

BIENNIAL REVIEW
Compliance with the Drug-Free Schools and Communities Act

St. Johns River State College
2014-2016

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires that St. Johns River State College (SJR State), as an institution of higher education, certify that it has adopted and has implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and the abuse of alcohol by students and employees. This Biennial Review documents the scope and effectiveness of the College's prevention program to create a comprehensive effort and comply with the regulations.

The St. Johns River State College program includes the following:

1. The annual distribution to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, 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; and,
 - A clear statement that the College will impose 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.
2. A biennial review by the College of its program to:
 - Determine its effectiveness and implement changes to the program if needed.
 - Ensure that disciplinary sanctions are consistently enforced.

The Biennial Review participants include the following personnel:

- Senior Vice President / General Counsel
- Vice President of Student Services
- Vice President of Development and External Affairs
- St. Augustine Campus Executive Director
- Director of Human Resources
- Director of Academic Advising
- Chief of Security
- Publications and Web Development Coordinator
- Security Officer Lieutenant
- Executive Assistant to the President and Senior Vice President

The following materials were reviewed:

- SJR State College Catalog 2016-2017
- SJR State Student Handbook 2016-2017
- Drug and Alcohol Policy
- Annual Security Report
- Employee Orientation
- New Student Orientation
- Website

Description of Program Elements

St. Johns River State College offers an alcohol and substance abuse program designed to raise awareness about policies governing alcohol and drug use across the three campuses comprising the College. Major program elements include:

FOR EMPLOYEES:

Alcohol and Drug-Free Workplace Policy

The College developed SJR 3.27 Policy Statement on Alcohol and Drug-free Workplace (Appendix A) to demonstrate the continued commitment to maintain a drug-free environment. This new policy was promulgated on June 1, 2005, and approved by the District Board of Trustees on January 18, 2006. The policy is published in the Rules and Policies of the District Board of Trustees of St. Johns River State College and is as follows:

“It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.”

Alcohol and Drug-Free Workplace Operating Guidelines and Procedures Manual

Additionally, the College has in place in the Operating Guidelines and Procedures Manual, “Procedure #1.3 – Policy Statement on Alcohol and Drug-Free Workplace” (Appendix B) which states disciplinary action if the rule is violated.

FOR STUDENTS:

Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes

The College also developed Policy 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes (Appendix C), which was promulgated and approved by the District Board of Trustees on September 21, 2011.

Standards of Conduct

The Standards of Conduct are published in the SJR State Student Handbook under “Policies and Regulations” (Appendix D). The text regarding alcohol and substance abuse, item #5, is included below:

“Possession of alcoholic beverages or illegal drugs is prohibited on College property with the exception of alcohol served at officially sponsored College events.”

This information is also referenced in the SJR State College Catalog, under “The College Strictly Prohibits,” page 233, 2016-2017 edition (Appendix E).

Information on the Risks Associated with Drug Use and Alcohol Abuse

The use of drugs and alcohol can have a substantial and detrimental effect on an individual's health. Information on the "Risks Associated With Drugs" is included in the SJR State Student Handbook, page 9, 2016-2017 edition (Appendix F). The "SJR State College Alcohol & Drug Notification" are in the SJR State College Catalog, page 234, 2016-2017 edition (Appendix G).

Advising Services

The advising staff at St. Johns River State College provides educational and vocational / career advising services. SJR State encourages students with alcohol or other drug dependency problems to contact Student Services or community counseling centers for referral services.

Additionally, information on the "SJR State Student Mental Health Assistance Program" (see Appendix H), which describes the Student Assistance Program provided by BayCare Behavioral Health, is also included in the SJR State Student Handbook. Alcohol and drug abuse prevention services are available through BASIC/Epic Behavioral Healthcare on all three (3) campuses.

Grievance and Disciplinary Procedures

The following information on "Grievances and Disciplinary Procedures" (Appendix I) is in the SJR State Student Handbook:

"As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees."

The Disciplinary Committee is appointed by, and meets at the request of, the Vice President for Student Affairs/Assistant General Counsel relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee acts in accordance with procedures set forth in the disciplinary provisions contained in the Student Handbook. The decision of the committee is final.

The disciplinary sanctions imposed on students for policy violations are in the SJR State Student Handbook, pages 36-39, 2016-2017 edition (Appendix J).

2016 Annual Clery Act Crime Statistics by Campus

Offense	On-Campus Property			Public Property		
	2013	2014	2015	2013	2014	2015
Arrests: Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0

Student Activities

All student activities are alcohol-free events. There are a number of student activities throughout the year that encourage student participation while in a fun, alcohol-free environment. Examples of student activities that took place over the last two years are fall frolics and spring frolics.

Distribution of Information to Employees and Students

Each employee and student receives a broadcast email notification to review all the college, Federal and State polices related to alcohol and drug use. Also, the complete text of the Alcohol and Drug

Policy of St. Johns River State College is printed and can be obtained from the Offices of the Vice President of Student Services and the Director of Human Resources. Additionally, each new student receives information during Student Orientation and can access the on-line College Catalog that describes college policy prohibiting the unlawful use of alcoholic beverages and the possession or sale of illegal drugs. In addition, the Drug and Alcohol Policy, state and federal sanctions guidelines, and resources for assistance are posted on the College's website.

Annually each student and employee is emailed a copy of the Annual Security Report that includes a statement about the College's Drug and Alcohol Policy as well as information on drug and alcohol abuse education. A hard copy is also distributed throughout the three (3) campuses.

The College's Human Resources Department provides an Alcohol and Drug Notification and the College's alcohol and drug policy statement to each new employee when hired (Appendix K). The "Employee Education – Working Partners for an Alcohol and Drug-Free Workplace" training brochure (Appendix L) is distributed electronically college-wide to all College employees at least annually. This document provides drug and alcohol awareness training and the College's 1.3 Policy Statement on Alcohol and Drug-Free Workplace.

Recommendations

After conducting the Biennial Review, the following are being put into place to improve the efforts of the College in this initiative:

- Compiling the Alcohol and Drug Notification information into one comprehensive document to be disseminated to each student and each employee (Appendix M)
- Continue to improve the distribution of AOD policies to all students and employees
- Develop a web page to serve as a single access listing a comprehensive list of disclosure requirements
- Maintain a copy of the College's Drug Prevention Program
- Expand relationship with Epic Behavioral Healthcare to include all three (3) campuses

Federal Compliance

St. Johns River State College certifies that it has adopted and implemented a program to prevent "the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees" on campus property or as part of any campus activity. The College has:

- Developed a written policy on alcohol and other drugs;
- Implemented a process that ensures policy distribution to all students, staff and faculty;
- Outlined health risks associated with alcohol abuse and illicit drug use;
- Described federal, state and local sanctions for unlawful possession or distribution of illicit drugs and alcohol;
- Designed and implemented drug and alcohol programs on campus;
- Specified disciplinary sanctions imposed on students and employees for policy violations; and,
- Conducted a biennial review of the effectiveness of the drug and alcohol program.

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Appendix List

Appendix A	SJR 3.27 Policy Statement on Alcohol and Drug-free Workplace – <u>Rules and Policies of the District Board of Trustees of St. Johns River State College</u>
Appendix B	Procedure #: 1.3 – Policy Statement on Alcohol and Drug-Free Workplace – <u>Operating Guidelines and Procedures Manual</u>
Appendix C	SJR 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes– <u>Rules and Policies of the District Board of Trustees of St. Johns River State College</u>
Appendix D	Policies and Regulations “Standards of Conduct” – <u>SJR State Student Handbook 2016-2017, page 13</u>
Appendix E	“The College Strictly Prohibits” – <u>SJR State Catalog 2016-2017, page 233</u>
Appendix F	“Risks Associated With Drugs” – <u>SJR State Student Handbook 2016-2017, page 9</u>
Appendix G	“SJR State College Alcohol & Drug Notification” – <u>SJR State Catalog 2016-2017, page 234</u>
Appendix H	“SJR State Student Mental Health Assistance Program” – <u>SJR State Student Handbook 2016-2017, page 8</u>
Appendix I	“Grievances and Disciplinary Procedures” - <u>SJR State Student Handbook 2016-2017, page 15</u>
Appendix J	Disciplinary Sanctions - <u>SJR State Student Handbook 2016-2017, pages 36-39</u>
Appendix K	“Alcohol and Drug Notification” information
Appendix L	“Employee Education – Working Partners for an Alcohol and Drug-Free Workplace” brochure



SJR 3.27 Policy Statement on Alcohol and Drug-free Workplace

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 112.0455, FS 1001.64(5)

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

 ST. JOHNS RIVER STATE COLLEGE	St. Johns River State College Operating Guidelines and Procedures Manual		
	Procedure Title: 1.3 Policy Statement on Alcohol And Drug-Free Workplace		
	Legal Authority – SJR Rule #s: 3.27		
	Procedure #: 1.3	IPC Approval Date: 08/2007	
	Date Revised:		

1.3 Policy Statement on Alcohol And Drug-Free Workplace

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

The College is committed to assuring that SJR STATE, as a workplace, is drug-free and that employees are not involved while on duty in the unlawful manufacture, distribution, sale, possession, or use of drugs or other controlled substances.

If an employee self-discloses to his/her supervisor that he/she is in violation of this policy prior to being found in violation, and satisfactorily participates in a federal, state, or local drug abuse or rehabilitation program at his/her own expense, then confidentiality and job security will be protected insofar as possible the first time this occurs. Should there be a subsequent occurrence(s), then the College will determine appropriate action on a case-by-case basis.

If the College determines that an employee is in violation of this policy, the College will take appropriate personnel action as set forth below.

Any employee who is convicted of a violation of a criminal drug statute for activities occurring at the College or while on College business is required to notify the Director of Human Resources no later than five (5) days thereafter. Within thirty (30) days after such notification, the College will take appropriate personnel action as set forth below.

Any College employee who violates the College's anti-drug policy subjects himself to the possibility of dismissal from employment. The College reserves the right, when it deems such action appropriate, to require any employee violating the College's anti-drug policy to participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. Such a program would be at the employee's expense and, during participation in such a program; the College may suspend the employee without pay for any absence from work as a result of such participation.

Definition(s):

Workplace – any office, building, or property (including parking lots or vehicles) owned or operated by the College, or any other site or location at which the employee is to perform work for the College, either on a temporary or permanent basis.

Possession – to have either in or on an employee’s person, personal effects, motor vehicle(s), and areas substantially entrusted to the control of the employee, such as desk, files, lockers, etc.

Controlled Substance – any substance named or described in Schedules I. through V. of 893.03, Florida Statutes.

SJR 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes

(New Rule Promulgated 9/21/11)

Approved 9/21/11

Specific Authorities: 1001.64 F.S.; 1001.65 F.S.

The St. Johns River State College athletic department recognizes that drug and alcohol abuse is a significant problem in modern society. Specifically, the misuse and abuse of prescription drugs, non-medically indicated drugs, street drugs and alcohol have a negative effect on the performance of the student athlete, both in the classroom and on the field of play and will not be permitted at St. Johns River State College. Therefore, the SJR State athletic department has established a drug and alcohol abuse prevention and screening program to help all student-athletes progress towards their academic and athletic goals in a drug-free environment.

Objectives

- To educate the student athlete concerning the physical, psychological and social effects of drug and alcohol abuse
- To identify, through periodic testing, those student athletes who may be involved in drug or alcohol abuse

Drug Education

All student athletes will be required to attend a general education session, held on campus at the beginning of each academic year. This session will include a discussion of the testing programs at SJR State and the consequences of positive testing. In addition, a discussion of state and federal laws regarding possession and use of alcohol and drugs, particularly as they relate to college campuses, will be presented. Subsequent programs during the sports seasons will be presented on a team-by-team basis.

These programs will include the discussion of the reasons people use drugs, those individuals who are at risk and some of the physiologic and psychological damages associated with different types of drug abuse. A session for coaches and the head athletic trainer will be held on a yearly basis to assist them in the development of skills for the identification of suspicious behaviors and signs of drug use and abuse. Examples of these behaviors are poor or erratic athletic performance, inappropriate hostility, poor academic performance, inappropriate social interactions, etc.

The classes of drugs banned by SJR State include, but are not limited to the following:

- 1) Stimulants
- 2) Anabolic Agents
- 3) Alcohol and Beta Blockers (banned for rifle only)
- 4) Diuretics and Other Masking Agents
- 5) Street Drugs

- 6) Peptide Hormones and Analogues
- 7) Anti-estrogens
- 8) Beta—2 Agonists

Any substance chemically related to these classes is also banned. SJR State also includes in its listing of banned substances those drugs banned currently or in the future by the NCAA and NJCAA.

Alcohol/Drug Testing

All student-athletes at St. Johns River State College will be subject to year-round random mandatory alcohol/drug testing. Tests may also be performed at any time “for cause” at the discretion of the head athletic trainer, head coach, or Vice President for Student Affairs. “For cause” sampling may occur concurrently with random selections.

Refusal to participate in the drug testing procedures will be treated as a positive test.

Consequences of Positive Drug/Alcohol Testing

The primary purpose of these consequences is the rehabilitation of the student athlete.

A. First Offense

- The Athletic Director and Vice President for Student Affairs will be notified that a breach of rules has occurred and appropriate disciplinary action will be taken.
- The Athletic Director will notify the student athlete’s parent(s) or guardian(s).
- The student athlete will be suspended from participation in intercollegiate athletics at SJR State, effective immediately. Suspension will be for a minimum of two scheduled games.
- The student athlete will be tested randomly thereafter for the remainder of the academic year at his/her expense.

B. Second Offense

- The Athletic Director and Vice President for Student Affairs will be notified that a breach of rules has occurred and appropriate disciplinary action will be taken.
- The Athletic Director will notify the student-athlete’s parent(s) or guardian(s).
- The student athlete will be dismissed from the team, effective immediately by the Vice President for Student Affairs.
- The student athlete’s scholarship will be cancelled, effective immediately, resulting in a forfeiture of all athletic aid.

Failure to comply with any of the above guidelines may result in loss of athletic financial aid prior to the end of the semester.

POLICIES AND REGULATIONS

ST. JOHNS RIVER STATE COLLEGE

The College reserves the right to change any of its policies, courses, regulations, and calendar of events without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on the student portal, bulletin boards and in College publications.

All students are responsible for observing all regulations and being aware of the information in the College Catalog, Student Handbook, official announcements posted on bulletin boards, and other applicable documents, such as registration forms. College regulations and student standards of conduct, as listed under "Policies and Regulations," apply to all areas under the jurisdiction of SJR State, including areas where activities are sponsored by the College and areas where students of the College community are guests, and students will make themselves familiar with any additional regulation of the host institution.

STANDARDS OF CONDUCT

1. While on campus, students are expected to obey the instructions of any College faculty or staff members performing designated responsibilities.
2. After closing hours, students may not enter any building unless accompanied by a faculty member. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.
3. Smoking, including e-cigarettes, and chewing tobacco in and around College buildings are prohibited.
4. Gambling is prohibited on College property.
5. Possession of alcoholic beverages or illegal drugs is prohibited on College property, with the exception of alcohol served at officially sponsored College events.
6. Sleeping in public areas is prohibited.
7. Non-college organizations or individuals may not canvass or solicit on the campus.
8. Distribution or posting of any material on campus must have the approval of the Vice President for Student Affairs/Assistant General Counsel (or the Executive Director at the Orange Park or St. Augustine campus).
9. With the exception of guide dogs and some service animals, pet animals are not allowed on campus sidewalks or in campus buildings, in classrooms, or at collegiate sporting events and practices. On any other part of the campus, pets must be leashed and controlled by owner.
10. Students who do not honor their financial obligations to the College (including but not limited to worthless checks, loans, veteran deferments, library fines, and traffic fines) will not be allowed to re-enroll. If it becomes necessary for the College to turn over a student's account balance to a collection agency for collection, the collection cost (agency fees) will be added to the student's account and must be paid by the student. (See College Catalog and appropriate sections of the Student Handbook.)
11. Students must attire themselves in such a manner as not to be in violation of health laws and/or disrupt the College's educational process. Appropriate dress for the appropriate activity is expected. A student may be asked to leave an area when he/she is not appropriately attired in the opinion of the College official or instructor who is acting in a supervisory position. Footwear must be worn on campus. Repeat offenders shall be reported to the Vice President for Student Affairs/Assistant General Counsel.
12. All students must carry identification and/or proof of registration.
13. Unless it is part of a structured classroom activity, students may not bring guests or family members into the classroom.
14. Unless otherwise authorized by Florida law and with the exception of students enrolled in the Criminal Justice programs of the College participating in a College approved training exercise, the possession of firearms, toy guns, paint guns, devices that make noise which could be construed as sounding like gunfire, knives, explosives, fireworks, hazardous or toxic substances, or other dangerous materials is strictly forbidden on any of the College's campuses or sites.
15. No student attending St. Johns River State College can participate in disruptive activities at the College. Any such student so convicted, as required by FS 1006.61(2), will be expelled immediately without recourse for a period of two (2) years. This includes the disruption or obstruction of teaching, research, administration, disciplinary proceedings, traffic or pedestrian movement, other College activities, including its public service functions on or off campus, or other authorized non-College activities when the act occurs on College premises.
16. As provided in FS 1006.60(5), any student enrolled at St. Johns River State College who intentionally acts to impair, interfere with, or obstruct the orderly conduct, processes, and functions of the College on or off any of the College's sites shall be subject to severe disciplinary measures, to include dismissal, at the discretion of the President.
17. Acts of dishonesty are prohibited. Acts of dishonesty include but are not limited to: cheating, plagiarism or other forms of academic dishonesty, furnishing false information to any College official, faculty member, or office; forgery, alteration or misuse of any College document, record, or instrument of identification; tampering with the election of any College recognized student organization.
18. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, cyber bullying and or other conduct which threatens or endangers the health or safety of any person are prohibited.
19. The attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property are prohibited.
20. Hazing as defined in the Student Handbook is prohibited.
21. The theft, abuse, misuse, or alteration of the College's computer systems and information and records stored on the computer systems is prohibited.
22. No food or drinks in classrooms.
23. A student is forbidden from recording and/or video taping an instructor without the instructor's permission and knowledge.
24. The abuse of the student judicial system as defined in the Student Handbook is prohibited.

The College reserves the right to change any of its policies for student conduct without notice when it is considered in the best interest of the College. In the event such changes occur, the College will provide notification to students, faculty, and staff via announcements on bulletin boards, the student portal and in College publications. Violating any of the college standards of Student Conduct may result in expulsion.

appropriate law enforcement agency. Prompt reporting of crimes will assure timely warning notices and timely disclosure of crime statistics. Criminal incidents that occur in close proximity to our campuses are communicated regularly to Campus Safety and Security personnel.

SECURITY AWARENESS

The Campus Safety and Security office provides security procedures and information during new student orientation at all three campuses. Security procedures and security information are also provided during SJR State's yearly faculty and staff orientation.

Primary crime prevention and awareness programs, which promote awareness of rape (sexual battery), acquaintance rape, domestic violence, dating violence, sexual assault, and stalking are offered to new students and new employees. The Campus Safety and Security Office, in conjunction with local law enforcement personnel, also offers crime prevention and safety/security awareness procedures programs upon request to students and employees. These programs are geared toward personal safety, theft prevention, CPR and automatic external defibrillator (AED) training. We also encourage both students and employees to be aware of their responsibility for their own security and the security of others.

When time is of the essence, concerning an immediate threat, information is released to the College community through the various SJR State Emergency Notification Systems.

THE COLLEGE STRICTLY PROHIBITS:

1. Consumption of alcohol on campus unless served at College sponsored events as approved by the President,
2. Use, manufacture or possession of illegal drugs or narcotics on campus or at College functions, and
3. College policy prohibits smoking, including e-cigarettes, except in designated smoking areas.

PROHIBITION OF FIREARMS AND WEAPONS ON COLLEGE PROPERTY OR AT COLLEGE EVENTS

Policy/Purpose: St. Johns River State College desires to maintain a safe environment for all of its students, faculty members, staff members, contractors, and visitors. This policy seeks to reduce the risk of injury or death associated with the intentional or accidental use of weapons.

Applicability/Accountability: This policy applies to all individuals who come onto property owned or controlled by St. Johns River State College or who attend events sponsored or hosted by the College, with exceptions as noted below.

Policy Statement: St. Johns River State College prohibits the possession, use, or storage of weapons on property owned or controlled by the College, including in a College vehicle, on one's person or in one's office. Additionally, SJR State prohibits the possession, use, or storage of weapons at events sponsored or hosted by SJR State, except as outlined in this policy.

Definitions: Weapon – Thing designed, intended or which may reasonably be used for inflicting bodily harm. The term "weapon" includes firearms, swords, knives, incendiary devices, chemical devices, or missiles. The term "weapon" includes any object legally controlled as a weapon or treated as a weapon under the laws of the jurisdiction in which the College owned or controlled property is located. Firearm – any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a

projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; any destructive device; or any machine gun.

Exceptions: Notwithstanding the foregoing, SJR State permits the following:

1. Approved College and contracted security staff may possess weapons on College property.
2. A law enforcement officer may carry onto College property or into College events those weapons that his or her law enforcement agency requires to be carried.
3. Not prohibited under this policy are legitimate tools appropriately used in authorized work on campus.
4. Faculty for and students enrolled in Criminal Justice programs may possess weapons while participating in College approved training exercises.
5. Non-functioning antique or simulated weapons may be used for classroom or other academic purposes with prior notice to and approval of the Academic or Workforce Vice President and with notice to SJR State Campus Department of Safety and Security.
6. Individuals who carry a self-defense chemical spray, which is a device carried solely for the purposes of lawful self-defense that is compact in size, designed to be carried on or about the person, and contains not more than two ounces of chemical.
7. Simulated weapons that are clearly identifiable (whether through design or decoration) to the casual observer as simulated are permitted for instructional or academic purposes.
8. Possession of firearms on College property as permitted by Florida Statutes. See Florida Statutes, 1001.64, Chapter 790.

Violation And Discipline: Any person who violates this rule may be immediately removed from College premises, prohibited from returning, and/or referred for prosecution by authorities for any crime under local, state, or federal law. Violation of this rule by a student is a violation of the Student Conduct Code. Employees who violate this rule are subject to appropriate discipline, which may include suspension and/or termination.

FEDERAL CAMPUS SEX CRIMES PREVENTION ACT OF 2000 AND FLORIDA SEXUAL PREDATOR AND SEXUAL REGISTRATION NOTIFICATION LAW

Pursuant to the Federal Campus Sex Crimes Prevention Act of 2000 and the Florida Sexual Predator and Sexual Registration Notification Law, SJR State establishes the following procedure to insure the availability of information to the campus community concerning the presence of registered sexual offenders or predators attending SJR State.

All information regarding registered sexual offenders or predators attending SJR State will be coordinated and maintained by the SJR State Department of Campus Safety and Security. SJR State Department of Campus Safety and Security will maintain a current copy of the offender/predator's Florida Department of Law Enforcement offender flyer including his/her photograph and current SJR State campus location.

Inquiries regarding any sexual offender or predator attending any SJR State campus should be directed to James Griffith, Director of Campus Safety, at jamesagriffith@SJRstate.edu, telephone num-

- Any act or behavior on the part of the student or employee that tends to interfere with, or otherwise disturb, the orderly conduct, processes, functions and/or interests of the College is prohibited.

- Possession of alcoholic beverages or illegal drugs is prohibited on College property, with the exception of alcohol served at officially sponsored College events.

- Any student, or employee, found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college regulation, or public intoxication, shall be subject to disciplinary sanctions including, but not limited to, suspension, probation, expulsion or termination. The College may also make a referral to legal authorities for appropriate actions. For more information on penalties and dangers of drug use, go online at: www.dea.gov. As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse.

St. Johns River State College has partnered with BayCare Behavioral Health to provide Assistance Program services, a resource to assist with drug problem, including drug education. BayCare provides support through in-person counseling, 24/7 telephone support, and connection to community resources. Online services providing numerous articles and informative sources regarding drug education are also available. For information concerning these confidential services call BayCare toll-free at (800) 878-5470.

Locally Available Public and Private Substance Abuse Counseling, Treatment and Rehabilitation Programs

The following is provided to students and employees of St. Johns River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Alcoholics Anonymous (904) 399-8535
- BayCare Behavioral Health (800) 878-5470
- Clay County Behavioral Health Center (904) 291-5561
- Epic Community Services, Inc. (904) 829-2273
- First-Coast Narcotics Anonymous (904) 723-5683
- AL-ANON Putnam and St. Johns (800) 508-2512
- AL-ANON Clay (800) 344-2666
- Stewart Marchman Behavioral Health Care (904) 209-6200
- Riverpoint Behavioral Health (904) 724-9202
- St. Johns County Department of Health & Human Service (904) 209-6000
- American Council for Drug Education at: www.acde.org

TOBACCO USE POLICY

The College is now a tobacco free campus. The use of all forms of tobacco and smoking, including cigarettes, loose-leaf tobacco, snuff and electronic devices, is prohibited. The tobacco-free policy will apply to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas and includes the removal of designated smoking areas.

RISKS ASSOCIATED WITH DRUGS

The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Information regarding the possible side effects associated with the use and abuse of alcohol and certain drugs is available at any of the College counseling centers.

Almost all of these effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, increased blood pres-

sure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, all of these drugs pose serious risks to the health of fetuses and nursing infants, up to and including death.

LOST AND FOUND

The College maintains a lost and found property service located at the Security office at all three campuses.

VENDING MACHINE REIMBURSEMENT

When individuals experience a vending machine malfunction resulting in the need for a reimbursement, two options exist to receive a refund.

Option 1: All three campuses do have an onsite refund budget to reimburse individuals who have lost funds in the vending machines. For Palatka, the refund can be processed through the Business Office cashier. For both the Orange Park and St. Augustine campuses, refunds can be processed through the Administrative Office cashier.

Option 2: Each of our vending machines has a phone number on the face of the machine to contact and report the malfunction as well as to initiate a refund.

When the individuals do experience any vending machine malfunctions, please also report the status of the machine to either the Bookstore Manager or the Director of Purchasing and Auxiliary Services.

SJR STATE STUDENT GUIDELINES FOR ACCEPTABLE COMPUTER LAB AND INTERNET USE

Use of computer, network, and internet equipment and software at St. Johns River State College computing facilities is restricted to scholarly activities related to student instruction and research. The College reserves the right to limit, restrict, or extend computing privileges and access to its information technology resources. Access to these systems is granted to SJR State students and authorized users, subject to adherence to all College information technology security policies, guidelines and procedures that govern computer and network use at SJR State as well as the following statements regarding acceptable use of computer lab and internet resources:

1. User may access the computers by entering their SJR State username and password.
2. User may not use equipment or facilities in a way that is inconsistent with the general rules of conduct that govern student behavior at SJR State.
3. User may not damage or mistreat equipment or facilities under any circumstances.
4. User may not intentionally waste computer resources.
5. User may not employ the network for personal financial gain or commercial purposes.
6. User may not engage in practices that threaten the integrity of the network.
7. User may not write, use, send, download or display obscene, threatening, or harassing materials or messages.
8. User may not use the equipment or network for any illegal activities, including violation of copyright laws and/or software piracy.
9. User may not use anyone else's SJR State username and password.
10. User may not trespass into or in any way alter anyone else's folders, documents or files.
11. User may not play games or occupy the lab for non-scholarly purposes.
12. User must maintain a scholarly atmosphere in the lab; no loud or aggressive behavior will be tolerated.
13. User may not eat, drink, or smoke in the lab.
14. User should not under any circumstances expect that messages or files

ber (386) 312-4064 or telephone number (386) 312-4095, Monday through Friday during normal business hours.

Information relating to Florida's registered sexual offenders and predators is public record and may also be viewed at www.fdle.state.fl.us or by calling 1-888-357-7332.

Additional information regarding campus sex crime awareness and prevention can be located within the JEANNE CLERY ANNUAL CRIME REPORT which can be accessed on the Web at SJRstate.edu/safety.html.

HIGHER EDUCATION AMENDMENTS OF 1992: SECTION 486(C) OF PUBLIC LAW: 102-325 (S. 1150)

Sexual assault (rape) is a serious crime that has a major impact on the campus community as well as on the students who are victimized. SJR State will not tolerate sexual assault in any form, including date and acquaintance sexual assault.

Should probable cause be determined that campus regulations prohibiting sexual assault have been violated, disciplinary action will be pursued through the code of student conduct or other appropriate internal processes. Discipline may result in suspension or dismissal from the College.

Any student or employee reporting a sexual assault will be treated with respect and sensitivity. Contacts and conversations which transpire pursuant to this procedure will be held in confidence.

Students may contact the Academic Advising Offices if they have a concern related to sexual assault. College staff will assist victims and/or their advocates in securing appropriate referrals. Any person wishing to file a complaint may contact College or contract security on the campus.

Security will discuss the matter with the student and make the appropriate referrals. The person reporting the incident may request that their identity remain anonymous. A report shall be completed and forwarded to the Vice President for Student Affairs/Assistant General Counsel who will assist in situations requiring immediate administrative support.

Employee complaints will be referred to the Vice President for Finance Administration.

Your compliance with the policies outlined above and in helping to prevent crime at SJR State facilities is appreciated. Only with your help can a safe and secure working and learning environment be provided for all.

FLORIDA DEPARTMENT OF LAW ENFORCEMENT SEXUAL PREDATOR/OFFENDER REGISTRY

This website contains public record information on offenders classified as sexual predators and sexual offenders under Florida law because of a conviction for a sex-related crime and/or a specified crime against children: www.fdle.state.fl.us.

FDLE has also established a toll-free number (1-888-FL-PREDATOR) or (1-888-357-7332) that allows the public to request information about sexual predators and sex offenders living in their communities and around the state. Via email: sexpred@fdle.state.fl.us.

Upon notification of the presence of an offender/predator, it is the responsibility of the law enforcement agency with jurisdiction over the offender/predator's address to inform the College administration that the offender/predator has stated that he/she is currently enrolled at, or employed by, the College. The College administration can then make all prudent notifications to members of the campus community.

Information regarding registered sexual offenders or predators attending classes at SJR State may be obtained by contacting the Department of Public Safety and Security at 386-312-4095.

SJR STATE COLLEGE ALCOHOL & DRUG NOTIFICATION

SJR State College is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of St. Johns River State College, and the consequences of the use, possession, manufacture or sale of such drugs.

St. Johns River State College District Board of Trustees rules outline the accepted code of conduct for students and employees. The code, as documented in the student handbook and college catalog, includes the following:

- Any act or behavior on the part of the student or employee that tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is prohibited.
- Possession of alcoholic beverages or illegal drugs is prohibited on college property with the exception of alcohol served at officially sponsored college events.
- Any students, or employees, found to have used, possessed, or distributed a narcotic or other controlled substances, except as permitted by law, or used, possessed, or distributed any alcoholic beverage except as expressly permitted by law and college regulation, or public intoxication shall be subject to disciplinary sanctions, including, but not limited to, suspension, probation, expulsion or termination. The College may also make a referral to legal authorities for appropriate actions. For more information on penalties and dangers of drug use, go online at: www.dea.gov. As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse. The use of illicit drugs and the abuse of alcohol pose serious risks to one's health. Side effects include the symptoms of dilated pupils, elevated body temperature, increased heart rate, and increased blood pressure, impairment of judgment and mental functions, and loss of control and coordination. If ingested by a pregnant woman or nursing mother, these drugs pose serious risks to the health of fetuses and nursing infants, up to and including death.

St. Johns River State College has partnered with BayCare Behavioral Health to provide assistance program services, a resource to assist with drug problems, including drug education. BayCare provides support through in-person counseling, 24/7 telephone support, and connection to community resources. Online services providing numerous articles and informative sources regarding drug education are also available. For information concerning these confidential services call BayCare toll-free at (800) 878-5470.

LOCALLY AVAILABLE PUBLIC AND PRIVATE SUBSTANCE ABUSE COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

The following is provided to students and employees of St. Johns

for all students requiring assistance with managing their educational expenses. The TIP program will allow students to pay for tuition and fee expenses over a period of time rather than one lump sum payment before the start of the semester. The College has contracted with Nelnet Business Solutions to administer this program. This company will be responsible for the enrollment, as well as receiving the monthly payments. Enrollment in the payment plan can be completed via the SJR State website (SJRstate.edu) by logging on to the MySJRstate account. Under the student drop down box, choose "Optional Payment Plan." A new window will open. Choose the term, and click on the e-Cashier logo and follow the steps. Students needing additional information should contact the St. Johns River State College Business Office at 386-312-4117.

IDENTIFICATION AND NOTIFICATION OF COORDINATORS

It is the policy of St. Johns River State College not to discriminate on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status in its educational programs, activities, admissions policies and practices, or employment policies. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to:

Ginger C. Stokes
Director of Human Resources
Title IX Coordinator/Equity Officer
St. Johns River State College
5001 St. Johns Avenue
Palatka, Florida, 32177
(386) 312-4070

When an inquiry or complaint involves a student, the Title IX Coordinator/Equity Officer will work in conjunction with the Vice President for Student Affairs (office located in the Student Services building, Room V227, 5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127) to respond to or resolve such inquiry or complaint. Inquiries or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue SW, Washington D.C. 20202.

CAREER SERVICES

Career services is a partnership between Student Affairs and Workforce Development. Career counseling services are available on each campus. (Counselors and workforce advisors are available to assist you individually with career assessments, career decision making, and job searching strategies.) In addition, there is a career resource Web page at SJRstate.edu/careerservices.html available for student use, which provides resources on educational/career planning, job searching strategies, and employment information. Workforce advisors are available for individuals who are interested in pursuing career and technical education, especially those with economic or educational needs. Career interest and personality assessments are also available upon request or through enrollment in SLS 1401 Comprehensive Career Exploration or HSC 1004 Professions of Caring.

Contact the Academic Advising Office at (386) 312-4035 (Palatka), (904) 276-6855 (Orange Park) or (904) 808-7402 (St. Augustine) for more information. For career and technical education, contact the Department of Workforce Services at (386) 312-4259 or careerservices@sjrstate.edu.

The College assists students in locating part-time, full-time, and summer jobs with local, regional, and national employers. Announcements of job and internship opportunities are posted online in the College Central Network accessed from the SJR State career resource Web

page. Additionally, this site provides information about the labor market, career related events, and job search strategies, such as resume writing, interviewing and networking.

COLLEGE CATALOG

The College Catalog is the official document of the College. Its policies and procedures take precedence over all other college documents. The College Catalog, which is available on the College website at SJRstate.edu, details all the necessary academic information, including registration procedures, graduation requirements, complete divisional course listing, financial aid information, petition procedures, etc. Students are responsible for the information contained in the College Catalog.

HEALTH SERVICES

The College does not maintain an infirmary or hospital. All injuries must be reported to the Vice President for Student Affairs/Assistant General Counsel on the Palatka Campus or the chief administrator at the Orange Park and St. Augustine campuses. If the injury or illness appears to be serious, the College will immediately attempt to notify the family. Emergency treatment by a private physician is at the student's or parent's expense. Personal insurance is the student's responsibility.

PREGNANCY ACCOMMODATIONS FOR STUDENTS

Title IX of the Education Amendment Act of 1972 prohibits discrimination on the basis of sex, including pregnancy and related conditions, in educational programs and/or activities.

St. Johns River State College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Prompt and appropriate communication by the student is necessary to ensure appropriate accommodations are provided.

Students needing assistance can seek accommodations from the Academic Counseling Office on any campus (Orange Park – 904-276-6855, Palatka – 386-312-4035, St. Augustine – 904-808-7402) or from the Title IX Coordinator Ginger Stokes at 386-312-4074.

SJR STATE STUDENT MENTAL HEALTH ASSISTANCE PROGRAM

SJR State College has contracted with Bay Care Behavioral to assist students with mental health counseling services. Currently enrolled students may call Bay Care Behavioral at 1-800-878-5470 to schedule an appointment.

SJR STATE COLLEGE ALCOHOL & DRUG NOTIFICATION

SJR State College is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. The illegal use of harmful and addictive chemical substances poses a threat to the educational environment.

Thus, in accordance with the Drug Free Schools and Communication Act Amendments of 1989, it is necessary to inform the College community of the harmful and addictive potential associated with the use of drugs, the incompatibility of illegal drugs with the educational mission of St. Johns River State College, and the consequences of the use, possession, manufacture or sale of such drugs.

St. Johns River State College District Board of Trustees rules outline the accepted code of conduct for students and employees. The code, as documented in the Student Handbook and College Catalog, includes the following:

The substitution packet should minimally include all of the following:

- 1) Identification of the specific course requirements for which the substitution is requested;
- 2) Documentation of the disability that is sufficient to describe how the condition impacts the student at the current time and in the current circumstances;
- 3) Documentation that failure to meet the requirement(s) for which the substitution is requested is related to the disability;
- 4) A reason for the course substitution from the disabilities coordinator; and
- 5) A copy of all transcripts/compliance.

B. The completed package should be submitted to the Director of Academic Advising, who will then review and approve the request and forward the request to the appropriate vice president.

C. The appropriate vice president will review the request and communicate his/her decision, in writing, to the student and disability coordinator. The letter shall include the rationale for the decision and in cases where a substitution is approved, specification of the substitution to the student and appropriate college personnel within five (5) business days of the decision.

D. The College will accept substitutions granted by other Florida public colleges and schools. Substitutions granted by other postsecondary institutions will be evaluated on an individual basis. Documentation should be requested by the transferring student and sent from the granting institution.

DUE PROCESS

A student denied substitution of one or more course requirements may appeal the decision within ten (10) days, in writing, to the Vice President for Student Affairs/Assistant General Counsel, who will submit the appeal to the Petitions Committee utilizing the current petitions process.

POLICY STATEMENT FOR RELIGIOUS OBSERVANCE

Any student who wishes to observe a religious holiday not in the official academic calendar may do so without penalty. However, the student must follow proper procedures. These procedures require the student to inform his or her instructor or instructors one week in advance of the religious holiday or holidays and make up any required work, including tests, within one week of the absence for the holiday or holidays. In the case of admissions criteria or other College mandated functions which may be missed because of the observance of the religious holiday or holidays, the student should contact the Vice President of Student Affairs/Assistant General Counsel or his or her designate to make appropriate alternate arrangements.

If a student believes that he or she has been unreasonably denied an educational benefit due to his or her religious beliefs or practices, the student may seek redress through the College Equity Grievance Committee.

GRIEVANCES AND DISCIPLINARY PROCEDURES

As required by FS 1001.65(22) and FS 1006.62, the Board of Trustees vests with the College President the authority, after notice to the student of the charges and after a hearing thereon, to expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or of the Board of Trustees.

In all student grievance and disciplinary proceedings, the decision of the College President is final and without recourse. Any student who has a grievance against the College should first contact the Vice President for Student Affairs/Assistant General Counsel, St. Johns River State College,

5001 St. Johns Avenue, Palatka, FL 32177, telephone (386) 312-4127, for appropriate procedures. Four committees address student grievances:

The Academic Petitions - Grade Appeals Committee, for admission and grade appeal, acting within established rules and College policy, makes recommendations to the President concerning student petitions involving grades. Its membership is composed of faculty members and administrators. The President's decision is final.

The Academic Petitions - Admissions Committee meets at the request of the chairman relative to new student admissions, or non-degree, non-high school graduates with fifteen (15) hours attempted. The cases considered will only be the exceptions to established policies of admissions/registration for course work and/or college credit programs. The committee is composed of the Vice President for Student Affairs, the Dean of Enrollment Management, the Director of Academic Advising, and the Registrar.

The Traffic Appeals Committee hears appeals from students in reference to traffic citations and fines. The committee is composed of three faculty members and two students. The decision of the committee is final.

The Disciplinary Committee is appointed by, and meets at the request of, the Vice President for Student Affairs/Assistant General Counsel relative to alleged student behavior serious enough to warrant, if verified, a penalty of probation, suspension, dismissal, or denial of re-enrollment against the student. The committee acts in accordance with procedures set forth in the disciplinary provisions contained in the student handbook. The decision of the committee is final.

The College Equity Grievance Committee is organized in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, FS. The committee hears student, prospective student, and prospective employee grievances alleging discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status on the part of the College or any of its components. This committee is selected as needed.

GRIEVANCE PROCEDURES

Grievance procedures for students, prospective students, and employment applicants for complaints relating to discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status are as follows:

A. Authority

This grievance procedure is established and adopted by the Board of Trustees of St. Johns River State College in compliance with the provisions of Title IX of the Education Amendments of 1972, as amended and as prescribed by the Administrative Procedure Act, Chapter 120, F.S.

B. Purpose

This grievance procedure is intended to provide for prompt and equitable resolution of complaints by students, prospective students, and prospective employees of St. Johns River State College alleging actions constituting discrimination on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status, on the part of the College or any of its components.

C. Filing of Grievance

1. Any student, prospective student, or prospective employee of the College may file a grievance when he or she believes a discriminatory action has been taken by the College. The complaint should be filed by the aggrieved person within sixty (60) working days following the incident

(H) The term “judicial body” means any person or persons authorized by the Vice President for Student Affairs/Assistant General Counsel to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

(I) The term “Judicial Advisor” means a College official authorized on a case-by-case basis by the Vice President for Student Affairs/Assistant General Counsel to impose sanctions upon students found to have violated the Student Code. The Vice President for Student Affairs/Assistant General Counsel may authorize a judicial advisor to serve simultaneously as a judicial advisor and the sole member or one of the members of a judicial body. Nothing shall prevent the Vice President for Student Affairs/Assistant General Counsel from authorizing the same judicial advisor to impose sanctions in all cases.

(J) The term “Appellate Board” means any person or persons authorized by the Vice President for Student Affairs/Assistant General Counsel to consider an appeal from a judicial body’s determination that a student has violated the Student Code or from the sanctions imposed by the Judicial Advisor.

(K) The term “shall” is used in the imperative sense.

(L) The term “may” is used in the permissive sense.

(M) The Vice President for Student Affairs/Assistant General Counsel is the person designated by the College President to be responsible for the administration of the Student Code.

(N) The term “policy” is defined as the written regulations of the College as found in, but not limited to, the Student Code, Student Hand Book, catalogs, and College handbook.

(O) The term “cheating” includes, but is not limited to:

1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
2. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
3. the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

(P) The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Article II: Judicial Authority

(A) The Vice President for Student Affairs/Assistant General Counsel shall determine the composition of judicial bodies and appellate boards and determine which judicial body, judicial advisor, and appellate board shall be authorized to hear each case.

(B) The Vice President for Student Affairs/Assistant General Counsel shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings which are not inconsistent with provisions of the Student Code.

(C) Decisions made by a judicial body and/or judicial advisor shall be final, pending the normal appeal process.

(D) A judicial body may be designated as arbiter of disputes within the student community in cases which do not involve a violation of the Student Code. All parties must agree to arbitration, and are to be bound by the decision with no right of appeal.

Article III: Proscribed Conduct

(A) Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects

the College community and/or the pursuit of its objectives. The Vice President for Student Affairs/Assistant General Counsel shall determine on a case-by-case basis whether jurisdiction over off-campus activity should be asserted.

(B) Conduct—Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in

Article IV:

1. Acts of dishonesty, including, but not limited to, the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration or misuse of any College document, record or instrument of identification.
 - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student and also includes any activity which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules or regulations.
9. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
13. Participation in a campus demonstration which disrupts

- the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
 15. Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
 16. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities to send, receive, or access obscene or abusive messages, websites, or materials.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
 17. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons of a judicial body or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

(C) Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code

may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

(A) Charges and Hearings

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President for Student Affairs/Assistant General Counsel responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) class days.
2. The Vice President for Student Affairs/Assistant General Counsel may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs/Assistant General Counsel, or the Vice President for Student Affairs may refer the matter to a judicial advisor who will conduct the investigation of the charges to determine if they have merit and can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs/Assistant General Counsel. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) class days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.
4. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a. Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the chairperson, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
 - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor or Vice President for Student Affairs/Assistant General Counsel.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to

be conducted separately.

d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.

e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.

f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the judicial body chairperson.

h. After the hearing, the judicial body shall determine [by majority vote if the judicial body consists of more than one (1) person] whether the student has violated each section of the Student Code which the student is charged with violating.

i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases the evidence in support of the charges shall be presented and considered.

(B) Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. **Warning**--A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. **Probation**--A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. **Loss of Privileges**--Denial of specified privileges for a designated period of time.
 - d. **Fines**--Previously established and published fines may be imposed.
 - e. **Restitution**--Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. **Discretionary Sanctions**--Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
 - g. **College Suspension**--Separation of the student from the College for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
 - h. **College Expulsion**--Permanent separation of the student from the College.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than College expulsion, disciplinary sanctions shall

not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon application to the judicial advisor.

4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B1, a through e.
 - b. **Deactivation**--Loss of all privileges, including College recognition, for a specified period of time.
5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

(C) Interim Suspension

In certain circumstances, the Vice President for Student Affairs/Assistant General Counsel, or a designee, may impose a College suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the College community or preservation of College property;
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice-President for Student Affairs/Assistant General Counsel or the judicial advisor may determine to be appropriate.

(D) Appeals

1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice-President for Student Affairs/Assistant General Counsel or his/her designee.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.

- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
 4. In cases involving appeals by students accused of violating the Student Code, review of the sanction imposed by the appellate board may result in concurrence of the existing sanction, reduction of the existing sanction, elimination of the existing sanction, or revision of the existing sanction.

Article V: Interpretation and Revision

(A) Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs/Assistant General Counsel for final determination.

(B) The Student Code shall be reviewed every two (2) years under the direction of the judicial advisor.

Students are expected to take reasonable care of the classrooms, student centers, and other facilities of the three SJR State centers. Students who abuse property or facilities will be reported to the Vice President for Student Affairs/Assistant General Counsel for disciplinary action.

Alcohol and Drug Notification



St. Johns River State College is committed to providing an environment that enhances and supports student success. The academic community, including faculty, administrators, staff and students, has the collective responsibility to ensure that this environment is conducive to the student's development. It is the policy of St. Johns River State College to maintain a drug and alcohol free environment.

Alcohol abuse and the illegal use of harmful and addictive chemical substances pose a threat to the educational environment. In compliance with the Drug Free Schools and Communication Act Amendments of 1989; and, the Drug-Free Schools and Campuses Regulations (EDGAR Part 86), this document shall serve as notification of (1) the standards of conduct and the disciplinary sanctions for violations, (2) possible legal sanctions and penalties, (3) statements of the health risks associated with alcohol and/or drug abuse, and (4) the College's programs available to students, staff and faculty.

Standards of Conduct and Disciplinary Sanctions for Violations:

STUDENTS: St. Johns River State College District Board of Trustees Rules outline the accepted code of conduct for students. The code, as documented in the student handbook, includes the following:

- Any act or behavior on the part of the student that tends to interfere with or otherwise disturb the orderly conduct, processes, functions and/or interests of the College is prohibited.
- Possession of alcoholic beverages or illegal drugs is prohibited on college property with the exception of alcohol served at officially sponsored college events.
- Any student found to have used, possessed, or distributed a narcotic or other controlled substance, except as

permitted by law, or used, possessed; or distributed any alcoholic beverage except as expressly permitted by law and college regulation; or been publicly intoxicated shall be subject to disciplinary sanctions, including, but not limited to suspension, probation, and/or expulsion. The College may also make a referral to legal authorities for appropriate actions.

FACULTY AND STAFF: In addition, the College's Policy Statement on Alcohol and Drug-free Workplace (Board Rule SJR 3.27) states:

- It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession of, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

Legal Sanctions:

Some drug/alcohol offenses are misdemeanors while others are felonies. In either case, the sentence may include imprisonment. Convictions for the unauthorized manufacture, delivery, trafficking and possession of a controlled substance range from a misdemeanor to a capital felony. The penalties depend on the type of substance, amount, number of previous offenses and the age of the person. Penalties range from probation or imprisonment and up to \$500,000 in fines. Convictions for the manufacture, possession or delivery of cannabis range from a Class III misdemeanor to a Class III felony. The penalties associated with cannabis depend on the amount, number of previous offenses, and the age of the person and range from probation or imprisonment with fines up to \$100,000. Florida Statutes, Chapters 856, 859, and 893, specifically identify each crime and the corresponding penalty.



Copies are available from area law enforcement agencies and on-line at: <http://www.leg.state.fl.us/statutes/index.cfm>. The Florida statutes are consistent with federal law, and local law is subject to state law.

Health Risks Associated with Alcohol and/or Drug Abuse:

As a public institution whose mission is to foster human potential, St. Johns River State College believes it is important to understand the health risks and other detrimental consequences associated with drug and alcohol abuse. The use of illicit drugs and the abuse of alcohol pose serious risks to one's health – emotionally, behaviorally and physically. Physical effects can include dilated pupils, elevated body temperature, increased heart rate, increased blood pressure, weight loss, and possibly death. Behavioral effects of drug and alcohol abuse include impairment of judgment and mental functions, loss of control and coordination, slowed or slurred speech, irritability, inability to be still and lack of energy. If ingested by a pregnant woman or nursing mother, these drugs and alcohol pose serious risks to the health of fetuses and nursing infants, up to and including death.

Programs Available to Students, Faculty and Staff:

STUDENTS: St. Johns River State College has partnered with BayCare Behavioral Health to provide Assistance Program services, a resource to assist with a drug problem, including drug education. BayCare provides support through in-person counseling, 24/7 telephone support, and connection to community resources. Online services providing numerous articles and informative sources regarding drug education are also available. These confidential services are free to students of St. Johns River State College. For information, call toll-free (800) 878-5470.

FULL-TIME FACULTY AND STAFF: St. Johns River State College has partnered with Aetna to provide an Employee Assistance Program. Aetna provides a comprehensive program to assist employees with drug and alcohol abuse and addiction issues. The program includes free face-to-face counseling services (up to 5 sessions per issue) and 24/7, confidential, telephonic consultations. Full-time employees and their household members may contact 1-800-272-7252 for more information.

Locally Available Public and Private Substance Abuse Counseling, Treatment and Rehabilitation Programs:

The following is provided to students and employees of St. Johns River State College to communicate some of the substance abuse services in the tri-county area. This is a partial list and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Alcoholics Anonymous (904) 399-8535
- BayCare Behavioral Health (800) 878-5470
- Clay County Behavioral Health Center (904) 291-5561
- EPIC Behavioral Healthcare (904) 829-2273
- First-Coast Narcotics Anonymous (904) 723-5683
- AL-ANON Putnam and St. Johns (800) 508-2512
- AL-ANON Clay (800) 344-2666
- Stewart Marchman Behavioral Health Care (904) 209-6200
- Riverpoint Behavioral Health (904) 724-9202
- St Johns County Department of Health & Human Service (904) 209-6000
- American Council for Drug Education www.acde.org



ST. JOHNS RIVER
STATE COLLEGE

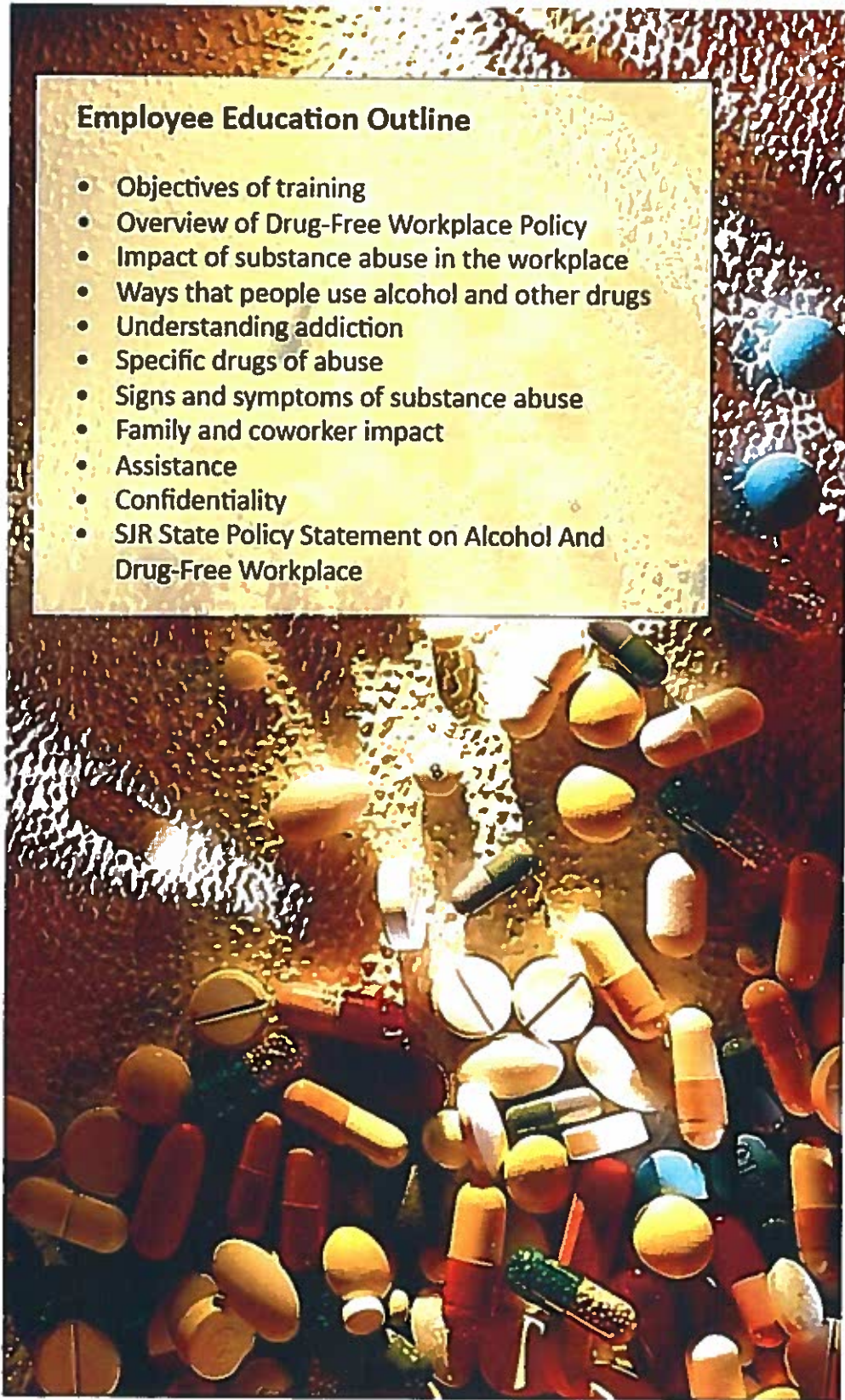
EMPLOYEE EDUCATION

Working Partners for an Alcohol and Drug-Free Workplace

Provided by the Office of the Assistant Secretary for Policy
U.S. Department of Labor

Employee Education Outline

- Objectives of training
- Overview of Drug-Free Workplace Policy
- Impact of substance abuse in the workplace
- Ways that people use alcohol and other drugs
- Understanding addiction
- Specific drugs of abuse
- Signs and symptoms of substance abuse
- Family and coworker impact
- Assistance
- Confidentiality
- SJR State Policy Statement on Alcohol And Drug-Free Workplace



Objectives of Training

At the end of the training, employees should be familiar with the Drug-Free Workplace Policy and aware of the dangers of alcohol and drug abuse. Employees should understand:

- The requirements of the Drug-Free Workplace Policy
- The prevalence of alcohol and drug abuse and its impact on the workplace
- How to recognize the link between poor performance and alcohol and/or drug abuse
- The progression of the disease of alcohol and drug addiction
- What types of assistance may be available

Overview of Drug-Free Workplace Policy

The Drug-Free Workplace Policy accomplishes two major things:

- Sends a clear message that alcohol and drug use in the workplace is prohibited
- Encourages employees who have problems with alcohol and other drugs to voluntarily seek help

The Drug-Free Workplace Policy exists to:

- Protect the health and safety of all employees, customers and the public
- Safeguard employer assets from theft and destruction
- Protect trade secrets
- Maintain product quality and company integrity and reputation
- Comply with the Drug-Free Workplace Act of 1988 or any other applicable laws



The Drug-Free Workplace Policy answers the following questions:

- What is the purpose of the policy and program?
- Who is covered by the policy?
- When does the policy apply?
- What behavior is prohibited?
- Are employees required to notify supervisors of drug-related convictions?
- Does the policy include searches?
- Does the program include drug testing?
- What are the consequences for violating the policy?
- Are there Return-to-Work Agreements?
- What type of assistance is available to employees needing help?
- How is employee confidentiality protected?
- Who is responsible for enforcing the policy?
- How is the policy communicated to employees?



Impact of Substance Abuse in the Workplace

- Employee health
- Productivity
- Decision making
- Safety
- Employee morale
- Security
- Organizational image and community relations

Ways that People Use Alcohol and Other Drugs

Use:

- Experimentation
- Social/Recreational
- As a stress reliever





Abuse

Using a substance to modify or control mood or state of mind in a manner that is illegal or harmful to oneself or others. Potential consequences of abuse include:

- Accidents or injuries
- Blackouts
- Legal problems
- Poor job performance
- Family problems
- Sexual behavior that increases the risk of HIV infection

Addiction

The irresistible compulsion to use alcohol and other drugs despite adverse consequences. It is characterized by repeated failures to control use, increased tolerance and increased disruption in the family.

Understanding Addiction

For one in ten people, abuse leads to addiction.

Addiction to alcohol and other drugs is:

- Chronic
- Progressive
- Primary
- Terminal
- Characterized by denial

Risk of addiction:

- Addiction is a family disease
- Prior abuse of alcohol and other drugs
- Other contributing factors

Specific Drugs of Abuse

- Alcohol
- Marijuana
- Inhalants
- Cocaine
- Stimulants
- Depressants
- Hallucinogens
- Narcotics
- Designer Drugs



Signs and Symptoms of Substance Abuse

Abuse of alcohol and other drugs affects people:

- Emotionally
- Behaviorally
- Physically

Emotional effects of substance abuse:

- Aggression
- Burnout
- Anxiety
- Depression
- Paranoia
- Denial

Behavioral effects of substance abuse:

- Slow reaction time
- Impaired coordination
- Slowed or slurred speech
- Irritability
- Excessive talking
- Inability to sit still
- Limited attention span
- Poor motivation and lack of energy

Physical effects of substance abuse:

- Weight loss
- Sweating
- Chills
- Smell of alcohol



Family and Coworker Impact

Enabling

Action that someone takes to protect the person with the problem from the consequences of his or her actions. Unfortunately, enabling actually helps the person to NOT deal with his or her problem.

Examples of enabling:

- Covering Up
- Rationalizing
- Withdrawing/
Avoiding
- Blaming
- Controlling
- Threatening



Examples of traps family members and coworkers may fall into:

- Sympathy
- Excuses
- Apology
- Diversions
- Innocence
- Anger
- Pity
- Tears



Assistance

Things to remember:

- Difficulty performing on the job can sometimes be caused by unrecognized personal problems – including addiction to alcohol and other drugs
- Help is available
- Although a supervisor may suspect that an employee's performance is poor because of underlying personal problems, it is up to the employee to decide whether or not that is the case
- It is an employee's responsibility to decide whether or not to seek help
- Addiction is treatable and reversible
- An employee's decision to seek help is a private one and will not be made public

If Employee Assistance Program (EAP) services are available:

- An EAP can help employees decide what to do if they have a problem with alcohol or other drugs
- An EAP also can help an employee decide what to do if someone in his/her family or workgroup has a problem
- Conversations with an EAP are confidential

If Employee Assistance Program (EAP) services are not available, help may be available from:

- Community hotlines
- Self-help groups such as Alcoholics Anonymous, Narcotics Anonymous, Al-Anon, etc.
- Community mental health centers
- Private therapists or counselors
- Addiction treatment centers

Confidentiality

- Problems will not be made public
- Conversations with an EAP professional – or other referral agent – are private and will be protected
- All information related to performance issues will be maintained in his/her personnel file
- Information about referral to treatment, however, will be kept separately
- Information about treatment for addiction or mental illness is not a matter of public record and cannot be shared without a signed release from the employee
- If an employee chooses to tell coworkers about his/her private concerns, that is his/her decision
- When an employee tells his/her supervisor something in confidence, supervisors are obligated to protect that disclosure

If EAP services are available, employees are also assured that:

- EAP records are separate from personnel records and can be accessed only with a signed release from the employee
- EAP professionals are bound by a code of ethics to protect the confidentiality of the employees and family members that they serve
- There are clear limits on when and what information an EAP professional can share and with whom

However, there are some limits on confidentiality that may require:

- Disclosure of child abuse, elder abuse and serious threats of homicide or suicide as dictated by state law
- Reporting participation in an EAP to the referring supervisor
- Reporting the results of assessment and evaluation following a positive drug test
- Verifying medical information to authorize release time or satisfy fitness-for-duty concerns as specified in company policy
- Revealing medical information to the insurance company in order to qualify for coverage under a benefits plan

St. Johns River State College
Employee Assistance Program
Aetna Resources for Living

Access Phone Number: 1-800-272-7252

Website: www.mylifevalues.com

Username: SJRSC

Password: EAP

EAP Benefits

Services are available to you and your household members, including dependent children up to age 26, whether they live at home or not.

Support Services

In addition to the web-based services offered, your EAP provides responsive, caring and effective services to help balance your personal and professional life. Some of the areas the EAP can help with include:

- Personal balance
- Emotional wellness
- Marital/relationship issues
- Family issues
- Communication skills
- Stress management
- Alcohol and drug issues
- Work-related issues
- Grief issues
- Financial and legal concerns

Confidential:

Services are confidential. This means that if you or a family member calls the toll-free number, neither the College nor anyone else will know you used the program - unless you choose to tell them. All calls are confidential, except as required by law (i.e., when a person's emotional condition is a threat to himself/herself or others, or there is suspected child, spousal or elder abuse, or abuse to people with disabilities).

Collection of assistance:

Call the EAP toll-free number to find out about your benefits. When you need additional services, the EAP works in conjunction with your mental health benefits through your health plan or provides community resources as needed to ensure that you are able to resolve your particular issue. The EAP is in addition to any mental health benefits you may have through your health plan. All EAP specialists are qualified mental health professionals.

Cost Free:

This is a prepaid benefit purchased by the College for you, so there's no charge when using the EAP service.

Accessible:

The EAP staff is available 24 hours a day, 365 days a year, for counseling, consultation, appointment scheduling and referrals.

SJR State College Operating Procedures and Guidelines

1.3 Policy Statement on Alcohol And Drug-Free Workplace

It is the policy of St. Johns River State College to have and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or alcoholic beverage by College employees is prohibited on any College property. Any employee who violates this rule may be disciplined and such discipline may include dismissal from employment. The College may also require an employee who violates this rule to take part in a drug rehabilitation program.

The College is committed to assuring that SJR State, as a workplace, is drug-free and that employees are not involved while on duty in the unlawful manufacture, distribution, sale, possession, or use of drugs or other controlled substances.

If an employee self-discloses to his/her supervisor that he/she is in violation of this policy prior to being found in violation, and satisfactorily participates in a federal, state, or local drug abuse or rehabilitation program at his/her own expense, then confidentiality and job security will be protected insofar as possible the first time this occurs. Should there be a subsequent occurrence(s), then the College will determine appropriate action on a case-by-case basis.

If the College determines that an employee is in violation of this policy, the College will take appropriate personnel action as set forth below.

Any employee who is convicted of a violation of a criminal drug statute for activities occurring at the College or while on College business is required to notify the Director of Benefits and Employee Relations no later than five (5) days thereafter. Within thirty (30) days after such notification, the College will take appropriate personnel action as set forth below.

Any College employee who violates the College's anti-drug policy subjects himself to the possibility of dismissal from employment. The College reserves the right, when it deems such action appropriate, to require any employee violating the College's anti-drug policy to participate in a drug abuse assistance or rehabilitation program as a condition of

continued employment. Such a program would be at the employee's expense and, during participation in such a program; the College may suspend the employee without pay for any absence from work as a result of such participation.

Definition(s):

Workplace – any office, building, or property (including parking lots or vehicles) owned or operated by the College, or any other site or location at which the employee is to perform work for the College, either on a temporary or permanent basis.

Possession – to have either in or on an employee's person, personal effects, motor vehicle(s), and areas substantially entrusted to the control of the employee, such as desk, files, lockers, etc.

Controlled Substance – any substance named or described in Schedules I. through V. of 893.03, Florida Statutes.

For assistance or additional information, please contact:

Ginger Stokes
Director of Human Resources
St. Johns River State College
Administrative Building, Room A-145
5001 St. Johns Avenue
Palatka, FL 32177
(386) 312-4074

Ginger Calkins Stokes
Director of Human Resources
Title IX Coordinator/Equity Officer



5001 St. Johns Avenue
Palatka, Florida 32177
386-312-4074 or 386-312-4070
Fax 386-312-4079

Be unforgettable!

St. Johns River State College does not discriminate against any person in its programs, activities, policies or procedures on the basis of race, ethnicity, color, national origin, marital status, religion, age, gender, sex, pregnancy, sexual orientation, gender identity, genetic information, disability, or veteran status. All questions or inquiries regarding compliance with laws relating to non-discrimination and all complaints regarding sexual misconduct or discrimination, may be directed to the Title IX Coordinator/Equity Officer, St. Johns River State College, 5001 St. Johns Avenue, Palatka, Florida, 32177; 386-312-4070.