

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

**St. Johns River State College**  
**2016-2018**

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 / Palatka Campus Executive Director
- Vice President of Student Affairs / Assistant General Counsel
- Vice President of Development and External Affairs
- Vice President of Academic Affairs / CAO / St. Augustine Campus Executive Director
- Vice President for Workforce Development / Orange Park Campus Executive Director
- Associate Vice President for Human Resources
- Dean of Arts & Sciences / Orange Park Campus Assistant Director
- 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 2018-2019
- SJR State Student Handbook 2018-2019
- 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,” page 13 (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 242, 2018-2019 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. The “SJR State College Alcohol & Drug Notification” are in the SJR State College Catalog, page 244, 2018-2019 edition (Appendix F) and the SJR State Student Handbook, pages 8-9, 2018-2019 edition (Appendix G). Information on the “Risks Associated With Drugs” is included in the SJR State Student Handbook, page 9, 2018-2019 edition (Appendix H).

***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.

Students who have concerns about drug or alcohol abuse or addiction issues may contact the office of the Vice President for Student Affairs at (386) 312-4127 for assistance.

***Grievance and Disciplinary Procedures***

The following information on “Grievances and Disciplinary Procedures” (Appendix J) 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 35-39, 2018-2019 edition (Appendix K).

**2018 Annual Clery Act Crime Statistics by Campus**

Offense	On-Campus Property			Public Property		
	2015	2016	2017	2015	2016	2017
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 Associate Vice President for 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 L).

### **Recommendations**

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

- Maintain the web page to serve as a single access listing a comprehensive list of disclosure requirements
- Expand relationship with area providers to include all three (3) campuses
- Hire a Licensed Mental Health Professional Advisor
- SJR State shall create a "Care Team," the mission of which is to engage in proactive and collaborative approaches to identify, assess and, mitigate risks associated with persons exhibiting concerning behaviors that affect the college community. By partnering with members of the community, the team will strive to promote individuals' wellbeing and success while prioritizing campus safety.

### **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	<u>SJR 3.27 Policy Statement on Alcohol and Drug-free Workplace – Rules and Policies of the District Board of Trustees of St. Johns River State College</u>
Appendix B	<u>Procedure #: 1.3 – Policy Statement on Alcohol and Drug-Free Workplace – Operating Guidelines and Procedures Manual</u>
Appendix C	<u>SJR 6.35 Drug and Alcohol Abuse Prevention and Screening Program for Student Athletes– Rules and Policies of the District Board of Trustees of St. Johns River State College</u>
Appendix D	<u>Policies and Regulations “Standards of Conduct” – SJR State Student Handbook 2018-2019, page 13</u>
Appendix E	<u>“The College Strictly Prohibits” – SJR State Catalog 2018-2019, page 242</u>
Appendix F	<u>“SJR State College Alcohol &amp; Drug Notification” – SJR State Catalog 2018-2019, page 244</u>
Appendix G	<u>SJR State Student Handbook 2018-2019, pages 8-9</u>
Appendix H	<u>“Risks Associated With Drugs” – SJR State Student Handbook 2018-2019, page 9</u>
Appendix I	<u>“SJR State Student Mental Health Assistance Program” – SJR State Student Handbook 2018-2019, page 8</u>
Appendix J	<u>“Grievances and Disciplinary Procedures” - SJR State Student Handbook 2018-2019, page 15</u>
Appendix K	<u>Disciplinary Sanctions - SJR State Student Handbook 2018-2019, pages 35-39</u>
Appendix L	“Alcohol and Drug Notification” information





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**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 are prohibited on SJR State campuses.

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, alternation 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 unless permitted by the instructor or other College officials.

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.

### **ANTI-HAZING POLICY**

The District Board of Trustees of St. Johns River State College prohibits hazing by any student or student organization. As used in this rule, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This 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

(24 hour cell phone) 904-626-5885

Palatka Campus Security  
(Office) 386-312-4095;  
(24 hour cell phone) 386-937-2052

St. Augustine Campus Security  
(Office) 904-808-7495;  
(24 hour cell phone) 904-626-5956

Clay County Sheriff's Office  
904-264-6512 (Orange Park Campus)

St. Johns County Sheriff's Office  
904-824-8304 (St. Augustine Campus)

Palatka Police Department  
386-329-0800 (Palatka Campus)

Putnam County Sheriff's Office  
386-329-0800 (Palatka Campus)

SJR State College Director of Campus Safety and Security  
(386) 312-4064

### **EMERGENCY CALL BOXES**

Emergency call boxes located in all parking lots on all campuses communicate directly with the on-duty campus security officer.

Any suspicious activity or person(s) seen in the parking lots, loitering around vehicles or inside buildings should be reported to Campus Safety and Security or the appropriate law enforcement agency.

Although victims are encouraged to report crimes, a victim may not wish to pursue action within the College system or the criminal justice system. Victims are still encouraged to make a confidential report, in order to reveal the possibility of a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in the manner are counted and disclosed in the annual crimes statistics for the college.

Students, faculty and staff are encouraged to report crime information or tips anonymously by calling any Campus Safety and Security recorded telephone line and leaving such information. Students, faculty and staff can also leave anonymous crime information or tips by calling Crime Stoppers at 1-888-277-8477. Crime Stoppers is a non-profit organization dedicated to receiving and disseminating confidential crime information and tips to the appropriate investigating law enforcement agency.

If you are the alleged victim or accused (suspect) of a crime of violence, a forcible or non-forcible sex offense, a hate crime, domestic violence or dating violence, both the accuser and the accused students shall be simultaneously informed, in writing, of the outcome of the institutional disciplinary proceeding, the institution's procedures for the accused and the victim to appeal the results, any change in the results which occur prior to the time the results become final, or when the results become final.

### **ACCURATE & PROMPT REPORTING**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents occurring on Campus to the SJR State Campus Safety and Security Department, and/or the appropriate law enforcement agency jurisdiction in a timely manner.

### **MONITORING AND RECORDING OF CRIMINAL ACTIVITY (OFF-CAMPUS)**

SJR State College Campus Safety and Security officers do not provide security services to off-campus locations. Criminal activity is monitored and recorded by the appropriate law enforcement jurisdiction of occurrence.

### **DUTY TO INVESTIGATE**

SJR State College has a duty to immediately investigate a complaint of sexual harassment, sexual coercion and sexual assault even if the complainant asks that it not do so. If the complainant requests anonymity, the complainant will be protected from retaliation; however anonymity may limit the school's ability to respond. The complainant will be assured that the investigation will be discreet and only disclosed on a "need to know" basis. In deciding how to proceed, the College will weigh the complainant's anonymity request against the alleged perpetrator's potential danger to other students. In addition, determine whether interim protective actions are necessary, such as issuing a "no contact" directive or separating a complainant and respondent. The College will attempt to minimize any burden on complainants. The complainant will be provided with information regarding his/her options regarding the investigation, including the choice to report to law enforcement and available medical and mental health treatment options.

### **AUTHORITY OF CAMPUS SECURITY**

St. Johns River State College security officers are armed officers. They have the right to ask persons for identification and to determine whether, or not, individuals have the right to be on campus. Although Campus Safety and Security officers do not have arrest powers, they work closely with appropriate jurisdiction law enforcement personnel concerning criminal incidents. There is no written memorandum of understanding between the College and the law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report crimes to the Campus Safety and Security and the 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.

specified crime against children: [www.fdle.state.fl.us](http://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](mailto: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](http://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 Epic Behavioral Health Care to provide assistance program services, a resource to assist with drug problems, including drug education. Epic Behavioral Health Care 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 Epic Behavioral Health Care at 1-904-829-2273.

### **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 lists and inclusion of an organization does not imply endorsement nor does omission imply disapproval:

- Alcoholics Anonymous (904) 399-8535
- Epic Behavioral Health Care (904) 829-2273
- Clay County Behavioral Health Center (904) 291-5561
- 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](http://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.

### **SJR STATE MENTAL HEALTH ASSISTANCE PROGRAM**

SJR State College has contracted with Epic Behavioral Health Care to assist students with mental health counseling services. Currently enrolled full and part-time students may call Epic Behavioral Health Care at 1-904-829-2273 to schedule an appointment.

### **STUDENT REFUND OPTIONS**

All student refunds will be processed as expeditiously as possible through BankMobile. New students will be sent a letter in a green envelope from BankMobile with instructions on how to select their refund method. Students have the option to receive their refund via an ACH transfer to a bank account of their choice, a debit card provided by BankMobile, or by paper check. Questions regarding the selection of their refund method can be answered by contacting the Business Office at your local campus.

- Orange Park (904) 276-6800
- Palatka (386) 312-4200
- St. Augustine (904) 808-7400

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### **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  
Associate Vice President for 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](mailto: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 Epic Behavioral Health Care to assist students with mental health counseling services. Currently enrolled students may call Epic Behavioral Health Care at 1-904-829-2273 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:

- 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](http://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 Epic Behavioral Health Care to provide Assistance Program services, a resource to assist with drug problem, including drug education. Epic Behavioral Health Care provides support through in-person counseling, 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 Epic Behavioral Health Care at 1-904-829-2273.

#### **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
- Epic Behavioral Health Care (904) 829-2273
- Clay County Behavioral Health Center (904) 291-5561
- 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](http://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 pressure, 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. Refunds can be processed through the campus bookstore.

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 that are created, modified, transmitted, received or stored on organizational equipment are private.
15. Users should ask their instructor about having the IT Department load any course software that is needed.

Users who violate any of the above conditions will be subject to the suspension or termination of their internet and computing privileges, as well as other disciplinary or legal action as determined

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St. Johns River State College District Board of Trustees rules



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 appropriate Vice President who will submit the appeal 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 which causes the aggrieved to feel that a grievance should be filed.

2. The administration of the College assures prompt and impartial investigation and consideration of all complaints and/or grievances, whether formal or informal, verbal or written, that any student, prospective student or prospective employee may have and that are communicated in accordance with these grievance procedures.

3. A formal grievance must be submitted in writing to the Equity/Title IX Coordinator. The complaint must recite in detail the nature of and circumstances surrounding the alleged discriminatory act, the provisions of law, College policy, or other regulation violated by the action, the employees or components of the College allegedly responsible for the action, and the relief sought by the complainant. The complainant should attach to the complaint any documented evidence, affidavits, statements, records, or other pertinent materials. The complainant must sign the complaint.

##### **D. Investigation of Grievance**

The Equity/Title IX Coordinator will, upon receipt of a properly submitted grievance, conduct an investigation of all aspects of the complaint. The investigation may include personal interviews, obtaining of documentation, and examination of pertinent records of the College. The Equity/Title IX Coordinator will, within fifteen (15) days of the receipt of the grievance, submit a written report of investigation, including findings of fact and recommendations, to the College Equity Grievance Committee.

or collection agent or a student volunteering to assist another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Johns River State College. Upon request, St. Johns River State College also discloses education records without consent, to officials of another school in which a student seeks or intends to enroll.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Johns River State College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

The following data is considered to be directory information and may be given to an inquirer either in person, by mail, or by telephone, and may be otherwise made public without obtaining prior written consent of the student:

- Name of student
- Address
- Telephone number
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Enrollment status (e.g., undergraduate or graduate, full-time or part-time)
- Most recent educational agency or institution attended

An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form available online and in the Registrar's Office and giving the form to the registrar no later than (15) days after the close of registration to prevent inclusion in this term's directory. The election to be excluded from the directory shall remain in effect until the Registrar's Office is notified in writing.

### **RIGHTS TO CHALLENGE AND HEARING**

Students (parents) have the right to challenge the content of any record to which they are granted access under paragraph one in order to ensure accuracy, privacy, and other rights. Any challenge may be settled through informal meetings between the parents, guardian, or students and the appropriate college official. If an agreement cannot be reached informally, a hearing shall be held in accordance with the Rules of the State Board of Education.

### **RIGHT OF PRIVACY**

Every student has the right to privacy for educational records kept on him or her. Personally identifiable records of students are confidential and are exempt from the provisions of section 119.07(1) Florida Statutes (which permits access to public records). The College shall not permit the release of records without the written consent of the student (or parent/guardian if appropriate).

Personally identifiable information may be released without the student's or parent's/guardian's consent to the following persons or organizations:

1. Officials of schools where student intends to enroll.
2. Other school officials who have legitimate educational interests in the information sought.
3. Local, state, and federal educational authorities who are authorized to receive the information pursuant to law.

4. In connection with financial aid for which the student has applied or which the student has received.
5. Entities conducting studies for, or on behalf of, an institution for the purpose of developing, validating, or administering predictive tests, and student aid programs if such studies are conducted so as not to permit the personal identification of students.
6. Accrediting organizations in order to carry out accrediting functions.
7. Appropriate parties in connection with an emergency, if necessary, to protect the health or safety of the students or other individuals.
8. The Auditor General in connection with his/her official functions.
9. A court of competent jurisdiction in compliance with an order of that court or the attorney of record pursuant to a law fully issued subpoena upon the condition that the student and, if appropriate, his or her parent/guardian are notified of the order or subpoena in advance of compliance by the educational institution.
10. Credit bureaus in connection with an agreement for financial aid which the student has executed to the extent necessary to enforce the terms of the agreement.
11. A contractor, consultant, volunteer, or other party to whom an agency or institution has outsourced institutional services or functions may be considered a school official under this paragraph, provided that the outside party:
  - a. Performs an institutional service or function for which the agency or institution would otherwise use employees.
  - b. Is under the direct control of the agency or institution with respect to the use and maintenance of education records.

Consents for disclosure must be signed, dated, and shall specify the records to be disclosed and to whom the disclosure should be made.

Requests for access to student records should be in writing and retained as part of the record. (Authority section 1002.22 Florida Statutes)

### **STUDENT DISCIPLINARY CODE**

#### **Article I: Definitions**

(A) The term "College" means St. Johns River State College, SJR State.

(B) The term "student" includes all persons taking courses at the College, both full-time and part-time, pursuing an undergraduate degree. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."

(C) The term "faculty member" means any person hired by the College to conduct classroom activities.

(D) The term "College official" includes any person employed by the College, performing assigned administrative or professional responsibilities.

(E) The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College. A person's status in a particular situation shall be determined by the Vice President for Student Affairs.

(F) The term "College premises" includes all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College (including adjacent streets and sidewalks).

(G) The term "organization" means any number of persons who have complied with the formal requirements for College (recognition/registration).

(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 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 online 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:** Students who have concerns about drug or alcohol abuse or addiction issues may contact the office of the Vice President for Student Affairs at (386) 312-4127 for assistance.

**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
- 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](http://www.acde.org)