



**The Federal Drug-Free Schools and Campuses Regulations
Biennial Review 2016-2018
(Covering the 2016-2017 and 2017-2018 school years)**

*Hastings College
Hastings, Nebraska*

The purpose of this review and report is two-fold: 1) to determine the effectiveness of, and to implement any needed changes to, the alcohol and other drug (AOD) prevention program at Hastings College; and 2) to ensure that disciplinary sanctions for violating standards of conduct are enforced consistently at Hastings College.

Description of AOD program elements

Currently the Hastings College AOD prevention and education program includes the following elements:

1. Campus-wide distribution of the college's policy on alcohol and other drugs through the Student Handbook.
2. Education programs under the auspices of the Office of Student Life through the Director of Campus Health Services, the Director of Counseling Services, the Dean of Student Life, and the Director of Residence Life; including the programs of the Peer Umbrella Network (PUN), particularly the peer educators in BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students).
3. Consistent enforcement of the alcohol and other drug policy by the residence life and campus safety departments, student life office, and campus judicial systems.
4. Progressive discipline responses to violations of the alcohol and other drug policy, including parental notification in the case of all violations, mandated full drug/alcohol screenings upon second violations, and possible suspension or expulsion upon third violation.
5. Educate first-year students of the dangers of high-risk drinking through an online course created by the company Everfi: Alcohol Edu.
6. Safe Ride Program and Bronco Bus program.
7. Reduce High-Risk Drinking.
8. Student Athlete Drug Education and Testing program.

1. *Campus-wide distribution of the college's policy on alcohol and other drugs.*

- The college's AOD policy is published annually in the Hastings College Student Handbook, the complete document can be found on the College's website on the [Student Handbook](#) page (for a complete copy of the policy see Appendix A). A copy of the college's policies under the Drug Free Schools and Communities Act is given to all new employees of the college (for a copy of the policy see Appendix D).

2. *Education programs.*

- Hastings College is home to a national award winning BACCHUS chapter as part of its

Peer Umbrella Network (PUN). Led by BACCHUS, the college conducts frequent education programs related to alcohol and other drug prevention and hosts regular campus-wide events as alternatives to alcohol events. Each year the college also makes alcohol and other drug education a focal point of new student orientation programs.

- **Sampling of BACCHUS Events and Programs**
 - Presentation in all INT courses (first-year student seminar course)
 - Up-All-Night event at YMCA
 - De-stress Fest
 - Email and “tabling” about alcohol education
- **We End Violence Speakers:** Speaker Jeff Bucholtz from the company “We End Violence” presented on our campus fall of 2016 to address the topics of WHY violence happens and Healthy Relationships in a format that was interactive and engaging for our students. He asked students to explore what every person can do to prevent sexual violence, and how to prevent it through an examination of the cultural ideologies, attitudes, use of alcohol and other drugs, and behaviors that allow violence to flourish. This program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. *These two programs were held during New Student Days weekend fall of 2016 and during the first week of the fall semester.*

Speaker Tyler Osterhause from the company “We End Violence” presented on our campus fall of 2017 to address the topics of Sexual Violence, Media, Consent and Change, and on the topic of Liquor is quicker: defying ideas about alcohol, sex, and sexual assault that was interactive and engaging for our students. He asked students to explore what every person can do to prevent sexual violence, and how to prevent it through an examination of the cultural ideologies, attitudes and behaviors that allow violence to flourish. This program was delivered on-campus during New Student Days and was required for all new first year students through their INT course, where attendance was tracked. *These two programs were held during New Student Days weekend fall of 2017 and during the first week of the fall semester.*
- **Residence Hall First Floor Meeting:** Resident Assistants in each building meet with the residents of their floors annually during the first weekend/week of the fall semester to address campus programs, hall policy and resources on-campus for students regarding safety/security. Resident Assistants are annually trained on these topics during their fall staff training. *Annual meeting held during New Student Days weekend at the beginning of the fall semester and additional meetings are held frequently (one to two times each semester) during the remainder of the academic year.*
- **Workplace Answers and Everfi Employee trainings:** Annual online mandatory training program for all new staff and for current employees who are designated as a campus “mandatory reporter.” Training topics covered are policy definitions and procedures regarding dating violence, domestic violence, sexual assault, stalking and crime reporting. Training participation is tracked through the Human Resources office. *Training held annually.*
 - Topics covered through Workplace Answers Training (2015-spring 2017):
 - Unlawful Harassment Prevention for Higher Education Staff, Supervisors, and Faculty
 - The Clery Act and Campus Security Authorities
 - Preventing Discrimination and Sexual Violence: Title IX VAWA and

Clery Act for Faculty and Staff

- FERPA for Higher Education
- Sexual Violence Awareness and Prevention for Campus Officials and Investigators

Topics covered by Everfi (fall 2017-current):

- Supervisor Anti-Harassment and Title IX (Manager of People)
 - Preventing Harassment & Sexual Violence (Employees)
 - Clery Act Basics
 - FERPA Basics
- **HAVEN:** Annual interactive course designed by the company Everfi to engage and empower student learning by addressing the critical issues of sexual assault, sexual harassment, stalking, elements of a healthy relationship, the importance of sexual consent, and the role of bystanders in creating a safe, healthy campus community. HAVEN is required for all new students to Hastings College and is an assignment in the first year INT course. Participation in the assessment is a graded assignment. *Course delivered at the beginning of the fall and spring semester.*
 - **Alcohol Edu:** Annual interactive two-part online alcohol abuse prevention program designed by the company Everfi to help all first year students clarify their thinking about alcohol and assist them in making healthy decisions while at college and beyond. Completion of this course is required for all first year students. Alcohol Edu is required for ALL new students to Hastings College and is an assignment in the INT course. Participation in the assessment is a graded assignment. *Course delivered at the beginning of the fall and spring semester.*
 - **College Acquaintance Rape Educators (CARE):** Members of the CARE organization annually present on the topics of what consent is and how to acquire consent, relationships, definitions of sexual assault, how to report an act of sex or gender based harassment or discrimination, and the resources on campus that can assist a student who has dealt with a sexual assault. The student members were trained annually by the Director of Student Health. *Program held during a class time of the INT course during the fall semester.*
 - **Peer HIV Education Organization (PHIVE-O):** Members of PHIVE-O annually present on the topics of how to acquire consent in using condoms, abstinence is the best form of sexual protection, the five body fluids, sexually transmitted infections/diseases (STIs or STDs), and myths/facts of HIV. The Student members of the student organization are trained annually in May with a refresher training held in August. The training was conducted by the Program Leader of HIV/Sexual Health Education for the Nebraska Department of Education, the PHIVE-O faculty sponsor, and retired Director of Campus Health for Hastings College. *Program held during a class time of the INT course during the fall semester.*
 - **Climate Survey:** In the spring of 2017, Hastings College administered a climate survey to gather information from students regarding sexual misconduct. Sexual misconduct refers to various types of sexual violence, including sexual assault, sexual harassment, stalking and/or cyber harassment, and dating violence. The importance of studying sexual

misconduct on college campuses has been stressed by the White House Task Force to Protect Students from Sexual Assault and the Department of Education's Office for Civil Rights, both of which have identified the use of climate surveys as a best practice to help monitor and prevent sexual assault on college campuses. Hastings College utilized the Administrator Researcher Campus Climate Collaborative (ARC3) survey to gather information on sexual misconduct from a subpopulation of Hastings College students. The ARC3 is a relatively new survey developed by a consortium of sexual assault researchers and student affairs professionals in response to recommendations by the White House Task Force to Protect Students from Sexual Assault. The ARC3 climate survey explores student perceptions of the campus climate as well as personal experiences with sexual violence victimization and perpetration.

The findings of this survey lead to the creation of the Campus Climate Survey Task Force in spring of 2018. The Task Force was charged with understanding and assessing our current campus climate around issues of sexual harassment and sexual assault and to make recommendations regarding improvements on our campus.

- **NAIA Academy:** The HC Athletic department requires all athletes to participate in the [NAIA academy](#) annually beginning September 1st. The NAIA Academy is an online student education program covering topics to address the overall wellness of a NAIA athlete.

Topics covered through the academy are:

- myPlaybook Drug Education Courses:
 - #1 NAIA Rules and Performance Enhancing Drugs
 - #2 Dietary Supplements and Sports Nutrition | Prescription and Over-the-Counter Medications
 - #3 Life Skills
 - #4 The Transition from College Athlete to Healthy Adult Lifestyle
- Sexual Assault Awareness & Prevention
- Marijuana Impact on Athletic Performance
- Tobacco Impact on Athletic Performance
- Alcohol Impact on Athletic Performance
- Drug Prevention Expectations, Harm Prevention, Norms

3. Enforcement of policy.

- The Hastings College AOD policy is consistently enforced by members of the residence life and campus safety staffs. Members of both staffs receive comprehensive training in the recognition of various drugs and are fully versed in the college's policies regarding AOD use on campus. Alleged violations of policy are adjudicated by the Residence Life Conduct Board (if the alleged violation occurred in a campus housing facility). Students found to be in violation of the college's AOD policy receive sanctions outlined in the next section of this report. In 2016 Hastings College reported 25 liquor law or drug abuse violations in its annual Crime Awareness Report under the Clery Act (link in Appendix C). In 2017 it reported 58 violations; the increase in violations is attributed to a few incidents did have many individual students involved and there has been an increase of students being found responsible for drug violations on campus property.
- The Hastings College Employee Code of Conduct policy for Alcohol and Drugs is shared

with all new employees during orientation. The full policy can be found in the appendix of this report.

4. ***Progressive discipline policy.***

- The college's AOD policy requires, in part, inclusion of mandatory screening in the case of second violations of the policy. In such cases, the student must agree to share the assessment report with the Office of Student Life where, if necessary, an individualized action plan can be implemented.

5. ***Comprehensive Health Risk Assessment.***

- *In spring of 2015, 261 Hastings College students completed an online survey of health risk behaviors, including use of alcohol and other drugs. Results of this survey will be used to coordinate and target AOD education and prevention programs and to conduct a social norms marketing campaign targeting health risk behaviors.*
- *Fall 2016 and 2017 the alcohol education assessment tool *Alcohol Edu* was distributed to all incoming first year students. Results of this assessment have not been used to target AOD education or prevention programs to date. The results have been shared with our Associate Vice President of Analytic Support & Institutional Effectiveness to examine how the information can be used effectively in future programming.*

6. ***SAFE Walk/Ride and Bronco Bus Programs .***

- **Safe Ride/Safe Ride Program:** The Safe Ride/Safe Walk program is provided by Hastings College Campus Safety department at no charge, 24 hours per day when campus is open to students. A Campus Safety Officer will provide walking escort or transportation to any campus community member from one campus location to another whenever that person does not feel safe to walk alone. Safe rides are also provided to or from the Amtrak depot for students departing or arriving by train. Call (402) 984-8064 for any of these services.
- **Bronco Bus:** Bronco Bus service provides transportation between the Hastings College campus and downtown locations on Friday and Saturday nights from 10:00 PM to 2:00 AM. Bronco Bus does not pick up or drop students at off-campus residences. Bronco Bus does not operate during college breaks or in inclement weather. Call (402) 469-1564 for this service. Questions about the service can be addressed to Campus Safety at (402) 984-8064.

7. ***Nebraska Collegiate Consortium to Reduce High-Risk Drinking (NCC).***

- Hastings College continues to be a member of the NCC. As a member, the college receives opportunities to participate in monthly conference calls to discuss campus and community strategies for AOD use education and prevention and attending NCC sponsored workshops. Hastings College is currently verifying current membership in this organization and updating staff participation in the group.

8. ***Student Athlete Drug Education and Testing program.***

- Hastings College (HC) is committed to the physical and mental health, and well-being of its student-athletes. Hastings College recognizes that the use of certain drugs and substances is not in the best interest of the student-athlete or Hastings College Athletics. In an effort to eliminate the use of certain drugs and other substances, Hastings College has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes in the fall of 2017. Hastings College requires all student-athletes to complete drug education programming through myPlaybook, a series of online lessons that ensure student-athletes are thoroughly educated about the risks of drug use prior to any drug testing. To become and remain a participant in Hastings College's Intercollegiate Athletics program, a

student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling. A copy of the full policy can be found in the appendix section of this document.

Evaluation of Programs

Perhaps the most notable change within recent years is the partnership with the South Heartland District Health Department. Based in part on grant funding provided to them, we were able to implement alcohol education for new students prior to (or early in) their college career. Beyond the bi-annual Collegiate Health Assessment, this partnership has allowed us to provide early education and gain insights on behaviors and attitudes towards alcohol of the entering class. Upon completion of the grant funding, we were able to continue the alcohol education for new student prior to (or early in) their college career through dedicated funds in the Title IX and Compliance budget. We entered into multi-year partnership to better allow for data comparison with the company Everfi.

In spring semester of 2017 a Campus Climate Survey was completed and the data was distributed on campus in the fall of 2017. As a result of the data a Campus Culture Task Force was created, which is composed of students, staff, faculty, and a member of the College's Board of Trustees. The task force distributed a formal report in May of 2018 and is currently working to implement recommendation in the fall 2018 - spring 2019 semesters.

Recommendations

The Office of Student Life has been addressing number of department objectives, however needs to explore the inclusion of those including alcohol prevention. Several next steps have been identified.

1. Review the need to create a campus and/or community task force on alcohol-related issues. Such a group once existed and allowed for dialog between school and community prevention organizations, but has not been active in a number of years.
2. Develop social norms marketing campaign using data from the first-year INT assessment information.
3. Monitor (AOD) incident frequency in relation to new policy changes.
4. Educate students on the difference between the Safe Walk/Ride and Bronco Bus programs.
5. Review housing policy as it relates to sophomore students at Bronco Village Apartments.
6. Support the advisor of the BACCHUS organization and PUN groups to ensure healthy membership for effective peer education program and to sustain the organization in future years.
7. Increase awareness and education surrounding laws, athletic policy on negative effects of marijuana.
8. Conduct a comprehensive review of a current educational opportunities (students and employees) that focus on AOD education and prevention to identify: areas of improvement for mode of communication (online, printed, face-to-face, etc.) and capitalize of timing of education (i.e. beginning of fall semester and before these long breaks: winter, spring, and summer).

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APPENDIX

Appendix A:

Student Handbook - Policy on Possession on and use of Alcohol and other Drugs

Definitions

The term “Alcohol,” as used in this shall include alcoholic spirits, liquor, wine, beer, and every substance containing alcoholic spirits, liquor, wine or beer.

The term “illegal drug” shall mean any controlled substance included in Nebraska Revised Statutes § 28-405 (which lists controlled substances regulated under Nebraska criminal laws relating to drugs and narcotics), any “controlled substance” as defined under federal law in 21 U.S.C. § 801 *et seq.*, and any otherwise lawfully available drug (such as over the counter or prescription drugs) used for any illegal or unauthorized purpose.

Philosophy

The College cares about its students and employees, their health, and well-being, and it encourages all individuals to care about each other. The College recognizes that there are many academic and social problems associated with the consumption of alcohol and illegal drugs, which have a negative impact on students, employees, and campus life in general. In recognition of the problems associated with the use of drugs and alcohol on college campuses, and in accordance with the Drug Free Schools and Communities Act of 1989, Hastings College has adopted the following policy regarding the possession and use of alcohol and illegal drugs on and off campus:

Standards of conduct for students and employees of Hastings College and their guests:

1. Actual, attempted or promotion of the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Hastings College property or as part of any Hastings College activity is prohibited.
2. All laws pertaining to alcohol and drug use must be observed at all times, including, but not limited to, legal drinking age, prohibitions against providing alcohol to minors, and restrictions against operation of a motor vehicle while under the influence of alcohol and/or drugs.
3. No illegal drugs or paraphernalia may be possessed or used on or off campus by any Hastings College employee, student or guest. The possession and/or use on or off campus of any illegal drug by a Hastings College employee, student or guest will subject the student or guest to disciplinary action, up to and including dismissal from the College.
4. No alcoholic beverages may be possessed or consumed on or off campus by any Hastings College employee, student, or guest under the age of 21.
5. Alcoholic beverages are allowed within the confines of individual Hastings College Bronco Village Apartments or campus houses only if all residents of that particular apartment are of legal drinking age and have applied for, been granted, and display alcohol permit. Alcoholic beverages may not be consumed in individual Hastings College Bronco Village Apartment or campus house if minors are present.
6. On rare occasions and by prior written approval of the Hastings College President, an event for alumni and/or community members being hosted on campus in an academic or administrative building can serve alcohol. Alcoholic beverages cannot be consumed by anyone under the age of 21 and must be served by an approved licensed vendor following all campus, state and federal laws.
7. No alcohol cans, bottles, or paraphernalia are allowed in the College residence halls. No advertising for beer or other alcohol may be accepted in any campus publication or for display on

campus.

8. In an effort to deter underage drinking on or off-campus, Hastings College expects these guidelines to be followed at events where alcohol will be served and where HC student may or are present:
 - a. No college funds, including campus organization treasury funds processed through the Hastings College Business Office may be used to purchase alcohol for any student event.
 - b. Each student event must ensure compliance with the laws of the State of Nebraska and the Hastings College Code of Conduct.
 - c. No posters, signs, or e-mail announcements promoting alcohol may be displayed on campus.
 - d. No tickets for any student events with alcohol may be sold on campus.

Legal Sanctions

Local, state and federal laws prohibit the unlawful possession or distribution of alcohol and illicit drugs. Violations of such laws are criminal offenses. Sanctions and penalties for such violations may range from probation to substantial monetary fines and/or imprisonment for substantial time periods if prosecuted in the criminal or civil courts. Additionally, convictions for possessing or selling illegal drugs may impact a student's eligibility for federal student aid.

College Disciplinary Sanctions:

- A. Disciplinary sanctions for students violating alcohol and drug provisions of this policy or the Hastings College Student Code of Conduct will be imposed. These may include, but are not limited to, the following series of sanctions or combination thereof:
 - i. First Violation
 - Parental notification
 - Fine or service hours
 - Mandatory completion of alcohol or drug education program
 - ii. Second Violation
 - Parental notification
 - Fine or service hours
 - Probation
 - Mandatory screening with certified drug and alcohol counselor
 - iii. Third Violation and above
 - Parental notification
 - Fine or service hours
 - Probation
 - Suspension from residency or the college
- B. Hastings College Good Samaritan Policy: Student health and safety are primary concerns of the Hastings College community. Students are expected to contact Campus Safety, a member of the residence life staff, or other college official when they believe that medical assistance for an intoxicated/ impaired student is required. In case of medical emergency or in the event that a college official cannot be reached, students should call 911 for assistance from local police, fire, or medical emergency professionals. When such assistance is sought for an intoxicated/ impaired student, the students and/or organizations seeking help, as well as the individual assisted and others involved, will not be subject to college disciplinary action with respect to the alcohol policy. (This policy does not preclude disciplinary action regarding other violations of college standards, such as causing or threatening physical harm, sexual abuse or violence, damage to property, harassment, hazing, etc. Students should also be aware that this college policy does not

prevent action by state and local authorities.)

In order for this policy to apply, the intoxicated student(s) must agree to timely (within 30-60 days) completion of recommended alcohol education activities, assessment, and/or treatment depending upon the level of concern for student health and safety. Serious or repeated incidents (more than one time) will prompt a higher degree of medical concern. Failure to complete recommended follow-up will result in sanctioning up to withdrawal from the college.

- C. State of Nebraska Good Samaritan Law (LB 439): provide limited protection for Nebraskans under the age of 21 who seek medical assistance related to alcohol poisoning. LB 439 will grant intoxicated minors a limited legal immunity when they seek help for themselves or another individual who is in need of immediate medical attention. The law will only apply to those who 1) are intoxicated 2) call for medical assistance and 3) cooperate fully with law enforcement when medical attention arrives.
- D. Consistent with Hastings College responsibility to take action against acts of Sexual Harassment, Misconduct and Violence, a person reporting and bystanders involved the report of such an incident will not be held responsible for an alcohol violation disciplinary sanction under the Policy on Possession and use of Alcohol and Drugs. The responding party (person committing the act) can be held responsible for their actions under the Policy on the Possession and use of Alcohol and Drugs, the Sexual Harassment Policy, Sexual and Misconduct and Violence Policy. Additionally the responding party can also be exposed to criminal and civil proceedings outside of Hastings College.

Support and Prevention Services

Hastings College is committed to increasing employee and student awareness of the issues related to alcohol and drug use and abuse. In an effort to curb the negative effects of alcohol and drug use, the College takes the following steps:

- a. Hastings College provides annual educational efforts to increase awareness about the effects of alcohol and drug use, including in-class and extra-curricular lectures and discussions. Information is also provided through films, posters, and pamphlets, and peer educational efforts promoted through the BACCHUS student organization. BACCHUS is trained annually by the Director of Campus Health Services.
- b. Greek organizations are provided additional education on the topic of hazing and chapters sign an Anti-Hazing Policy statement.
- c. Drug and Alcohol Counseling Treatment or Rehabilitation Programs: The Stone Health Center annual coordinates and offers a variety of alcohol and other drug abuse prevention and education services for students, referral services, alcohol and other drug education classes, and peer alcohol educators associated with the campus BACCHUS program. In addition, counselors provide confidential screenings, counseling, and treatment/rehabilitation referral services for those students who are having difficulty with alcohol and drug use/abuse.
- d. Hastings College also provides confidential counseling support through the Counseling Center for those wishing to decrease or prevent their consumption of alcohol or drugs and/or deal with alcohol/drug related problems. This may include individual, small group, and/or large group counseling support, as requested.
- e. The Coordinator of Student Activities and the Office of Student Life at Hastings College are able to provide advice, assistance, and encouragement to student organizations for their development and promotion of guidelines for responsible decision-making about alcohol use by their members.

- f. The Coordinator of Student Activities and the Office of Student Life at Hastings College are available to promote and facilitate any student organization's efforts to provide alcohol free social and recreational options.

Health Risks: Alcohol and other drugs of abuse are a major health problem in the United States. Traditional college-age students are particularly vulnerable to the consequences of alcohol and other drug abuse. The problems associated with alcohol and/or other drug consumption covers a broad range including physical and psychological illnesses (acute alcohol poisoning, mood disorders, self-destructive behavior, and suicide). Accidents, homicides and suicide are the leading causes of mortality in the traditional college-age population. Alcohol is also a contributing factor in poor decision-making that can lead to unsafe behaviors (arguments, fights, driving while intoxicated, sexually transmitted infections.) Consequences of alcohol and other drug abuse include liver damage, gastrointestinal diseases, cancer, and permanent damage to the brain and nervous system.

Alcohol Policy for College Sponsored Off-Campus Excursions

There are special considerations related to the use of alcohol during off-campus excursions when those excursions extend outside of the regular instructional day, and may extend for several days. These considerations stem from the need to balance the rights of students to exercise their personal freedoms with the responsibility of the college to maintain a safe and effective learning and teaching atmosphere during such excursions. Therefore, the following policies will govern the use of alcohol by students on college-sponsored off-campus excursions, such as field trips and sporting events. Sponsoring departments and trip organizers may establish restrictions in addition to these (e.g., Athletic Department prohibitions on any alcohol consumption by athletes, a faculty member deeming alcohol consumption inappropriate in association with the purposes of the trip.):

1. Students must observe all laws pertaining to alcohol use in the jurisdiction where the excursion takes place. These include, but are not limited to, legal drinking age, prohibitions against providing alcohol to minors, restrictions against operation of a motor vehicle while under the influence of alcohol, and alcohol-restricted zones such as parks, public buildings, and campgrounds.
2. Students must refrain from the consumption of alcohol during periods that College faculty members define as instructional periods. Instructional periods may include any part or all of any given day during the excursion and are not limited to periods used for direct instruction.
3. Students may consume alcohol only during periods defined as personal, non-instructional time. Students who use alcohol during personal, non-instructional, time must do so in a manner that allows them to be prepared to participate fully in subsequent instruction with complete sobriety and without physical or mental impairment.
4. At all times students are responsible for following the Hastings College Code of Conduct.
5. Illegal drugs, as defined by campus policy are prohibited during any off-campus excursion.
6. Students are ultimately responsible for their own behavior and compliance with laws and regulations of the local jurisdiction, Hastings College policies, department restrictions and faculty authority.

Guidelines for Events where Alcohol is Present (not an all-inclusive list, but intended to provide some basic suggestions)

1. An equal number of alternative, non-alcoholic beverages will be provided at each event involving alcoholic beverages.

2. Food will be provided at each event involving alcoholic beverages.
 - a. The amount of food will be reasonable depending on the number of guests expected.
 - b. The variety of food will include some items without salt.
3. Each participant must present a valid State ID when entering any event involving alcoholic beverages or when purchasing alcohol.
 - a. A mark or wristband will be used to designate those of legal age (21 in Nebraska).
 - b. Enforcement will must occur at private parties, as well as at public establishments.
4. Beverage containers, whether alcoholic or non-alcoholic, will be kept inside the host facility.
5. Third-party vendors or trained servers will be used for all registered events.
 - a. Alcoholic beverages will not be served to intoxicated individuals.
 - b. The serving of alcohol will cease one hour before the event is to end.
6. Security measures will be taken to monitor for and prevent underage drinking.
 - a. Empty or abandoned drinks will be discarded.
 - b. Passing drinks under the table is prohibited.
7. Designated Drivers or the Hastings College Bronco Bus must be used at each social event.
 - a. If Designated Drivers are used, there must be an adequate number available dependent on the number attending. Designated Drivers are to be determined prior to the event start time. Designated Drivers' name and contact information will be posted the entirety of the event. Designated Drivers will not consume any alcohol or other drugs prior to or during the event.
 - b. If the Hastings College Bronco Bus is used, they must be notified of the time, place, and hours of the social event two - five days in advance.
 - c. If the Hastings College Bronco Bus is used, the telephone number to call must be posted in a prominent place at the student event.
 - d. All unregistered student events or social gatherings, including pre- and post-parties ("primers" and "posters") that are in violation of these guidelines are officially prohibited by the College and its campus organizations.
8. Illegal drugs are prohibited at any student event.

Drug Education and Testing Policy for Student Athletes

The Hastings College Athletic Department has an additional policy for educating and deterring the illegal use of drugs and substances. Contact the Athletic Department at (402) 461-7395 for more information about the policy.

Appendix B:

Annual Security & Fire Report

2018 Annual Security & Fire report (containing data from 2015, 2016, 2017) can be found at:

<https://www.hastings.edu/student-life/health-safety-wellness/campus-safety/crime-statistics/>

Appendix C:

Student-Athlete Drug Education and Drug Testing Policy

Policy Statement

Hastings College (HC) is committed to the physical and mental health, and well-being of its student-athletes. Hastings College recognizes that the use of certain drugs and substances is not in the best interest of the student-athlete or Hastings College Athletics. In an effort to eliminate the use of certain drugs and other substances, Hastings College has implemented a comprehensive substance abuse education and testing program to promote healthy and responsible lifestyles for student-athletes. Hastings College requires all student-athletes to complete drug education programming through myPlaybook, a series of online lessons that ensure student-athletes are thoroughly educated about the risks of drug use prior to any drug testing. To become and remain a participant in Hastings College's Intercollegiate Athletics program, a student-athlete must comply with the terms of this program that encompasses drug education, screening, and counseling.

Purpose

The purpose of the Hastings College Student-Athlete Drug Education and Drug Testing Policy is multifaceted. The program focuses on the following objectives:

- A. Promoting the health, safety, and welfare of the student-athletes who participate in intercollegiate athletics.
- B. Educating student-athletes on the risks associated with the use of certain drugs and other substances.
- C. Detering the use of certain drugs and other substances by imposing significant sanctions on offenders.
- D. Providing rehabilitation and educational services.
- E. Promoting the role of Hastings College student-athletes as representatives of the College and positive role models for the youth in the community.
- F. Counseling student-athletes who do not adhere to the requirements of the program.

Drug-Testing Policies

The Hastings College athletics department will not tolerate the use and abuse of banned substances (a complete list can be found in the Student-Athlete Drug Education and Drug Testing Policy Appendix at http://www.hastingsbroncos.com/d/DrugTestingPolicy7_13_2017.pdf) by student-athletes. Each student-athlete is subject to random drug testing, follow-up testing, and testing based upon reasonable suspicion.

Student-athletes may be drug tested throughout the academic year for banned substances. Failure to report for a drug test and/or leaving the test site without permission will result in a test being classified as a "positive" test. Penalties will be imposed as prescribed in this policy. Collection protocol is set forth in Appendix section of the policy.

Drug-Testing Selection Process

All Hastings College student-athletes are subject to drug testing. Selection for the drug testing will occur randomly using a computer algorithm to generate a list of student-athletes to be tested.

Hastings College Banned Drugs

The Hastings College Athletics Department utilizes the most current NCAA list of banned drugs and drug classes ('Banned Substances,' see NCAA Bylaw 31.2.3.4), although the definition of a positive test under the Hastings College policy may differ from that of the NCAA Drug-Testing Program. The current list of

banned drugs is set forth in the Appendix section of the policy and consists of substances generally believed to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete. Hastings College athletics will notify student-athletes of additions to the list of Banned Substances. Additionally, Hastings College prohibits its student-athletes from possessing or using controlled substances (as defined by federal and Nebraska law) (collective described in this policy as 'Banned Substances').

Drug Testing Consent Form

All enrolled student-athletes who have signed the Drug-Testing Consent Form and are listed on the NAIA or institution squad list or receive institutional athletic financial aid are subject to unannounced random testing. Student-athletes will be selected for testing from the NAIA or institutional squad list by using a computerized random number program.

Each academic year, student-athletes must sign the Hastings College Drug-Testing Consent Form (see Appendix section of policy at http://www.hastingsbroncos.com/d/DrugTestingPolicy7_13_2017.pdf), which permits the collection of urine, saliva, and/or blood for testing of Banned Substances, as described in Appendix section of the policy. Completion of this document is required of all student-athletes as a part of their pre-participation physical examination. Failure to sign the consent form will result in the student-athlete's ineligibility for practice or competition. The student-athlete will be required to notify his/her parent(s) and/or guardian(s) of the execution of the Drug Testing Consent Form and any minor student-athletes shall have the Drug Testing Consent Form executed by his/her parent(s) and/or guardian(s).

Notification Process

1. With Notification
 - a. Upon selection for testing, student-athletes will be notified prior to testing by the Hastings College athletic director and/or his/her designee, the student-athlete's coach, or a member of the athletic training staff.
 - i. Personnel will call all available phone numbers; seek the student-athlete in classes, housing, activities, etc., in an effort to notify the student-athlete.
 - ii. Personnel will not leave a phone message on the student-athlete's voice mail or with anyone answering the phone other than the student-athlete.
 - b. Notification will take place no more than twenty-four (24) hours before the scheduled test.
 - c. Failure to Report for Drug Test
 - i. It is the head athletic trainer's responsibility to notify the athletic director and/or his/her designee of those individuals who do not report for their test within the scheduled time periods.
 - ii. If a student-athlete does not report at the scheduled time for his/her test, his/her absence will be interpreted as a positive test result. The student-athlete will be sanctioned as described in this policy.

Collection Procedures

Hastings Colleges will follow Mary Lanning HealthCare protocol for collection procedures as outlined by their collection procedures.

Hastings College Drug-Testing Penalties

There are three ways in which a student-athlete can test positive under this program:

- A. The presence of one or more banned substances in the student-athlete's system (e.g., urine).

- B. Failure to report for a drug test after receiving notification of the drug test from the Athletic Director and/or his/her designee, the student-athlete's coach, or a member of the athletic training staff.

Subject to certain exceptions noted in this Policy, the sanctions for a positive drug test are as follows:

1. First Positive Test

The athletic director, head coach, and/or the head athletic trainer will have a confidential meeting with any student-athlete who tests positive. The student-athlete will be required to notify his/her parent(s) and/or guardian(s) of the positive drug test with a designated member of the athletic department present for the notification. The student-athlete will be suspended immediately from athletic competition for 10% of the season of competition, or a minimum of one (1) athletic contest. If the current season is not in effect or if less than 10% of athletic competition remains in the current season, the positive test suspension will carry over to the following season. In addition, the student-athlete must participate in a substance abuse treatment program as set forth by the athletic director and head athletic trainer. The student-athlete will be subject to unannounced follow-up drug testing for one year after the date of the first violation. Refusal to participate in the substance abuse treatment program, as set forth in this paragraph, will be treated as a second positive test result. The student athlete may appeal the above conditions to the drug-testing appeals committee.

The student-athlete must be medically authorized by the team physician, in conjunction with the head athletic trainer or any counselor and/or therapist, prior to resuming any athletic practice or competition. The student-athlete may appeal the above conditions to the drug-testing appeals committee.

2. Second Positive Test

The athletic director, head coach, and head athletic trainer will be notified of a student-athlete's second positive test result. The athletic director, head coach, and/or head athletic trainer will have a confidential meeting with any student-athlete who tests positive. The student-athlete will be required to notify his/her parent(s) and/or guardian(s) of the positive drug test with a designated member of the athletic department present for the notification. The student-athlete will be suspended immediately from athletic competition for 50% of the season of competition. If the current season is not in effect or if less than 50% of athletic competition remains in the current season, the positive test suspension will carry over to the following season. In addition, the student-athlete must participate in a substance abuse treatment program as set forth by the athletic director and head athletic trainer. The student-athlete will be subject to unannounced follow-up drug testing through the remainder of his/her enrollment at Hastings College. Refusal to participate in the substance abuse treatment program, as set forth in this paragraph will be treated as a third positive test result. The student-athlete may appeal the above conditions to the drug-testing appeals committee.

The student-athlete must be medically authorized by the team physician, in conjunction with the head athletic trainer or any counselor and/or therapist, prior to resuming any athletic practice or competition.

3. Third Positive Test

A student-athlete who tests positive for a third time will immediately lose all remaining eligibility for athletics participation at Hastings College. In addition, any existing athletics financial aid may be terminated immediately and may not be renewed the following year. The student-athlete may

appeal the above conditions to the drug-testing appeals committee.

Self-Reporting Abuse of Chemical Substances

As a one-time exception to the Hastings College Drug-Testing Penalties during a student-athlete's career, a student-athlete may receive a limited sanction when the student-athlete self-reports his/her own misuse or abuse of chemical substances and seeks professional help to correct the behavior prior to being selected for a drug test. Such self-disclosure may be made to the Athletic Director or to the Head Athletic Trainer.

Upon self-reporting, an immediate drug-test will be administered. This test will not count as a positive test as it relates to sanctions, but will be considered positive as it relates to the number of positives the student-athlete accumulates over the course of his/her career. The student-athlete will be withheld from institutional random testing for a period of thirty (30) days.

Self-reporting student-athletes will not be exempted from future Hastings College drug-testing, nor exempted from any sanctions if the results of future tests are positive.

Reporting of Results

All drug-test results are made available to the athletic director. It is the responsibility of the athletic director to inform the head coach of all positive test results.

Confidentiality

All Hastings College employees, including all members of the Hastings College Athletic Department, are expected to maintain the confidentiality of any information seen, heard, read, and/or otherwise obtained regarding a student-athlete's personal health information, including results under this policy.

All Hastings College Athletic Department personnel are expected to adhere to the Confidentiality Policy at all times. Violation of the policy may incur disciplinary action at the discretion of the College President.

Drug-Testing Appeals Committee

Hastings College has formed an Athletic Drug Education and Testing Committee. Members of this committee include Team Physician, Athletic Director, Assistant Athletic Director, Head Athletic Trainer, and Vice President of Student Life.

Student-athletes who test positive under the terms of this policy or who have had a sanction imposed will be entitled to an appeal hearing. The student-athlete will remain ineligible, if applicable, for competition pending the outcome of the appeal. Appeals must be presented in writing by the student-athlete to the athletic director within three (3) business days after the student-athlete has received notification of a positive drug test. The athletic director will forward the request for a hearing to the Drug-Testing Appeals Committee. A hearing will be scheduled within ten (10) business days of receiving the written request for appeal. The Drug-Testing Appeals Committee will consist of the athletic director or his/her designee(s), the Title IX Coordinator at Hastings College, and a faculty/staff member appointed by the Title IX Coordinator.

The meeting will include an opportunity for the student-athlete to present evidence, to question adverse testimony, as well as to review the results of the drug test or review the findings and/or sanction imposed. The student-athlete may bring one person of his/her choosing to the Appeal Hearing to function as an advisor to the student. This person may speak on behalf of the student-athlete during any or all times of the hearing. The hearing will be confidential. The decision by the Appeals Committee regarding the

sanction to be imposed will be final. The Athletic Director will inform the student-athlete of the committee's decision in writing. A formal record, a tape recording, or a verbatim transcript of the meeting will be kept for college records. The student-athlete can request a confirmation retest of the original sample at his/her own expense, this second test will be conducted by Mary Lanning Healthcare and must be requested within 48 hours of being notified of a failed test.

Appendix D:

Employee Code of Conduct Policy - Drugs and Alcohol

Effective 4/26/2013, updated 10/2/2015

The College is committed to maintaining a workplace free from the effects of alcohol and illegal drugs. For purposes of this policy, illegal drugs shall include drugs that cannot be legally obtained, drugs obtainable but used for illegal purposes or unauthorized purposes, or other substances used in a manner which impairs or interferes with the performance of job duties and responsibilities. The College expects all employees to report for work free from these effects and to be able to fully perform their job duties.

The College is committed to compliance with the Federal Drug Free Work Act of 1988 and the Drug Free Schools and Communities Act of 1989. The College, therefore, provides information to ensure employees are aware of the dangers of drug abuse in the workplace, disseminates and explains the College's policy of maintaining a drug-free workplace, advises employees of the availability of drug counseling, rehabilitation and employee assistance programs and of the penalties that shall be imposed for violations of this policy.

Employees are prohibited from:

- Manufacturing, distributing, dispensing, possessing or using any controlled substance or alcohol, whether on or off duty, unless the employee is legally entitled to do so.
- Except as permitted later in this policy, possessing any alcoholic beverage or controlled substance while on duty or on College premises and then only if the employee is legally entitled to do so.
- Being intoxicated or, except as permitted later in this policy, using alcohol, while one is:
 - Considered to be working or otherwise representing the College.
 - On College property.
 - Operating College equipment or vehicles on or off College property.
 - Operating his/her personal automobile, or an automobile rented by the College, while on College business or at a function away from College property, but at which the employee is considered to be working or otherwise representing the College.
- Improper use of prescription drugs or other legal substance that can create impairment when used in a manner other than for its intended purpose.

Violations of drug use prohibitions can subject an employee to disciplinary action up to and including dismissal. Dismissal for a first offense may be considered an appropriate penalty.

Prescription Drugs/Over the Counter Drugs

The legal use of prescribed or over the counter drugs is permitted on the job only if it does not impair the employee's mental or physical ability to perform the essential functions of the job effectively and in a safe manner and does not endanger others in the workplace. Employees taking medications that may affect attentiveness, create drowsiness, or otherwise impair their abilities are invited to notify their supervisor or the Human Resources Office so that modifications to job duties can be made if appropriate. In situations where on-the-job use of the medication might jeopardize the health or safety of an employee or others or where an employee needs a reasonable accommodation because of the use of some type of medication, the employee should discuss the situation with his/her supervisor or a representative of Human Resources. For instance, a bus driver who takes a medication that makes him groggy will want to discuss the situation with his supervisor or Human Resources to determine how best to mitigate the risk, whether it is a leave of absence or reassignment for a period of time.

Drug Counseling and Rehabilitation

Employees with job performance or attendance problems related to the use of alcohol or drugs bear the responsibility to seek diagnosis and appropriate treatment.

Employees with such problems should seek such confidential assistance **before** drug or alcohol problems lead to disciplinary action. Participation in any evaluation, treatment, or counseling program is at the employee's expense unless participation in the particular program is required by the College, or unless the employee is entitled to such benefits under the terms of the College's group health plan or by other available benefits.

The College may grant paid or unpaid leave in accordance with its benefit and leave policies, and will not discharge, discipline, or discriminate against an employee solely upon the employee's voluntarily seeking treatment, while under the employ of the College, for a drug-related problem if the employee has not previously tested positive for drug use, entered an employee assistance program for drug related problems, or entered a drug rehabilitation program. However, use of a rehabilitation program does not shield the employee from appropriate disciplinary action for violations of the College policy if such violations come to the College's attention through other means, including, but not limited to, reports from employees or outsiders, direct observation, or drug testing.

Federal Requirement Regarding Convictions

An employee convicted of violating a criminal drug statute in the workplace must inform the Human Resources Office in writing of such conviction (including pleas of guilty and *nolo contendere* within five (5) calendar days of the conviction occurring).

The College will notify, within ten (10) calendar days of receiving notice, either from the employee or otherwise, any federal contract or federal grant funder of any employee conviction of a criminal drug statute in the workplace. Within thirty (30) days of receiving such notice, the College will take appropriate personnel action against the employee, up to and including termination.

The College may, in its sole discretion, allow the employee to participate in an approved rehabilitation or drug abuse assistance program. An employee accepting such an offer must satisfactorily participate in and complete the program, as well as provide the College with appropriate documentation confirming the satisfactory completion of the program, as a condition of continued employment. The program is at the employee's expense. (Employees eligible for group health insurance may utilize these benefits, as applicable.)

Reasonable Suspicion

If the College has reasonable suspicion that an employee has violated this policy, the Human Resources Office will conduct an investigation.

The College will suspend, and categorize as probationary, any employee reasonably suspected of having used alcohol or drugs in violation of this policy and may request the employee to take a test for the presence of drugs or alcohol. If an employee refuses to take a drug test when requested to do so, this will be grounds for termination of employment. Such a test shall be conducted at an independent laboratory at the College's expense.

The College may be assumed to have reasonable suspicion under the following circumstances, which are not considered to be all-inclusive:

- Observed alcohol or illegal drug use during work hours.
- Physical symptoms or manifestations of being under the influence of alcohol or a drug, or an

apparent physical state of impairment.

- Abnormal conduct or erratic behavior while at work including a marked change in personal behavior that is not otherwise explainable or a significant deterioration of work performance not attributable to other factors.
- A report of alcohol or drug use from a reliable and credible source.
- Information that an employee's own actions may have caused or contributed to a workplace accident.
- Evidence that an employee has manufactured, been under the influence, used, possessed, sold, solicited, or transferred drugs while working, while on College premises, or while operating a company owned vehicle, machinery, or equipment or other vehicle, machinery, or equipment in the course and scope of employment.
- Actions that provide reasonable suspicion to believe the employee may be under the influence or could or may present danger to himself/herself, others or property.

Use of Alcohol at College Events

The legal provision and use of alcohol may occur at College-sponsored social events at locations designated by the President where food and other beverages are also provided.

Employees shall drink responsibly in such circumstances and at all times be cognizant of their responsibility to professionally represent the College.

Reimbursement for costs related to alcohol consumption while traveling or entertaining for College purposes are not reimbursed.