are not required to confirm the reported information unless you have conflicting information.

When a student regains eligibility during the award year, you may award Pell Grant, TEACH, and Campus-Based aid for the current payment period and Direct Loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program;
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company;
- Be administered or recognized by a federal, state, or local government agency or court; or
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

If you are counseling a student who will need to enter such a program, be sure to advise the student of these requirements. If a student certifies that he has successfully completed a drug rehabilitation program, but you have reason to believe that the program does not meet the requirements, you must find out if it does before paying the student any FSA funds.

Appendix Q – LRSC Policy 1500.09

LAKE REGION STATE COLLEGE POLICY AND PROCEDURE MANUAL

SECTION 1500.09

SEXUAL MISCONDUCT & TITLE IX COMPLIANCE

1. Lake Region State College (LRSC) strives to create a campus community free from interpersonal abuse. In working to achieve this intent, LRSC commits to:
 - a. Taking action to stop misconduct,
 - b. Taking action to remedy its effects by providing advocacy, support and appropriate referral services for recipients of the behavior,
 - c. Taking action to prevent recurrences,
 - d. Educating individuals and promoting discussions on interpersonal abuse and violence, and
 - e. Conducting impartial investigations of all reports of misconduct through fair, equitable and prompt procedures. Campus investigations will be conducted independently from any law enforcement investigations.

2. This policy is required by federal law and implementation is guided by the U.S. Department of Education, Office of Civil Rights.
 - a. In accordance with Title IX, LRSC does not discriminate on the basis of gender in educational programs, activities and/or employment.
 - b. Any form of retaliation is prohibited and is considered misconduct.
 - c. Misconduct is prohibited in all forms, regardless of intent to harm.
 - d. Also prohibited under Title IX is any rule violated on the basis of gender, gender identity and/or sexual orientation which is severe enough to cause discriminatory effect. This may include, but is not limited to bullying, cyber-bullying, relationship violence and stalking.

3. For the purpose of this policy, the following definitions apply:
 - a. Bullying is repeated and/or aggressive behavior likely to intimidate, hurt, control or diminish another person, physically or mentally. Cyber-bullying is bullying that takes place using technology.
 - b. Consent is words or actions showing a clear, knowing and voluntary agreement to engage in sexual activity.

- i. Consent from sexual partners must be obtained. If confusion or ambiguity on the issue of consent arises anytime during sexual activity, consent must be clarified.
 - ii. Consent may not be inferred from:
 - 1. Silence, passivity or lack of active resistance.
 - 2. A current or previous dating or sexual relationship.
 - iii. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
 - iv. Consent can be withdrawn by clear communication at any time.
- c. Coercion is compelling another to engage in conduct by threatening to expose a secret or publicize an asserted fact, whether true or false, that would affect another's reputation, academic or otherwise, or cause emotional distress. Coercion also means to exploit fear or anxiety through intimidation, domination, or control with the intent to compel conduct or compliance.
- d. Domestic/Dating Violence is physical harm, bodily injury, sexual activity compelled by physical force, assault, or the infliction of fear of imminent physical harm, bodily injury, sexual activity compelled by physical force, or assault, not committed in self-defense committed by any person who is or has been in a relationship of a romantic or intimate nature with another.
- e. Gender-based harassment is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation, or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the college's education or work programs or activities.
- f. Hostile environment is an environment in which misconduct occurs and is sufficiently severe, pervasive or persistent that it denies or limits a person's ability to participate in or benefit from any educational program, activity and/or employment.
- g. Incapacitation is a state where a person cannot make rational, reasonable decisions because they lack the capacity to give consent, due to the use of drugs or alcohol, unconsciousness, or because of an intellectual or other disability.
- h. Intimidation is threats or acts that cause reasonable fear.
- i. Misconduct is any conduct that qualifies as bullying, coercion, cyber-bullying, domestic/dating violence, sexual assault, sexual exploitation, sexual harassment, stalking, or other harassment as a result of a person's gender, sexual orientation or gender identity.
- j. Retaliation is any type of harassment or adverse action taken against a person because of their participation in a misconduct investigation.
- k. Responsible employees include all LRSC faculty, staff and volunteers.
- l. Sexual Activity includes both sexual acts and sexual contact.
 - i. Sexual Act is sexual contact involving penetration, however slight, between the penis and the vulva, the penis and the anus, the penis and the mouth, the mouth and the vulva, or any other portion of the human body and the penis, anus or

- vulva; or the use of an object which comes in contact with the victim's penis, vulva or anus.
- ii. Sexual Contact means any touching, whether or not through the clothing or other covering, of sexual or other intimate parts of the person. Intimate parts would include the groin, buttocks, breasts or genitalia (penis/vulva).
- m. Sexual Assault is when a person knowingly engages in sexual activity with another or who causes another person to engage in sexual activity:
- i. Without consent,
 - ii. Using force, threats, intimidation, or coercion,
 - iii. When a person knows or has reasonable cause to believe that the victim is unaware that sexual activity is being committed upon him or her,
 - iv. When a person knows or has reasonable cause to believe that the victim suffers from a mental disease or defect which renders the victim incapable of understanding the nature of the person's conduct, or
 - v. When a person, or someone with knowledge of that person's intent, has substantially impaired the victim's power to appraise or control the victim's conduct by administering or employing, without the victim's knowledge, intoxicants, a controlled substance, or other means for the purpose of preventing resistance.
- n. Sexual Exploitation is the intent to arouse, appeal to, or gratify a person's lust, passions or sexual desires. This may include, but is not limited to:
- i. Masturbating in a public place or in the presence of a minor,
 - ii. Exposing one's penis, vulva, or anus in a public place or to a minor in a public or private place,
 - iii. Engaging in voyeurism or surreptitiously intruding on another's right to sexual privacy,
 - iv. Knowingly exposing another to a sexual transmitted disease or HIV,
 - v. Prostituting another person or oneself,
 - vi. Recording, photographing, disseminating, publishing (electronically or otherwise) or relaying sexual images of another without written consent.
- o. Sexual harassment includes unwelcome behavior of a sexual nature that is made explicitly or implicitly a condition of an individual's education, employment, or participation in college-sponsored programs or activities. When the submission to or rejection of such behavior or conduct is a factor in decisions affecting that individual's education, employment, or participation in college-sponsored programs or activities sexual harassment has occurred. Sexual harassment has also occurred when the behavior creates an objectively hostile environment, or is sufficiently severe, persistent, or pervasive.
- p. Sexual image is any image that qualifies under the definition in the North Dakota Century Code 12.1-27.1-03.1 or any image that is sufficiently provocative to show sexual intent.
- q. Sexual misconduct is any conduct that qualifies as sexual assault, sexual exploitation, or sexual harassment.

- r. Stalking is engaging in intentional course of conduct directed at a specific person, which frightens, intimidates, or harasses that person, and that serves no legitimate purpose. The course of conduct may be directed toward that person or a member of that person's immediate family or household and must cause a reasonable person to experience fear, intimidation, or harassment.

In the absence of a definition included in this policy, that provided by the North Dakota Century Code will be used.

4. **APPLICABILITY:** Any incident of misconduct that may affect a student, employee, visitor, or volunteer's ability to participate in or benefit from a LRSC educational program, activity and or employment. This policy applies to all students, employees and volunteers of LRSC at all on and off campus locations.
5. **SEEKING ASSISTANCE:** Confidential access to resources, reporting options, services, advocacy and medical treatment is available through on campus counseling, off-campus advocates and counselors, and medical providers. A list of these resources is available on the college website or from the Title IX Coordinator.
6. **AMNESTY FOR ALCOHOL, DRUG AND OTHER CODE OF CONDUCT VIOLATIONS:** Students who experience sexual misconduct, report an incident of sexual misconduct, or assist a victim of sexual misconduct, while under the influence of alcohol or other drugs will not be subject to the student conduct process or suffer discipline from any other college sanctioned activity, club, or team for the alcohol or drug offense, nor will the alcohol or drug offense become part of the student's conduct record. LRSC cannot absolve anyone of criminal responsibility. Counseling referrals may be made as deemed appropriate by the Title IX Coordinator or Director of Student Services.
7. **REPORTING:** Responsible employees must address sex and gender-based discrimination and harassment by reporting misconduct to the Title IX Coordinator or a vice-president. Others are encouraged to immediately report violations of this policy. Incidents may be reported regardless of how much time has passed. The report must be made to or forwarded to the Title IX Coordinator or a vice president. Third party and anonymous complaints will be accepted, however, LRSC's ability to investigate and resolve may be limited.

Lake Region State College Title IX Staff:

Sandi Lillehaugen

Title IX Coordinator - Office 120

701-662-1543

Sandra.Lillehaugen@lrsc.edu

Brandi Nelson

Title IX Deputy Coordinator - Office 134A

701-662-1509

Brandi.Nelson@lrsc.edu

If criminal activity is involved, students and employees may contact local law enforcement. If an individual chooses to file a report with the police for sexual misconduct, it is important not to destroy physical evidence. An evidence collection kit, preventative treatment for sexually transmitted diseases, treatment of injuries and other health services can be obtained from any medical provider.

8. **CONFIDENTIALITY:** Individuals may request confidentiality. The Title IX Coordinator will evaluate the request and determine the extent to which confidentiality may be maintained. LRSC must weigh the requests for confidentiality against its need to protect the safety and security of the entire campus.
9. **EMPLOYEE RESOLUTION:** Accused employees are subject to NDUS and SBHE policies and procedures regarding resolution, adjudication, appeals, discipline and/or dismissal.
10. **STUDENT RESOLUTION:** Misconduct complaints may be resolved formally or informally. LRSC will attempt to complete the investigation within 60 days. During this process, the complainant and the accused shall:
 - a. Receive written notice:
 - i. Identifying the allegation(s) against the student.
 - ii. Providing three days' notice to any requests for information or response from the accused. The notice requirement can be waived if the accused consents to a shorter notice period. The notice process may also be waived during an emergency suspension process.
 - iii. Of information about the right to have a support person, advocate or attorney, at the student's expense and initiation, to fully participate in the process.
 - b. Have equal opportunity to present evidence and respond to allegations.
 - c. Be provided with timely and equal access to information.
 - d. Be informed of the outcome, the sanction (if any) and the right to appeal.
11. **INFORMAL RESOLUTION:** Except in cases that may result in a student's suspension or expulsion, complainants may choose to pursue an informal resolution. Informal resolution is entirely voluntary and must be agreed upon by the complainant and accused. The Title IX Coordinator will investigate or assign an investigator to oversee this process. The Director of Student Services shall decide the appropriate sanction to be imposed. No appeal is allowed.
12. **STUDENT ADJUDICATION PROCESS**
 - a. **Investigation Process**
 - i. The Title IX Coordinator shall be responsible to assign each formal complaint to an investigator(s).
 - ii. The Title IX Coordinator may recommend interim measures to the Director of Student Services.

- iii. Interim measures will be communicated in person (when possible) and in writing to both the complainant and the accused. These may include, but are not limited to:
 1. Assistance moving safely between campus buildings,
 2. Issuing a no contact order to the complainant and/or accused,
 3. Moving the complainant and/or accused to different campus housing,
 4. Altering the class schedule of the complainant and/or accused,
 5. Providing counseling services,
 6. Providing academic support services, and/or
 7. Placing student employees on leave or suspension pending the outcome of the investigation.
- b. Decision-making Process
 - i. The Director of Student Services and Title IX Coordinator shall:
 1. Review the investigative report and consider only relevant evidence while excluding evidence that is neither relevant nor probative.
 2. Determine whether policy was violated using a “preponderance of the evidence” standard.
 3. Decide the appropriate sanctions to be imposed. These may include, but are not limited to:
 - a. Written warning
 - b. Limited access to campus
 - c. Suspension or expulsion
 - d. Counseling or training
 - e. Restitution
 - f. Performance improvement
 - g. Loss of privileges or wages
 - h. Class or job reassignment
 - i. Termination
 - ii. The Title IX Coordinator will communicate in person (when possible) and provide in writing the final decision to both the complainant and the accused.
 1. Student Appeal Process: Both the complainant and accused have the right to appeal. An appeal must be made in writing to the Title IX Coordinator within 60 days of notification of the final decision. The other person will be notified if an appeal has been filed. The Title IX Coordinator will assign members to the appellate panel.

The original decision may be appealed only due to:

- a. Procedural Errors: The appellant alleges that there was a deviation or change from the procedures outlined in the adjudication process which adversely impacted the outcome of the complaint. If the appellate panel determines that there was a procedural error which may have altered the outcome of the case, the appeal will be investigated.

- b. **New Evidence:** The appellant alleges that new evidence became available which would have impacted the outcome of the complaint. The appellant must (i) present the new evidence, (ii) explain why it was unavailable prior to the original decision and (iii) prove that the new evidence may have altered the outcome. The other person will be given an opportunity to address the new evidence.
- c. **Severity of the Disciplinary Action:** The accused believes that the disciplinary action issued was insufficient or excessive.

The appellate panel will make a recommendation to the Vice President of Administrative Affairs who will then make the final decision and impose sanctions, if any, within 21 calendar days.

The accused has an additional right to appeal, within one year of the original final decision, to the Vice President of Academic and Student Affairs. The Vice President of Academic and Student Affairs may grant a rehearing, order a new hearing, reduce or modify the suspension or expulsion, grant other appropriate relief or uphold the original decision. Upon conclusion of all appeal activities, a final decision will be made within 21 days. If the appeal results in the reversal of the decision or a change to the sanction, the institution may reimburse the student for any tuition and fees paid to the institution for the period of suspension or expulsion which had not been previously refunded.

The Vice President of Academic and Student Affairs reserves the right to hear an appeal at any time should exculpatory information become available.

13. RECORDS RETENTION/REPORTING

- a. **Document Retention:** After the decision has been issued, and after all appeals have been exhausted, all materials created by or reviewed by the investigators and/or the appellate panel will be retained by the Title IX Coordinator in accordance with the NDUS Records Retention Schedule.
- b. **Internal Reporting:** If the final decision involves suspension, expulsion or termination, the resolution will become a permanent part of the accused student or employee record.
- c. No student involved can be required to sign a nondisclosure agreement or to otherwise agree to a prohibition from truthfully discussing the case.

14. FALSE REPORTS: Knowingly making a false statement, presenting inaccurate information or withholding evidence constitutes misconduct under LRSC Policy 800.30 (Student Conduct) and Policy 1500.05 (Code of Conduct) and may result in disciplinary action.

15. RETALIATION: Any person who retaliates against an individual reporting misconduct, filing a misconduct complaint or participating in an investigation is subject to disciplinary action up to and including suspension, expulsion or termination.
16. TRAINING: LRSC will engage in prevention and awareness training for students and employees. Annual training for LRSC's conduct and misconduct policies will be provided. Student training will focus on how to file a misconduct complaint, discussion on consent and incapacitation, resources available, complaint procedures, and bystander intervention. Employee training will focus on how to appropriately respond to misconduct complaints, the procedures to file a complaint and the importance of confidentiality. More comprehensive training will be provided to Title IX coordinators, investigators and others involved in the adjudication process.
17. The Title IX Coordinator is responsible for coordinating compliance with federal and state discrimination and sexual harassment laws. The Title IX Coordinator is also responsible to:
 - a. Ensure an up-to-date Sexual Misconduct & Title IX Compliance Policy,
 - b. Provide educational programs regarding harassment, discrimination and misconduct,
 - c. Respond to, investigate and seek resolutions to Title IX complaints,
 - d. Ensure impartial, fair and prompt investigation into all complaints,
 - e. Provide training to students and employees,
 - f. Oversee all Title IX complaints and reporting of student and employee misconduct,
 - g. Identify and address all systems relating to misconduct, and
 - h. Collaborate with law enforcement when investigations overlap.

LRSC has reporting obligations under The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). LRSC must disclose information about certain crimes that occur on campus, on public property within or immediately adjacent to the campus, and in or on other buildings or property that are owned or controlled by LRSC. The Clery Act also requires LRSC to issue timely warning notices about crimes that pose a serious or on-going threat to the campus community. The Director of Institutional Effectiveness is responsible for Clery Act reporting and compliance.

History

Administrative Council Approved 07/09/15

Administrative Council Approved 1500.09 (9) 12/21/15

Administrative Council Approved (3, e & o) 03/23/16

Administrative Council Approved 10/09/17

Appendix R – SBHE Policy 916

SBHE POLICIES

SUBJECT – 900s FACILITIES

EFFECTIVE: November 17, 2011

SECTION 916 Campus Security

1. Pursuant to N.D.C.C. § 15-10-17.1, the Board delegates to its institutions authority to establish campus police departments, hire police officers and contract with or make arrangements with other agencies to provide for campus security.
2. Each institution shall comply with all requirements of the Student Right-to-Know and Campus Security Act, Clery Act and other applicable laws governing campus security, student notices and reporting.

History:

New policy. SBHE Minutes, October 26-27, 1989, page 5901.

Amendment SBHE Minutes, April 4, 2000.

Amendment SBHE Minutes, November 17, 2011.

Appendix S – LRSC Policy 1500.18

LAKE REGION STATE COLLEGE

POLICY AND PROCEDURE MANUAL

SECTION 1500.18

CAMPUS SAFETY

1. Law Enforcement Authority

The Lake Region State College Police Department exists under authority granted by N.D.C.C. 15-10-17.1 and the State Board of Higher Education Policy 916. The licensed and sworn peace officers employed by LRSC have full powers of arrest pursuant to N.D.C.C 44-08-20.

- a. The Lake Region State College campus falls under the jurisdiction of several law enforcement agencies willing and able to assume primary jurisdiction over the response to an investigation of criminal activity on campus. As such, officers of the Lake Region State College Police Department shall:
 - i. When on campus, proactively respond to a crime in progress that threatens the safety and/or security of campus-based persons or property.
 - ii. At all times and for all cases relinquish investigative authority and jurisdiction to the city police, county sheriff, and/or highway patrol upon their arrival to campus.
 - iii. Assist those law enforcement agencies as requested during any investigation or call for service.

- iv. Notify the appropriate law enforcement agency in any instance where the officer makes a criminal arrest or responds to a crime in progress or other emergency on campus.
 - v. Provide a written narrative (copied to the LRSC Chief of Police) to the appropriate law enforcement agency whenever they take official action as a peace officer, use force, recover evidence, or otherwise have information that needs to be included in an official police report.
- b. The President shall issue a *Notice of Appointment* and administer the *Oath of Office* to one licensed peace officer to serve as the Chief of Police. The Chief of Police shall issue a *Notice of Appointment* and administer the *Oath of Office* to any other licensed peace officers employed by LRSC.
- c. LRSC Peace Officers shall at all times maintain a current ND Peace Officer License and comply with all requirements for licensure and training established by the ND Peace Officer Standards and Training Board. Officers shall adhere to all legal requirements regarding the enforcement of laws, jurisdictional authority, and use of force.
- d. The LRSC Chief of Police shall establish and maintain an up-to-date policy handbook that must include, at a minimum, the department's policy on the use of force, emergency vehicle operations, and weapons carry/qualification standards.
- e. The Director of Peace Officer Training shall:
 - i. Oversee the licensing and training of the Peace Officer Training Program's employed training supervisors to ensure continued compliance with ND POST standards.
 - ii. Serve on the Loss Control Committee.
 - iii. Serve as the LRSC Police Department's primary liaison with other law enforcement agencies.
 - iv. Provide assistance to the Director of Institutional Research in preparing our Campus Safety and Security Report.
 - v. Coordinate, provide, and/or delegate the delivery of annual safety training to LRSC faculty, staff, and students.
 - vi. Help manage the LRSC safety and security responsibilities under the Clery Act.
 - vii. Serve as the primary Campus Safety Authority (CSA).

2. Campus Safety

Lake Region State College works closely with the Devils Lake Police Department (DLPD). When incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information. There is a cooperative agreement between LRSC and DLPD stating that the DLPD will notify LRSC if it determines that LRSC student(s) have been involved in any alcohol or drug-related occurrence off campus.

Campus safety is managed by the Loss Control Committee. During the academic year, the Loss Control Committee with assistance from the Physical Plant Director, the Risk Management Coordinator, and the Director of Peace Officer Training. The loss control Committee meets routinely to discuss locks, alarms, lighting, communications, and other safety issues.

3. Campus Access

During business hours, the college (excluding residence halls) is open to students, employees, and visitors. During non-business hours, access to all College facilities is by key, if issued, or by admittance via the Residence Life staff. Residence halls are secured 24 hours a day.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library, the Bookstore, and Student Services. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Employees, when acting as advisor to a group of students, must not leave the building or room until all students using the facilities have left. Students must not be made responsible for locking up after an activity.

4. Safety Awareness Programs

Annually, students and employees are informed of services offered by Lake Region State College. Slide presentations and handouts outline ways to maintain personal safety. The annual safety report is made available to students and employees to inform them of safety related matters. Crime prevention programs and sexual assault prevention programs are available on a continual basis. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the safety of others. Crime prevention programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Policies related to student safety are included in the Student Handbook, which is made available to all students.

5. Timely Warnings

Lake Region State College will issue a timely warning notice in the event of a Clery Act crime that occurred on or near campus that may pose a serious or ongoing threat to members of the campus community. The warning will be issued through the college emergency notification system to all employees and currently enrolled students.

- a. A timely warning notice will be issued when there is a threat to the safety and security of persons for the following Clery Act crimes:
 - i. Aggravated assault
 - ii. Arson
 - iii. Burglary (involving violence)
 - iv. Domestic violence, dating violence, stalking
 - v. Manslaughter
 - vi. Motor vehicle theft
 - vii. Murder
 - viii. Robbery
 - ix. Sexual offenses

- x. Any other crime in which the victim was chosen on the basis of race, color, national origin, religion, sexual orientation, gender identity, genetic information, sex, age, creed, marital status, veteran's status, political belief or affiliation, or disability.
- b. Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria: (1) nature of the crime; (2) continuing danger to the campus community; (3) possible risk of compromising law enforcement efforts.
- c. The President is responsible for deciding if a timely warning notice will be issued and designated personnel will issue the notice. In the President's absence the responsibility will go to: (1) Vice President of Academic and Student Affairs; (2) Vice President of Administrative Services; (3) Director of Student Services.
- d. If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time. In some cases, information may be kept confidential to avoid compromising an ongoing investigation.

6. Reporting Criminal Offenses

Students, faculty, staff, and visitors are encouraged to report all crimes and any suspicious activity in an accurate and timely manner to an identified campus safety authority (CSA) *and* local law enforcement. For emergencies call 9-1-1. The Primary CSA is the Director of Peace Officer Training. Additional CSAs include but are not limited to:

- Faculty assigned to the Peace Officer Training Program
- Director of Student Services (701-662-1508)
- Risk Management Coordinator (701-662-1543)
- Athletic Director (701-662-1523)
- Title IX Coordinators (701-662-1509 or 701-662-1543)
- Vice President of Academic & Student Affairs (701-662-1681)
- Vice President of Administrative Affairs (701-662-1502)
- Physical Plant Director (701-662-1521)
- Director of Housing (701-662-1525)
- Counseling & Disability Services (701-662-1546)

Individuals filing a report may request confidentiality. LRSC will evaluate the request and determine the extent to which confidentiality may be maintained. LRSC must weigh the request for confidentiality against its desire to protect the safety and security of the entire campus. Therefore, with the exception of the counselor, LRSC cannot guarantee absolute confidentiality. All crimes reported, other than those reported to the counselor, are included in the annual disclosure of crime statistics.

7. Disclosure of Crime Statistics

The Director of Institutional Effectiveness prepares the annual Campus Security and Fire

Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the college web site at www.lrsc.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding on campus and non-campus sites, the Director of Peace Officer Training, the Title IX Coordinator, Director of Housing, and Director of Student Services. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest, and referral statistics include those reported to designated campus security authorities (CSA) and local law enforcement agencies. Each year, an e-mail notification is made to all faculty, staff, and enrolled students. Copies of the report may also be obtained by calling 701-662-1509.

Lake Region State College employs one counselor who, when acting as such, is not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

8. Disclosure to Victims of Alleged Crimes

Lake Region State College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any investigation conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, LRSC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

9. Registered Sex Offenders

The Campus Sex Crimes Preventions Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted, registered sex offenders enrolled at, or employed by, institutions of higher education. The act requires sex offenders already required to register in a State to provide notice of each institution of higher education in the State at which the person is employed, carries a vocation, or is a student. Out-of-state sex offenders are required to register if they work or attend school in North Dakota. The state then provides this information to law enforcement authorities in the jurisdiction where the institution is located.

The law requires LRSC to advise the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. The North Dakota Sex Offender website is available via Internet pursuant to North Dakota Century Code section 12.1-35-15 at <http://www.sexoffender.nd.gov/Laws/laws.shtml>.

History

Administrative Council Approved 09/28/15

Administrative Council Approved 12/05/2016

Appendix T – LRSC Campus Security Report

2022 ANNUAL SECURITY AND FIRE SAFETY REPORT

Reporting Period January 1 – December 31, 2021

(Published September 30, 2022)

Introduction

The safety of the campus community is of vital importance to Lake Region State College (LRSC). LRSC accepts its responsibility to employ safety measures and provide information on the prevention and reporting of crimes. Creating a safe and secure campus is a shared responsibility. The active involvement of the entire campus community - students, employees, visitors - in their own personal safety and the safety of their neighbors will help keep our campus safe and a desirable place to learn, work and live.

The *2022 Annual Security and Fire Safety Report* is prepared annually in compliance with the Clery Act. Clery Act reporting covers the preceding calendar year, January 1 to December 31, 2021. It provides information related to campus security and safety including crime statistics, policies and procedures, and other information designed to inform students, employees and visitors about prevention of crimes and how to respond if a crime occurs. Included in this report are three years of reported crimes that occurred on campus, in certain off-campus buildings, or on property owned or controlled by LRSC, and on public property within, or immediately adjacent to and accessible from the campus.

The Clery Act

Jeanne Clery was a freshman at Lehigh University when she was raped and murdered in her residence hall on April 5, 1986. Her killer was a drug and alcohol abuser, a Lehigh student whom Jeanne had never met. He gained access to her room by proceeding, unopposed, through three propped-open doors, each of which should have been locked. He was convicted of the crime and sentenced to death.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose campus crime statistics and security information. The Clery Act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions.

Clery Act Compliance

The Clery Act requires LRSC to give timely warning of crimes that represent a threat of safety to students or employees and to make public its campus security policies and procedures. It also requires LRSC to publish and distribute an annual security report that provides crime statistics for the prior three years and campus crime prevention program descriptions.

When the Higher Education Opportunity Act was signed into law in 2008, it amended the Clery Act by adding a number of safety- and security related requirements to the Higher Education Act of 1965. To be in full compliance with the law, LRSC must:

1. Collect, classify and count crime reports and crime statistics.
2. Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees.
3. Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
4. Provide educational programs to promote the awareness of dating violence, domestic violence, sexual assault, and stalking.
5. Have procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault, and stalking.
6. Publish an annual security report containing safety- and security-related policy statements and crime statistics and distribute it to all current students and employees.
7. Inform prospective students and employees about the availability of the annual campus security and fire safety report.
8. Submit crime and fire statistics to the Department of Education each fall.
9. Disclose missing student notification procedures that pertain to students residing in on-campus student housing facilities.
10. Disclose fire safety information related to on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection; publishing an annual fire safety report containing policy statements and fire statistics associated with each on-campus student housing facility, including number of fires, cause, injuries, deaths and property damage; and submitting fire statistics to the Department of Education each fall.

This annual report reflects the period of January 1 through December 31, 2022. Campus crime statistics include those reported to designated campus safety officials and local law enforcement agencies. All policy statements and procedures contained within this report apply to all on- and off-campus locations. Each year notification is sent to current students and employees. The notification provides information on how to access the report online. A hard copy may be obtained by contacting Brandi Nelson, Director of Academic Affairs, at 701-662-1509.

Campus Safety

LRSC Policy 1500.18

Law Enforcement Agency

See Appendix S on page 65.

Alcohol and Drugs

LRSC Policy 1500.15

See Appendix G on page 35.

Emergency Notification System

LRSC Policy 1500.13

Lake Region State College uses an Emergency Notification System (ENS). This system allows the campus to contact students, employees, and on-campus entities during an emergency. The emergency notification system will require emergency notification information from students, employees, and on-campus entities. This information is how the campus can contact the employee, student, or designated person. LRSC employee participation in the emergency notification system is mandatory and all employees, including student employees, are required to provide emergency contact information.

The responsibility to make the decision to close Lake Region State College due to weather/emergency rests with the college President. Lake Region State College administrative staff at the Grand Forks Air Force Base has the authorization to make the appropriate call for LRSC classes at the GFAFB Education Center. The President may coordinate with designated personnel before making the decision to close campus, cancel classes, delay start time, etc.

In the President's absence the responsibility will go to the:

1. Vice President for Academic and Student Affairs
2. Vice President for Administrative Services
3. Director of Student Services

Employee emergency notification telephone numbers or other emergency notification information is exempt from the state's open records laws as provided in Policy 1912 and may be released only as provided in that policy.

Emergency notification contact information will come from ConnectND and is updated monthly. This removes former employees and students from the system.

To eliminate misuse of the emergency notification system, only designated personnel will have access to deploy the system. An "emergency" means a situation that poses an immediate threat to the health or safety of someone in the institution or system community or significantly disrupts institution or system programs and activities.

The emergency notification system is only for emergencies as defined in NDUS Policy 1902. Lake Region State College's Loss Control Committee defines certain emergencies that warrant system use. According to NDUS system requirements, LRSC will conduct unannounced emergency notification tests at least once each fall, spring, and summer semester. A log is maintained of all notifications describing the exercise, date, start and end time.

Employees are required to review their emergency notification information annually. In addition, employees will receive reminders bi-annually to update their records. Emergency notification information may include campus email, campus phone, home phone, home cellular phone, and work cellular phone. Employees can opt-in for SMS "texting" capabilities. LRSC's Human Resources will gather emergency information from non-campus personnel such as the childcare center, Devils Lake Police Department, and the Devils Lake Fire Department, and other campuses based at LRSC.

Additional emergency notifications not outlined by the Loss Control Committee can be deployed if necessary, by designated personnel (if situation fits NDUS Policy 1902). Campus emergency procedures will be available for employees on the shared information drive. LRSC will use campus email and website for detailed updates, unless the situation requires redeployment.

During an emergency, LRSC employees and students are asked to refer all media inquiries to LRSC's Marketing and Communication Director or the President's Office.

Students, employees, and visitors should report all emergency situations to the LRSC Risk Management Office or Physical Plant Director.

Students will have the ability to add and update their information in Campus Connection. The portal will allow students to enter campus phone, cellular phone, email, texting information, and home phone. The system will periodically remind students to review their information. In addition, students can receive emergency notifications from other campuses depending on their class location. Students can "opt-out" of the emergency notification system in Campus Connection.

Students are allowed to leave cell phones on during class to receive emergency notifications unless instructed by faculty. If a faculty member instructs students to turn their cell phones off, the faculty member must be able to receive emergency notifications through a registered cell phone, or other means of receiving emergency messages at all times students are required to turn off their phones.

Students' emergency notification information or contact information such as phone numbers or email addresses submitted for purposes of participation in an emergency notification system, shall be excluded from directory information that is therefore confidential as provided under the Family Educational Rights and Privacy Act (FERPA). However, if a student phone number or email or other address submitted for the purpose of participation in an emergency notification system is also contained in other institution records used for other purposes, that information contained in the other institution records is directory information and not confidential, unless a student has exercised the student's right to refuse to permit disclosure of directory information.

Emergency Response

LRSC Policy 1500.19

The Vice President for Administrative Affairs or designee, as delegated by the president, is responsible for directing emergency management operations. The designee identifies other departments, units, and individuals responsible for providing emergency response and critical support services, and describes their respective roles and responsibilities. The president or designee assesses the danger and potential threat the event may pose to the safety of the campus community. If a significant emergency or dangerous situation is confirmed, the designee shall take into account the safety of the campus community, determine what information to release about the situation, and begin the notification process. In the event that notification may compromise efforts to assist a victim, contain the emergency, respond to the emergency, to otherwise mitigate the emergency, a notification may not be issued. The Loss Control Committee shall create and maintain an emergency response plan.

LRSC has a variety of ways of disseminating emergency information to the larger community, including, but not limited to:

- Public Media
 - Local radio and television stations are notified of any disasters or emergencies occurring on the campus.
 - The Director of Marketing and Communications coordinates connections with all major media outlets to provide emergency notifications.
- Mass Calling and Notification
 - The emergency notification system allows designated personnel to send a recorded voice message, e-mail, and text message simultaneously from a remote site. This message will be sent to the entire campus community and will contain important information about the emergency. When the system is activated, one or more of the following alerts are sent depending on the contact information the recipient has provided.
 - Voice Call - Individuals who have provided their phone numbers are called and a prerecorded voice message is played.
 - Email - An email is sent to all individuals who have provided email addresses.

- Text message - Individuals who have provided cell phone numbers are sent a text message.
- Warning Sirens
 - Warning sirens are strategically placed in and around the City of Devils Lake to sound in the event of a tornado warning. The sirens are tested on this system every Wednesday at 6:00pm.
- Building Evacuation Alarms
 - Every campus building has an evacuation alarm. Buildings may also be equipped with a voice public address system by which instructions may be given.
- LRSC Website
 - The Director of Marketing and Communications will update the LRSC website with pertinent information and instructions in the event of a disaster or emergency.
- Email Transmission
 - A mass email may be sent to the campus community with pertinent information and instructions in the event of a disaster or emergency.

The following is a list of individuals or organizations responsible for carrying out these procedures:

- President
- Vice President of Administrative Affairs
- Vice President of Academic & Student Affairs
- Director of Marketing and Communications
- Loss Control Committee

LRSC will publish a summary of its emergency response procedures in conjunction with at least one emergency notification test each calendar year.

Sexual Misconduct and Title IX

LRSC Policy 1500.09

See Appendix Q on page 57.

Missing Student Notification

LRSC Policy 800.08.01

As required by the Higher Education Opportunity Act of 2008, this policy addresses missing student notification for students residing in on-campus student housing and includes procedures that LRSC will follow in the event a student is reported missing.

A missing student is defined as a person currently enrolled at LRSC, residing in on-campus student housing, whose whereabouts have been unaccounted for by LRSC or local law enforcement for more than 24 hours. If a student is determined to be missing, LRSC will initiate notification procedures within 24 hours.

Designation of Confidential Contact Information

1. Students residing in on-campus student housing have the option to designate a confidential contact person who will be notified in the event the student is determined by LRSC or local law enforcement to be missing.
2. A student may designate a confidential contact person at any time by filing a Confidential Contact Form with the Director of Housing. The student is responsible for the accuracy of the contact information and for updating the information as necessary.
3. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.
4. The confidential contact may be someone other than the emergency contact listed in Campus Connection. Emergency contact information listed in Campus Connection will be kept separately from the missing student contact information.
5. If the missing student is under the age of 18 and is not an emancipated individual, LRSC is required to notify the student's parent or guardian, in addition to any confidential contact designated, immediately after determining that the student has been missing for 24 hours.
6. When a student is missing and the student failed to designate a confidential contact, LRSC may contact any person who they believe may have information about the student's whereabouts.

Notification of Missing Persons

1. Any individual who has information that a student who resides in on-campus housing is missing shall immediately notify the Assistant Director of Housing or the Resident Assistant on duty.
2. The housing official will confirm that the student is currently enrolled and living in on-campus student housing.
3. If confirmed, the housing official shall immediately notify the Director of Housing and Director of Student Services.
4. The Director of Housing will conduct an investigation to verify the situation and determine the circumstances that exist.
5. If it is determined that the student is missing, the Director of Student Services shall, within 24 hours, report the missing student to:
 - a. Local law enforcement,
 - b. The student's designated confidential contact,
 - c. The student's parent or guardian,
 - d. Other campus officials as deemed necessary.

Campus Communication Regarding Missing Persons

1. Prior to providing the LRSC community with any information about a missing student, the Director of Development and Community Relations shall consult with law enforcement to ensure that communications do not hinder the investigation.
2. All communication with the general public regarding missing students will be handled by law enforcement authorities, who shall consult with the Director of College Relations.

Fire Safety in Student Housing

Per federal law, Lake Region State College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which one is unsure whether Lake Region State College may already be aware. If one finds evidence of such a fire or hears about such a fire, they can contact one of the following:

- Risk Management (701-662-1543)
- Physical Plant Director (701-662-1521)
- Director of Housing (701-662-1525)

Candles and Incense

For fire and safety reasons, candles, lanterns, and incense are not permitted in the residence hall rooms for any reason.

Electrical Appliances

Popcorn poppers, George Foreman grills, pizza ovens, hot plates, toasters, toaster ovens, and other heating and cooking devices may not be used in student rooms. Such devices may be used in the kitchen area available in each hall. Microwaves and refrigerators (4.3 Cubic Feet or smaller) are permitted. All electrical appliances must be UL approved. The UL seal must appear on both the appliance and the cord. Coffee pots are not allowed; however, you may have a Keurig or Keurig type of device in your room.

Tobacco Free Campus

LRSC Policy 400.25

See Appendix J on page 40.

Fire Emergency Procedures

When the fire alarm sounds, students must exit the room, shut the door, and leave the building at the nearest safest exit. Once students have left the building, they meet at the following locations:

- North Residents: North Hall parking lot. Once everyone has gathered the staff may choose to relocate to a more suitable location.
- Gilliland and South Residents: Gilliland/South Hall parking lot. Once everyone has gathered the staff may choose to relocate you to a more suitable location.

Once the Devils Lake Fire Department has determined it is safe, residents will be allowed back into the building.

Future Improvements in Fire Safety

During the 2021-2022 academic year, Lake Region State College upgraded the fire safety systems in on-campus student housing facilities.

Chart 1: Crime Statistics

Residence Hall	Calendar Year	Total On-Campus	On-Campus Residence ¹	Non-Campus	Public	Unfounded
Aggravated Assault	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Arson	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Burglary	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Murder/Non-negligent manslaughter	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Manslaughter by negligence	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Robbery	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Fondling	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Incest	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Statutory Rape	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Rape	2021	0	0	0	0	0
	2020	1	1	0	0	0
	2019	0	0	0	0	0
VAWA Offenses (domestic violence, dating violence, stalking)	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

¹On-Campus Residence statistics are included in the Total On-Campus numbers.

Note: There were no hate crimes reported in 2019, 2020 or 2021. There were no crimes reported in 2019, 2020 or 2021 at LRSC's locations in Fargo (POTP), Grand Forks (GFAFB, Launch!, Nursing, POTP), Mayville (Nursing), and Minot (POTP).

Chart 2: Arrests

Residence Hall	Calendar Year	Total On-Campus	On-Campus Residence ¹	Non-Campus	Public	Launch!
Liquor Law Violations	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Drug Violations	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Violations	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

¹ On-Campus Residence statistics are included in the Total On-Campus numbers.

Chart 3: Non-Arrest Campus Referrals

Residence Hall	Calendar Year	Total On-Campus	On-Campus Residence ¹	Non-Campus	Public	Launch!
Alcohol	2021	6	6	0	0	4
	2020	6	6	0	0	0
	2019	7	7	0	0	0
Drug Violations	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0
Weapons Violations	2021	0	0	0	0	0
	2020	0	0	0	0	0
	2019	0	0	0	0	0

¹ On-Campus Residence statistics are included in the Total On-Campus numbers.

Note: There were no arrests or non-arrest campus referrals reported in 2019, 2020 or 2021 at LRSC's locations in Fargo (POTP), Grand Forks (GFAFB, Nursing, POTP), Mayville (Nursing), and Minot (POTP).

Chart 4: Fire Statistics

Residence Hall	Calendar Year	Fires	Injury	Death	Financial Loss
Gilliland Hall	2021	0	0	0	\$0
	2020	0	0	0	\$0
	2019	0	0	0	\$0
North Hall	2021	0	0	0	\$0
	2020	0	0	0	\$0
	2019	0	0	0	\$0
South Hall	2021	0	0	0	\$0
	2020	0	0	0	\$0
	2019	0	0	0	\$0

Chart 5: Fire Safety Systems in Student Housing

Residence Hall	Gilliland Hall	North Hall	South Hall
Building Fire Alarm	X	X	X

Pull Stations	X	X	X
Smoke Detection	X	X	X
Fire Extinguisher Devices	X	X	X
Evacuation Plans	X	X	X
Fire-Rated Doors	X	X	X
Monitored Fire Alarm System	X	X	X
Number of Yearly Evacuation Drills	4	4	4

Appendix U – LRSC Policy 1500.05

LAKE REGION STATE COLLEGE POLICY AND PROCEDURE MANUAL

SECTION 1500.05

CODE OF CONDUCT

Lake Region State College (LRSC) is committed to ethical and professional conduct. It is the responsibility of each employee acting on behalf of LRSC, including student employees, to comply with legal and regulatory requirements, policies, and procedures that apply to her/his particular duties.

There may be instances when a policy or procedure appears difficult to interpret or to apply. In those cases, clarification should be sought through the employee's supervisor. If necessary, further questions should be directed to the administration office that has responsibility for the oversight of the policy.

This policy applies to all employees or contracted professionals of Lake Region State College.

Expectations - It is expected that all employees:

1. Perform their duties conscientiously, honestly, and in accordance with the best interests of LRSC.
2. Comply with applicable federal and state laws, SBHE, NDUS and LRSC policies and procedures.
3. Will not use their position or the knowledge gained as a result of their position for private or personal advantage.
4. Support an environment that is free of intimidation, threatening behavior, discrimination and/or harassment.
5. Conduct themselves in a businesslike manner.
6. Will be responsible and use good judgement when spending LRSC funds including reimbursable expenses.
7. Follow the policies and procedures for recording, handling, and protecting money and other assets.

8. Will not make, send, enter or distribute a false record or communication of any kind.
9. Comply with applicable laws, regulations, SBHE policies and NDUS procedures concerning privacy, confidential records, access to open records and records retention.
10. Make every effort to communicate completely, accurately, and in a timely manner.
11. Only collect personal information necessary for LRSC business.
12. Retain customer information for only as long as required by LRSC's records retention schedule.
13. Will have a legitimate business reason for accessing information.
14. Will only accept *de minimus* contributions, such as a purchase of a meal at reasonable value as part of a conference or other event with no conditions attached.
15. Will not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which LRSC has or is likely to have business dealings.
16. Will not accept kickbacks and commissions from suppliers.
17. Avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with LRSC, or that provides goods or services to LRSC, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties.
18. Share responsibility for good public relations, especially at a community level.
19. Must avoid outside activities that create an excessive demand upon their time and attention, thus depriving LRSC of their best efforts in fulfilling their job duties or that create a conflict of interest, or an obligation, interest, or distraction, that interferes with the independent exercise of judgment in the best interest of LRSC.
20. Separate their personal roles from their LRSC positions when communicating on matters not involving LRSC business. They may not use LRSC identification, stationery, supplies, and equipment for personal or political matters.
21. May not represent that they speak for LRSC, unless that is one of their duties or they are otherwise authorized to do so.
22. Must take care not to compromise the integrity or damage the reputation of LRSC when dealing with the community.
23. Will not engage in disruptive behavior; and will not engage in unlawful gambling.
24. Will abide by the LRSC alcohol and drug policy and the requirements for presidential approval under SBHE policy 918.

25. Will not possess any dangerous weapon, firearm (including handguns, rifles, and shotguns), or explosive device on property owned, leased, or under the control of LRSC unless expressly authorized by law. Faculty and instructors of the Peace Officer Training Program, a hunter education program, or other course or program approved by the President may possess approved dangerous weapons according to the approved curriculum. Sworn officers of the LRSC Police Department are also exempt from this policy when use or possession occurs in the performance of their official duties.
26. Are prohibited from making threats of harm to others, in person, through a third person, in writing or by electronic means (social media, text, phone calls, etc.).
27. Will not use public property or resources to perform unauthorized activities that disrupt the efficient and economical administration of LRSC.

Reporting - Employees shall report suspected violations of the Code of Conduct policy to their supervisor, the VP for Administrative Affairs, VP for Academic and Student Affairs, or the President. In addition, the NDUS has a fraud hotline and suspected violations may be reported anonymously by use of that hotline. Failure to report known or suspected violations is in itself a violation and employees may be subject to disciplinary action up to and including termination.

Investigations- Alleged violations of this Code of Conduct shall be investigated by the VP for Administrative Affairs, the VP for Academic and Student Affairs, another officer designated by the President or the NDUS at the request of the President. All employees shall cooperate in these investigations.

Discipline - If it is determined that the Code of Conduct or another policy has been violated, the offending employee may be subject to disciplinary action up to and including termination. In some circumstances, employee may be subject to civil and criminal charges and penalties.

Retaliation - The Code of Conduct prohibits retaliation against those who participate in reporting or investigating policy violations. Any person who retaliates against another may be subject to disciplinary action up to and including termination.

Acknowledgement - New employees will review the Code of Conduct and sign a statement certifying that the employee has read and agrees to comply with the Code of Conduct. All benefitted employees are required to annually certify in writing that they have read and are in compliance with the Code of Conduct.

History

Administrative Council Approved 06/15/10

Administrative Council Approved (1500.05, 2) 06/05/17

Administrative Council Approved 11/20/2018

Appendix V – Devils Lake City Ordinance on Alcohol Titles

CHAPTER 5.24 ALCOHOLIC BEVERAGES

5.24.010 Definitions.

5.24.020 Applicability of chapter--Exceptions.

5.24.030 License--Required.

5.24.040 License--Term.

5.24.050 Classes of licenses, fees and limitation of number issued.

5.24.060 License qualifications for any applicant.

5.24.070 License application--Investigation of applicant's fitness.

5.24.080 License transfers and site locations--Restrictions.

5.24.090 Licenses--Limitation of number issued to license holder.

5.24.100 Posting of licenses.

5.24.110 License termination, suspension, revocation and hearing provisions.

5.24.120 Restrictions on sale, service and dispensing of alcoholic beverages.

5.24.130 Limitation on hours and days of sale.

5.24.140 Employment of minors prohibited.

5.24.150 Sale to minors and certain persons prohibited.

5.24.160 Responsibility for conduct on premises--Gambling devices prohibited--Sale of other items restricted.

5.24.170 Inspection of premises by police officers permitted.

5.24.180 Closed booths and windows prohibited.

5.24.190 Possession of unstamped and untaxed liquor unlawful.

5.24.200 Delivery of intoxicating liquor by nonlicensed persons unlawful.

5.24.210 Hearing on alleged violations.

5.24.220 Severance clause.

5.24.230 Violations--Penalties stated.

5.24.240 Special permit.

5.24.250 Consumption of alcoholic beverages adjacent to licensed premises.

5.24.260 Server training.