

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

St. Johns River State College
2018-2020

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 / CTE
- Director for Human Resources
- Dean of Arts & Sciences / Director of Orange Park Campus Operations
- Director of Academic Advising
- Care Counselor
- 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 / Student Handbook 2020-2021
- 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 College Catalog / Student Handbook under “Policies and Regulations,” page 24 (Appendix D). The text regarding alcohol and substance abuse, item #5, is included below:

“The College specifically prohibits on campus, the illegal possession, sale, exchange, consumption or distribution of any alcohol, any stimulant, depressant, narcotic or hallucinogenic drug or agent having potential for physical or mental impairment.”

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” is in the SJR State College Catalog / Student Handbook, pages 31-32, 2020-2021 edition (Appendix E). Information on the “Risks Associated

With Drugs” is included in the SJR State College Catalog / Student Handbook, page 74, 2020-2021 edition (Appendix F).

Advising Services

The advising staff at St. Johns River State College provides academic and career advising services for Associate of Arts and career and technical program students. SJR State advisors encourage students with alcohol or other drug dependency problems to contact the SJR State Care Counselor or community counseling centers for referral services. In a situation where the student appears a danger to himself/herself or others, advisors would submit a referral to the CARE Team through Campus Security or the Vice President of Student Affairs. See “SJR State Student Assistance Program” information in the SJR State College Catalog / Student Handbook, page 74, 2020-2021 edition (Appendix G).

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 H) is in the SJR State College Catalog / Student Handbook, page 30, 2020-2021 edition:

“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 SJR State College Catalog / Student Handbook. The decision of the committee is final.

The disciplinary sanctions imposed on students for policy violations are in the SJR State College Catalog / Student Handbook, pages 57-60, 2020-2021 edition (Appendix I).

Annual Clery Act Crime Statistics by Campus

Offense	On-Campus Property			Public Property		
	2017	2018	2019	2017	2018	2019
Arrests: Drug Abuse Violations	0	0	1	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 policies related to alcohol and drug use. Also, the complete text of the Alcohol and Drug Policy of St. Johns River State College is printed and can be obtained from the Offices of the Vice President of Student Services and the Director for Human Resources. Additionally, each new student receives information during Student Orientation and can access the on-line SJR State College Catalog / Student Handbook 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 J).

Recommendations

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

- Maintaining the web page to serve as a single access listing a comprehensive list of disclosure requirements
- Expanded relationships with area providers to include all three (3) campuses
- Hired a Licensed Mental Health Professional Advisor
- SJR State created 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 strives 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.

SJR 3.27 Policy Statement on Alcohol and Drug-free Workplace

(New Rule Promulgated 6/01/05)

Approved 1/18/06

Specific Authorities: FS 112.0455, FS 1001.64(5)

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

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

1.3 Policy Statement on Alcohol and Drug-Free Workplace

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

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

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

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

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

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

Definition(s):

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

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

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

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

(New Rule Promulgated 9/21/11)

Approved 9/21/11

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

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

Objectives

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

Drug Education

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

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

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

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

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

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

Alcohol/Drug Testing

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

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

Consequences of Positive Drug/Alcohol Testing

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

A. First Offense

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

B. Second Offense

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

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

POLICIES AND REGULATIONS

ST. JOHNS RIVER STATE COLLEGE

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

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

STANDARDS OF CONDUCT

1. While on campus, students are expected to obey the instructions of any College faculty, staff member, or law enforcement official performing designated responsibilities, including the identification of oneself when requested to do so.

2. After closing hours, students may not enter any building unless accompanied by a College employee. Unless otherwise authorized, all persons must be off the campus by 11:00 p.m.

3. The College is 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 applies to all campus properties, walkways, sidewalks and parking lots, as well as personal vehicles in these areas.

4. Gambling is prohibited on College property.

5. The College specifically prohibits on campus, the illegal possession, sale, exchange, consumption or distribution of any alcohol, any stimulant, depressant, narcotic or hallucinogenic drug or agent having potential for physical or mental impairment. Florida law requires the automatic expulsion of a student who is convicted of unlawful possession of any narcotic drug, central nervous system stimulant, hallucinogenic drug, or barbiturate.

6. Sleeping in public areas is prohibited.

7. Distribution or posting of any commercial material on campus must have the approval of the Vice President of Student Affairs and Assistant General Counsel.

8. With the exception of service animals (dog or miniature horse), pet animals are not allowed on campus sidewalks or in campus buildings, classrooms, or at collegiate sporting events and practices. On any other part of the campus, pets must be leashed and controlled by the owner.

9. A service animal must be on a leash or harness unless it would interfere with the service animal's ability to perform the tasks it is trained to do, and it must be under the handler's control. If an animal is not under the handler's control, is not housebroken, or poses a threat, the College may request its removal.

10. Students who do not honor their financial obligations to the College (including but not limited to, worthless checks, loans, veteran deferments, and other fees) 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.

11. Students must attire themselves in such a manner as not to 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. Repeat offenders shall be reported to the Vice President for Student

Affairs.

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, 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, the following: cheating, plagiarism or other forms of academic dishonesty, furnishing false information to any College official, faculty member, or office; forgery, alteration or misuse of any College document, record, or instrument of identification; and/or tampering with the election of any College recognized student organization.

18. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, 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 is prohibited.

20. Hazing as defined herein 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. The posting of vulgar, abusive, derogatory, threatening, discriminatory, or gang-related content on any college sanctioned social media accounts is strictly prohibited. The college reserves the right to block users and/or remove a post that violates college policies, creates a hostile environment, or contains content that is vulgar, abusive, derogatory, threatening, discriminatory, or gang related.

23. The abuse of the student judicial system as defined herein 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 and in College publications.

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

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.

E. Committee Hearing

1. The College Equity Grievance Committee will, upon receipt of a report of investigation, hold open hearings on the grievance. The complainant will be invited to attend and may be represented by an attorney. The formal rules of evidence will not, in general, be applicable to the proceeding. The Committee may, in its discretion, obtain further evidence or witnesses. The complainant may be heard, may present additional evidence, may examine witnesses and documentation, and may request the Committee to obtain specified additional witnesses or evidence.

2. The College, or any individual member of the College community against whom a grievance has been filed, may also

be represented by an attorney and shall have the same rights as the complainant with regard to the presentation of evidence and witnesses before the College Equity Grievance Committee.

3. The Committee, after receipt of all pertinent evidence, will prepare written findings and recommendations and submit them to the Senior Vice President of the College, together with all information and evidence received by the Committee. This should be accomplished within fifteen (15) days after the receipt of the report of investigation.

F. Decision

The Senior Vice President of the College shall, within five (5) days after the receipt of the Committee findings and recommendations, take one of the following actions:

1. Return the case to the Committee for further findings and recommendations, if deemed necessary.

2. Accept or reject, either partially or in full, the findings and recommendations of the Committee. The decision of the Senior Vice President will be in writing and copies of the decision will be furnished to the Committee and the complainant.

G. Appeal

1. The complainant may, within five (5) days after notification of the decision of the Senior Vice President, submit a written appeal to the President of the College. The appeal must state the reasons why the decision of the Senior Vice President is considered in error. The President of the College will, within five (5) days after receipt of the appeal, render his decision. The decision of the President is final.

2. If the complainant does not file an appeal within the authorized five (5) day period, the decision of the Senior Vice President is final.

H. Implementation

If the final decision includes findings of discriminatory action, the President of the College will direct the appropriate responsible College official to take required remedial action and to report to the President the action taken.

I. General Provisions

The following provisions apply to the entire formal grievance procedure:

1. Reprisals - No reprisals of any kind shall be taken against any student, prospective student, or prospective employee for filing a grievance.

2. Confidentiality - All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.

3. Storage of Records - All communications and records dealing with the grievance shall be filed separately from the student and/or personnel files of the participants.

4. Withdrawal - A grievance may be withdrawn by the grievant at any stage.

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 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 College Catalog/Student Handbook, 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. 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.

SJR State has a licensed mental health counselor on staff, who is available to assist with issues related to substance abuse. The SJR State CARE counselor can be contacted at (386) 312-4305.

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
- SJR State CARES (386) 312-4305
- 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

GUIDELINES FOR MINORS ON CAMPUS

St. Johns River State College, as part of its educational mission, hosts a variety of events and facilities that attract minors, whether sponsored by the College, student groups, or by third parties. Minors require special consideration due to their vulnerability, and the safety of minors on campus is a high priority for SJR State. This policy provides guidelines for those in the College community who work with, or interact with minors. This policy is designed to help safeguard and protect minors when they are on campus.

"Minor" for the purposes of this guideline means any person under the age of 18 who is not a registered SJR State student.

Procedures:

1. Use of College Facilities by Minors

- a. All supervised minors participating in a College program or a program taking place on College property are generally permitted use of identified facilities (athletic fields, public spaces, academic buildings, food service areas, etc.), but the College reserves the right to restrict anyone, including minors, from certain areas or facilities or from utilizing specified equipment.
 - b. Minors are permitted at events and venues open to the public. However, the College reserves the right to determine, in its sole discretion, whether selected events or venues are appropriate for unescorted or unsupervised minors.
 - c. Minors are prohibited from entering laboratories and other areas where significant potential safety hazards and liabilities may exist and where strict safety precautions are required except while participating in properly supervised College-sponsored events or programs taking place on College property.
2. **Employee Guidelines**
 - a. Employees must always obtain supervisor approval to bring minors into the workplace. If approved by the supervisor, the following apply:
 - i. Minors are not to be brought to campus on a regular basis in lieu of childcare.
 - ii. Minors may be brought to campus, on rare occasions for short periods of time.
 - iii. Supervision by the parent or guardian is required at all times.
 - iv. Minors may not be left unattended or with other employees.
 - v. Minors may not interfere with workplace activities.
 - b. Departments may, due to the nature of their operations, prohibit employees from bringing minors to the workplace.
 3. **Student Guidelines**
The following guidelines apply to students bringing minors on campus:
 - a. Minors are not to be brought to campus on a regular basis in lieu of childcare.
 - b. Minors may be brought to campus, on rare occasions when necessary, for short periods of time.
 - c. A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
 - d. Supervision by the parent or guardian is required at all times.
 - e. Minors are not allowed in the high-risk areas defined below.
 - f. Minors are not allowed in classrooms while classes are in session.
 - g. Should a minor become disruptive, College personnel may ask the student and minor to leave.
 4. **Visitor and Third Party (Invitee) Guidelines**
The College hosts many events that are appropriate for minors to attend; at these events, the following apply:
 - a. Supervision by the parent or guardian is required at all times.
 - b. Parent or guardian must assure that minors are not disruptive.
 - c. Parent or guardian must not leave minors unattended.
 - d. Minors are not allowed in the high-risk areas defined below.
 5. **High-Risk Areas**
Unless authorized by an appropriate College employee and appropriately supervised, minors are not allowed in high-risk areas, including but not limited to:
 - a. Laboratories, shops, studios, mechanical rooms, power plants, garages, and food preparation areas;

for distance learning exams from other institutions and many other exams. Exams require a non-refundable administrative fee (see below). Missed appointments can be rescheduled, when possible, within the fiscal year. Further information is available under the "Students" tab at SJRstate.edu/testingcenter.html.

Testing and Examination Fees

College Level Examination Program (CLEP)	
administration fee	\$20.00*
Nursing Admissions Assessment (HESI A2)	\$75.00
ETS Praxis ParaPro	\$75.00
Institutional Exams.....	\$25.00
P.E.R.T. (Post-secondary Education Readiness Test)	\$20.00
P.E.R.T. Retest (all or any portion)	\$20.00
TABE (Test of Adult Basic Education)	\$35.00*

The following exams are offered, but as the fee and process may vary, contact the Testing Center for details at TestingCenter@SJRstate.edu or call (386) 312-4228.

NCCT - National Center for Competency Testing: Applied Health Certificates

MSSC - Manufacturing Skills Standards Council: Certified Production Technician

Accuplacer - College Placement Exam

* This fee is in addition to the cost of specialized exams.

The security of our candidates and our test material providers require the following:

All exams conducted by SJR State require a current government issued photo ID or College photo ID for admission and the following items are expressly prohibited during testing sessions unless otherwise stated in examination instructions:

- Firearms and weapons
- Bags, purses, backpacks (subject to inspection)
- Electronics (e.g. phones, iPods, tablets, laptops, earbuds, head phones, watches, gaming devices, etc.)
- Calculators
- Food and drink
- Outerwear: subject to inspections (e.g. coats, jackets, hoodies, scarves)
- Headwear: subject to inspection (e.g. hats, bandannas, headbands)
- Other items as identified at time of sign-in by the test administrator

All candidates will be cleared for foreign metallic objects by a hand-wand procedure before entering the testing environment.

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 ASSISTANCE PROGRAM

SJR State College has a licensed mental health counselor on staff who is available to meet with students. The College has also established SJR State CARES, which was created to provide assistance to students who are experiencing issues such as anxiety, depression, mental health, and substance abuse. Faculty, staff and students can contact the SJR State CARE counselor at (386) 312-4305.

RISKS ASSOCIATED WITH DRUGS AND ALCOHOL

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 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, please utilize the 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.

BOOKSTORE

A bookstore is located on each of the three campuses of St. Johns River State College. Students may purchase and/or rent textbooks and other materials for college classes. The bookstore will refund textbooks provided they meet the following requirements.

All refunds must be accompanied by a receipt. Refunds will be made by way of choice made by Student under the "Student Refund Options" section of this Catalog/Student Handbook or by credit to financial aid book card. NO CASH REFUNDS. Bookstore management reserves the right to determine the value of returned items based on salability and condition.

Fall/Spring Term Refunds

- A 30 day refund period will be designated from the beginning of each term. The end date of the refund period will be noted on all signage at each bookstore.
- Textbooks for the fall and spring term may be returned for a full refund (original resalable condition) during the first two weeks of class.
- New textbooks beyond the first two weeks of this 30 day period will be refunded at the used price (75% of new).
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- No refunds are allowed after this 30 day refund period.

- requirements in English, humanities, and mathematics.
3. All candidates must pay all fees and discharge all other obligations to the College.
4. All candidates must file an application for degree and meet all degree requirements by the last date of the term in which they plan to graduate.

Baccalaureate Degrees

The College awards the Bachelor of Science in Early Childhood Education, the Bachelor of Science in Nursing, and the Bachelor of Applied Science in Organizational Management.

1. All candidates for a degree must complete the minimum number of hours specified for the degree. Candidates for the Bachelor of Applied Science in Organizational Management and Bachelor of Science in Nursing degree must have a 2.0 minimum overall GPA, whereas those in the Bachelor of Science program in Early Childhood Education must have a 2.5 minimum overall GPA. A minimum of 30 credits of upper division (ie 3000 - 4000 level) semester credit hours must be completed at SJR State. For the Bachelor of Applied Science in Organizational Management degree, this includes the senior year internship capstone course. For the Bachelor of Science in Early Childhood Education degree, this includes the semester-long senior student internship. BSN students are allowed transfer of up to 9 (nine) credits of upper level BSN courses as long as a minimum requirement of completing 25% of total program hours at SJR State can be met. Students are required to take NUR 3169 and NUR 4949 at SJR State.
2. All degree candidates must complete all general education requirements and successfully demonstrate college-level proficiency in communication and computation. A grade of "C" or higher is required for those courses meeting the area requirements in English, humanities, and mathematics.
3. All degree candidates must have completed two years of the same high school foreign OR two semesters of college level foreign language OR documented proficiency of a foreign language. If you did not take two years of the same high school foreign language and do not have documented proficiency of a foreign language, you will need to register for two semesters of college level foreign language in order to graduate.
4. All candidates must pay all fees and discharge all other obligations to the College.
5. All candidates must file an application for degree and meet all degree requirements by the date indicated in the academic calendar.

GRADUATION CEREMONY

The college holds two graduation ceremonies, one at the end of each spring and fall term. Degree/certificate candidates are encouraged to participate in the exercise. Degree/certificate recipients may participate in the graduation exercises by notifying the Records Office and purchasing a cap and gown by the date specified in the academic calendar. Also, degree/certificate candidates must submit a graduation application by the date specified in the academic calendar.

Graduates from Florida School of the Arts have their own graduation ceremony, which truly reflects the artistic nature of the school. Participation in the annual June ceremony is required of graduating students. Candidates must also satisfy all financial obligations to the College.

STEPS TO APPLY FOR GRADUATION/DEGREE CONFERRAL

1. Review catalog, Degree Works evaluation, or contact an advisor to make sure you have met all requirements.
2. Complete graduation application by deadline in the academic calendar.

- If you fail to apply by the deadline, you may be required to file a petition in order to graduate.
- Applications submitted after the end of term will be processed for the next term's graduation.
- You will be notified in writing after the end of the term with the conferral decision.

3. If you want to participate in either the spring or fall graduation ceremony, you must purchase a cap and gown at one of the SJR State bookstores by the deadline in the college Academic Calendar.

GRADUATION HONORS

Students graduating with associate or bachelor's degrees are eligible for graduation honors based on scholastic achievement as follows:

GPA	HONOR
3.5-3.69	cum laude (with honor)
3.7-3.84	magna cum laude (with high honor)
3.85-4.00	summa cum laude (with highest honor)

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 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 Catalog/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.

E. Committee Hearing

1. The College Equity Grievance Committee will, upon receipt of a report of investigation, hold open hearings on the grievance. The complainant will be invited to attend and may be represented by an attorney. The formal rules of evidence will not, in general, be applicable to the proceeding. The Committee may, in its discretion, obtain further evidence or witnesses. The complainant may be heard, may present additional evidence, may examine witnesses and documentation, and may request the Committee to obtain specified additional witnesses or evidence.

2. The College, or any individual member of the College community against whom a grievance has been filed, may also

be represented by an attorney and shall have the same rights as the complainant with regard to the presentation of evidence and witnesses before the College Equity Grievance Committee.

3. The Committee, after receipt of all pertinent evidence, will prepare written findings and recommendations and submit them to the Senior Vice President of the College, together with all information and evidence received by the Committee. This should be accomplished within fifteen (15) days after the receipt of the report of investigation.

F. Decision

The Senior Vice President of the College shall, within five (5) days after the receipt of the Committee findings and recommendations, take one of the following actions:

1. Return the case to the Committee for further findings and recommendations, if deemed necessary.

2. Accept or reject, either partially or in full, the findings and recommendations of the Committee. The decision of the Senior Vice President will be in writing and copies of the decision will be furnished to the Committee and the complainant.

G. Appeal

1. The complainant may, within five (5) days after notification of the decision of the Senior Vice President, submit a written appeal to the President of the College. The appeal must state the reasons why the decision of the Senior Vice President is considered in error. The President of the College will, within five (5) days after receipt of the appeal, render his decision. The decision of the President is final.

2. If the complainant does not file an appeal within the authorized five (5) day period, the decision of the Senior Vice President is final.

H. Implementation

If the final decision includes findings of discriminatory action, the President of the College will direct the appropriate responsible College official to take required remedial action and to report to the President the action taken.

I. General Provisions

The following provisions apply to the entire formal grievance procedure:

1. Reprisals - No reprisals of any kind shall be taken against any student, prospective student, or prospective employee for filing a grievance.

2. Confidentiality - All participants in a grievance hearing are to protect themselves and their fellow participants by refraining from discussion of grievances outside of the proceedings.

3. Storage of Records - All communications and records dealing with the grievance shall be filed separately from the student and/or personnel files of the participants.

4. Withdrawal - A grievance may be withdrawn by the grievant at any stage.

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 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

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 and the Catalog/Student Handbook.

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

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

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

Article II: Judicial Authority

(A) The Vice President for Student Affairs/Assistant General

Counsel shall determine the composition of judicial bodies and appellate boards and determine which judicial body, judicial advisor, and appellate board shall be authorized to hear each case.

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

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

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

Article III: Proscribed Conduct

(A) Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of its objectives. The Vice President for Student Affairs/Assistant General Counsel shall determine on a case-by-case basis whether jurisdiction over off-campus activity should be asserted.

(B) Conduct--Rules and Regulations

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

Article IV:

1. Acts of dishonesty, including, but not limited to, the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration or misuse of any College document, record or instrument of identification.
 - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization operating under the sanction of a postsecondary institution. Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or other forced physical activity which could adversely affect the physical health or safety of the student and also includes any activity which would subject the student to extreme mental stress such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the student.

6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Violation of published College policies, rules or regulations.
9. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.
10. Use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
11. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication.
12. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises.
13. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
15. Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
16. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College Official.
 - e. Use of computing facilities to send, receive, or access obscene or abusive messages, websites, or materials.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
17. Abuse of the judicial system, including but not limited to:
 - a. Failure to obey the summons of a judicial body or College official.
 - b. Falsification, distortion, or misrepresentation of information before a judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to and/or after a judicial proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another

person to commit an abuse of the judicial system.

(C) Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Judicial Policies

(A) Charges and Hearings

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President for Student Affairs/Assistant General Counsel responsible for the administration of the College judicial system. Any charge should be submitted as soon as possible after the event takes place, preferably within five (5) class days.
2. The Vice President for Student Affairs/Assistant General Counsel may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs/Assistant General Counsel, or the Vice President for Student Affairs may refer the matter to a judicial advisor who will conduct the investigation of the charges to determine if they have merit and can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Vice President for Student Affairs/Assistant General Counsel. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the judicial advisor may later serve in the same matter as the judicial body or a member thereof.
3. All charges shall be presented to the accused student in written form. A time shall be set for a hearing, not less

than five (5) nor more than fifteen (15) class days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the judicial advisor.

4. Hearings shall be conducted by a judicial body according to the following guidelines:
 - a. Hearings normally shall be conducted in private. At the request of the accused student, and subject to the discretion of the chairperson, a representative of the student press may be admitted, but shall not have the privilege of participating in the hearing.
 - b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its judicial advisor or Vice President for Student Affairs/Assistant General Counsel.
 - c. In hearings involving more than one accused student, the chairperson of the judicial body, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - d. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a judicial body.
 - e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross examination by the judicial body.
 - f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the judicial body chairperson.
 - h. After the hearing, the judicial body shall determine by majority vote if the judicial body consists of more than one (1) person whether the student has violated each section of the Student Code which the student is charged with violating.
 - i. The judicial body's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of the College.
6. Except in the case of a student charged with failing to obey the summons of a judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear before a judicial body. In all cases the evidence in support of the charges shall be presented and considered.

(B) Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - a. Warning--A notice in writing to the student that the student is violating or has violated institutional regulations.
 - b. Probation--A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
 - c. Loss of Privileges--Denial of specified privileges for a designated period of time.
 - d. Fines--Previously established and published fines may be imposed.

- e. Restitution--Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Discretionary Sanctions--Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Judicial Advisor).
 - g. College Suspension--Separation of the student from the College for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
 - h. College Expulsion--Permanent separation of the student from the College.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions upon application to the judicial advisor.
 4. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in Section B1, a through e.
 - b. Deactivation--Loss of all privileges, including College recognition, for a specified period of time.
 5. In each case in which a judicial body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the Judicial Advisor. In cases in which persons other than or in addition to the Judicial Advisor have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Judicial Advisor in determining and imposing sanctions. The Judicial Advisor is not limited to sanctions recommended by members of the judicial body. Following the hearing, the judicial body and the Judicial Advisor shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
- (C) Interim Suspension
- In certain circumstances, the Vice President for Student Affairs/Assistant General Counsel, or a designee, may impose a College suspension prior to the hearing before a judicial body.
1. Interim suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the College community or preservation of College property;
 - b. to ensure the student's own physical or emotional safety and well-being; or
 - c. if the student poses a definite threat of disruption of or interference with the normal operations of the College.
 2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice-President for Student Affairs/Assistant General Counsel or the judicial advisor may determine to be appropriate.
- (D) Appeals
1. A decision reached by the judicial body or a sanction imposed by the judicial advisor may be appealed by accused students or complainants to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Affairs/Assistant General Counsel or his/her designee.
 2. Except as required to explain the basis of new evidence,

an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
 - b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - d. To consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
3. If an appeal is upheld by the appellate board, the matter shall be remanded to the original judicial body and judicial advisor for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).
 4. In cases involving appeals by students accused of violating the Student Code, review of the sanction imposed by the appellate board may result in concurrence of the existing sanction, reduction of the existing sanction, elimination of the existing sanction, or revision of the existing sanction.

Article V: Interpretation and Revision

- (A) Any question of interpretation regarding the Student Code shall be referred to the Vice President for Student Affairs/Assistant General Counsel for final determination.
- (B) The Student Code shall be reviewed every two (2) years under the direction of the judicial advisor.

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

Alcohol and Drug Notification



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

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

Standards of Conduct and Disciplinary Sanctions for Violations:

STUDENTS: St. Johns River State College District Board of Trustees Rules outline the accepted code of conduct for students. The code, as documented in the Catalog/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 AND PART-TIME FACULTY AND STAFF: St. Johns River State College has partnered with New Directions to provide an Employee Assistance Program. New Directions 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 1-800-624-5544 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