

STEPHENS COLLEGE

DRUG FREE SCHOOLS AND COMMUNITIES ACT BIENNIAL REVIEW

2018



Table of Contents

	Page
Introduction	1
A. Description of Alcohol and Other Drug Program Elements	3
1. Alcohol Free Options	3
2. Normative Environment	3
3. Alcohol Availability	4
4. Marketing and Promotion of Alcohol	5
5. Policy Development and Enforcement	5
B. Alcohol and Other Drug Education, Programs, and Services at Stephens College	6
Student Programming	6
Prevention Education & Intervention	6
Resources for Faculty and Staff	7
Treatment and Recovery	8
C. Alcohol and Other Drug Polices and Distribution Materials	8
Copies of the Policies Distributed to Students and Employees	8
Procedures for Distributing Annual Alcohol and Other Drug Policy Notification to Students and Employees	9
D. 2016 Alcohol and Other Drug Program Goals	9
E. 2016 Program Accomplishments	10
F. 2018 Alcohol and Other Drug Program Goals	12
G. Summary of Alcohol and Other Drug Program Strengths and Weaknesses	13
H. Recommendations for Revising Alcohol and Other Drug Prevention Programs	14
I. Data on Facilities, Violations, and Sanctions Related to Drugs and Alcohol	14
Appendices	15
1. Wellness Prevention Education Services Programming.....	16
2-1. Iowa Program for Alcohol Compliance Training (I-PACT)	21
2-2. Okoboji Summer Theatre Staff Alcohol/Drug Agreement	22
2-3. Okoboji Student Manual (Excerpt).....	23
3. Drug and Alcohol Policy.....	26
4. Tobacco Free Campus Policy	27
5. Campus Nalaxone Policy	29
6. Automatic External Defibrillator (AED) Policy	32
7. Annual Security and Fire Safety Report (2017)	36
8. Stephens College Master of Physician Assistant Studies Student Handbook (Excerpt)	38
9. Sexual Awareness Month Programming Information.....	42

Stephens College
Drug Free Schools and Communities Act
2018 Biennial Review

INTRODUCTION

Stephens College is committed to providing a healthy, safe learning environment for its students, faculty staff and guests. Abuse of alcohol and other drugs disrupts this environment and interferes with the academic and personal development of students, and personal and professional development of Stephens College employees. Through education and intervention efforts on alcohol and other drugs, Stephens College upholds institutional policies and abides by city, state, and federal laws and ordinances pertaining to alcohol and other drugs.

The Drug-Free Schools and Communities Act (DFSCA) requires that any institution which receives any form of federal funding adopt and implement programs “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees of school premises or as part of any of its activities”. The regulations lay out several requirements with which all institutions must comply, including annual notification to students and employees and a biennial review which institutions must complete. Stephens College is in compliance with the DFSCA regulations through the following:

1. The Stephens College Drug-Free Schools and Communities Act Biennial Review, which includes a link to the College’s Drug and Alcohol Policy, can be found in the College’s Consumer & Student Disclosure Information website, at <https://www.stephens.edu/about-stephens/consumer-information/>.
2. The Stephens College Drug and Alcohol policy is maintained on the College Policies and Procedures site and in the College’s Staff Handbook. It is also referenced in the Annual Security report. Summary information regarding the policy will also be found in updated the Student Handbook (the “Ivy”) and the Residence Hall Handbook.
3. A hard copy will also be maintained on file at the Counseling Services and the Office of the Vice President for Finance and Administration or designee.
4. Included in the online college policy is information for students, faculty and staff regarding:
 - a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of it activities;
 - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - c. A description of applicable legal sanctions under city, state, and federal law and ordinances;
 - d. A description of drug and alcohol treatment programs; and
 - e. A statement of the disciplinary sanctions the college will impose on faculty, staff and students.
4. The above materials are distributed to students through:
 - a. New student orientation sessions; and
 - b. Posting on the college web site.These means of distribution provides reasonable assurance that each student receives the materials annually.
5. The college’s distribution plan makes provisions for students who transfer to or enroll at the college in the spring semester to receive the materials.
6. The above materials are available online to faculty and staff through:
 - a. Postings of policies which are maintained on the college sites.

The means of distribution provides reasonable assurance that each staff and faculty member has access to these materials.

7. The College will conduct biennial reviews of its drug and alcohol prevention programs to determine their effectiveness and implement necessary changes as needed.

To conduct the biennial review and ensure continued compliance with the requirements for the DFSCA as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86¹, Stephens College convened a committee comprised of a diverse group of campus employees. The Drug Free Schools and Community Act Committee members are as follows:

- Nilufer Joseph, Director of Budget and Compliance, Finance and Administration (Chair)
- Amanda Anderson, Counseling Director, Counseling Center
- Kenneth Hammond, Director of Campus Safety and Security
- Laura Nunnally, Director, Student Life and Engagement, Student Development
- Alissa Pei, Director, Residential Life and Education
- Kimberly Schellenberger, Director, Human Resources
- Sara "Sady" Mayer Strand, Director Student Success Center and ADA/Section 504 Coordinator

¹ *Education Department General Administrative Regulations* (EDGAR). The regulations can be found online at <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>

A. DESCRIPTION OF ALCOHOL AND OTHER DRUG PROGRAM ELEMENTS

1. Alcohol Free Options

Many students, especially at residential colleges, have few adult responsibilities, and a great deal of unstructured free time, and there are too few alcohol-free and social and recreational options. The strategic objective is therefore to offer and promote social, recreational, extracurricular and public service options which do not include alcohol and other drugs.

- All programs geared toward students are alcohol-free. These campus programs include movie nights, student organization events, and athletics events.
- Alcohol-free events and activities are promoted through the Office of Programming and Student Leadership and/or the Marketing and Communications department.
- Student development learning or volunteer activities are created or publicized by various offices and departments, including Residence Life, Counseling Services, and the Office of Programming and Student Leadership.
- Community service is required as part of the orientation schedule for first year and transfer students.
- Community Engagement scholarships are offered to those eligible students, to participate in campus events to earn points toward scholarship.
- The Student Union, Silverthorne Arena, Learning Center, and dining commons are alcohol-free areas.
- Consumption of nonalcoholic beverages and food is promoted at all events for students on campus.

Access to Substance –Free Events

Stephens College has made a strong commitment to ensuring that students have access to substance-free events. Below are some websites that offer information on what is available for students:

Stephens College Calendar -	Lists all events on campus -- https://www.stephens.edu/events
Stephens College Athletics -	Lists schedules, scores, and highlights for all sporting events http://www.stephensstars.com/
Theatre Program -	The Stephens College's nationally ranked theatre program presents several productions throughout the year https://www.stephens.edu/academics/programs-of-study/sopa/

In addition, Stephens College offers a large number of Wellness and Prevention Services programming throughout the year (See *Appendix 1*).

2. Normative Environment

The campus creates a social, academic, and residential environment that supports health-promoting norms in the following ways:

- The responsible, private use of alcoholic beverages by persons 21 years of age and older is permitted in the private areas of residence halls; however, no alcohol is permitted in any shared or public space in the residence halls.
- Students are prohibited from manufacturing, selling, delivering, possessing, using, or being under the influence of a controlled substance without legal authorization, and students are prohibited from distributing or providing alcoholic beverages to minors.
- Stephens Security actively enforces alcohol and drug policies and strives to maintain positive relationships with students, encouraging appropriate codes of conduct and open lines of communication.

- Students are educated about misperceptions of drinking norms through social marketing and social-norming initiatives throughout the year. Pro-health messages are publicized throughout campus which target individual students' knowledge of drug and alcohol abuse. The messages improve students' skills in resisting harmful behavior.
- Experiential learning and academic rigor require class attendance, academic responsibility, and professionalism, and faculty are encouraged to engage in a high level of contact with students through office hours, extracurricular activities, and involvement in living/learning communities.
- Faculty and staff are also encouraged to share behavioral or health concerns through the Office for Student Development and through the College's Early Alert system when they observe behavioral indicators, student norms, and cultural attitudes related to high risk and illegal alcohol and drug use. For example, faculty and staff are encouraged to use the online Early Alert form to not only address students' academic concerns but also mental and/or behavioral concerns as well. Once these forms are submitted, the Stephens Behavioral Intervention Team, a team comprised of both Student Development and Student Success Center Offices, coordinate outreach and support efforts to assist students, some of whom struggle with alcohol and/or drug use.
- The Midterm Alert academic at-risk system provides outreach to troubled students. Both Student Development and the Student Success Center help to connect students whose midterm GPAs have fallen below at 2.0 to the appropriate services, which may entail counseling services if needed.
- To offset the effects of unstructured time, the College promotes and sponsors alcohol-free late-night events, programs, and opportunities including, but not limited to, midnight breakfasts, movie nights, dances, and residence hall programming. Additionally, the library and Student Success Center tutors maintain late hours.

3. Alcohol Availability

The alcohol and other drug prevention program limits alcohol availability through the following means:

- All community members must follow the alcohol policy outlined in the Drug and Alcohol policy, the Ivy, and the Residence Hall Handbook.
- Stephens College is a wet campus that does not prohibit alcohol consumption on campus grounds for students of age, while complying with city, state, and federal laws and ordinances. Alcohol is sold in restaurants, clubs, convenient stores, grocery stores and liquor stores, and as such is available for purchase by students over the age of 21.
- Alcohol cannot be in the presence of minors (i.e., if there is a 21 year old and a 19 year old, the age of the youngest person in the room take precedence).
- Alcohol is permitted in residence halls, however:
 - No one under the age of 21 is allowed to consume or possess alcoholic beverages.
 - No alcohol is allowed in a room where a minor is present even if that person is not consuming alcohol.
 - It is unlawful for anyone to have an open container on alcohol in a public place including hallways, lobbies, or lounges and outside the residence hall.
 - The age of the youngest person in the room takes precedence.
 - The possession of empty or full kegs, or other common source containers of alcohol is strictly prohibited in all residence halls.
- Alcoholic beverages at a campus event may only be served by a licensed alcohol provider and/or third-party vendor such as Fresh Ideas.
- Guidelines for off-campus parties/events are dictated by third-party vendors (e.g., sororities follow National Panhellenic and Chapter guidelines).

- No alcohol is available at Stephens College sponsored athletic events, theatre productions on the residential campus.
- Alcohol use is prohibited in public spaces.
- One exception is that alcohol is served in Okoboji, Iowa, at the Okoboji Summer Theatre, which is owned and operated by Stephens College. Of note is that at this facility, alcohol is licensed and served by staff who have completed online alcohol compliance training (See *Appendix 2-1*) in order to be able to serve alcohol to patrons. In addition, all staff are required to sign a Staff Alcohol/Drug Agreement attesting that they will not provide alcohol to individuals under the age of 21 nor may they partake in the use of illegal substances nor provide them (see *Appendix 2-2*). Students are also required to sign a form relating to a Student Manual which includes information relating to a Drug and Alcohol policy (See *Appendix 2-3*).

4. Marketing and Promotion of Alcohol

Alcohol is not promoted or marketed to students on the Stephens College Campus.

- Alcohol advertising is prohibited on the residential campus.
- Alcohol industry sponsorship for on- and off-campus events is prohibited.
- No images of alcohol (e.g., kegs, alcohol containers, or drinking behaviors) are allowed in publications.
- Alcohol promotions with special appeals to underage drinking are prohibited.

5. Policy Development and Enforcement

Alcohol and other drug policies are developed and enforced on- and off-campus through the following means:

- During the course of campus investigations, name, date of birth and address are confirmed for all students and guests.
- Underage students found in possession of alcohol on-campus are reported to the Office of Student Development.
- Campus officers patrol campus regularly and document and investigate parties where alcohol is found to be present.
- Campus officers investigate all complaints of underage alcohol consumption on campus.
- Campus officers investigate all complaints of individuals using controlled substances on campus.
- Campus officers routinely work closely with local law enforcement to enforce state and local alcohol and drug laws.
- Campus officers will assist in the prosecution of alcohol and drug related offenses involving students.
- Campus officers will assist with alcohol and drug education programs.
- Campus officers will assist with alcohol and control substance education during the student orientation.
- Campus officers will refer students with suspected alcohol or substance abuse concerns to the campus counseling services.
- Disciplinary sanctions for violation of campus alcohol and other drug (AOD) policies are enforced.

B. ALCOHOL AND OTHER DRUG EDUCATION, PROGRAMS, AND SERVICES AT STEPHENS COLLEGE

Student Programming

Stephens College offers a multitude of Wellness and Prevention Education Services Programming for students which are shown in *Appendix 1*. Some of these programs are offered on a semester basis and some are recurring.

Prevention, Education & Intervention

1. Individual Alcohol Consultations

Stephens College Counseling Center (SCCC) offers individual alcohol assessment and education, which is available to all currently enrolled Stephens College students. Licensed and provisionally licensed counselors facilitate one-on-one confidential sessions. This assessment is designed to assist students in examining their choices and behavior in a non-judgmental and confidential environment. Students may participate voluntarily in these assessments, and participation may also satisfy requirements for alcohol related violations. Using the Brief Alcohol Screening Intervention for College Students (BASICS) program, students will review their alcohol use patterns, history of use, and select goals that aim to reduce risky behaviors and negative consequences. Students will receive personalized feedback focusing on ways to reduce future health, social and legal risks.

2. Individual Marijuana Consultations

SCCC offers individual marijuana assessment and education, which is available to all currently enrolled Stephens College students. Licensed and provisionally licensed counselors facilitate one-on-one confidential sessions. This assessment is designed to assist students in examining their choices and behavior in a non-judgmental and confidential environment. Students may participate voluntarily in these assessments, and participation may also satisfy requirements for marijuana related violations. Students will review their marijuana use patterns, history and related issues, and select goals that aim to reduce risky behaviors and negative consequences. Students also receive personalized feedback focusing on ways to reduce future health, social and legal risks.

3. Trainings by Substance and Mental Health Professionals

Mental health and substance professionals are available at SCCC to provide lectures, workshops, and trainings related to the use of alcohol and other drugs to academic classes and other campus professionals and student groups.

4. Campus Wide Screenings for Alcohol and Drug Use

SCCC counselors hold yearly alcohol screenings in Stamper Commons. During these screenings counselors offer a five question SBIRT (Screening, Brief Intervention and Referral for Treatment) based screening tool. Based on the outcome of screenings, counselors offer brief advice on how to make healthy choices as it relates to current drug and alcohol use. Those students who score high in risky drinking and drug use behaviors are referred to the counseling center for further harm reduction interventions.

5. Individual Consultations

At SCCC, students can speak privately and confidentially with a licensed counselor who specializes in substance abuse about their own or someone else's use of alcohol, tobacco, and/or other drugs. Sessions are conducted in a caring, non-judgmental atmosphere. No referral is required, and follow-up sessions are available.

6. Brochures

These provide education to students, faculty and staff members about various topics. These will be located in numerous locations across campus. Those locations include: residence halls, Stamper Commons and the library. The brochure topics include the following:

- 10 questions to consider before you smoke your next joint.
- How much is too much?
- Cuanto es demasiado? (How much is too much?)
- Rethinking Drinking-Alcohol and Your Health
- Alcohol and Drug Treatment-How It Works, and How It Can Help You
- What is Substance Abuse Treatment?
- The Next Step Toward a Better Life
- Alcohol: A Woman's Health Issue

7. Athletics – Drug and Alcohol Education Courses

As a member institution of the National Association of Intercollegiate Athletics (NAIA), student athletes are enrolled annually in NAIA Academy courses, which include topics on drug prevention, as well as alcohol, marijuana and tobacco impact on athletic performance. These courses educate student-athletes on how the body reacts to drugs and alcohol, support student athletes in making healthy decisions, and develop effective strategies for dealing with potentially harmful situations.

Resources for Faculty and Staff

The following resources are available to employees at Stephens College:

1. Employee Assistance Program

Boone Hospital Center Employee Assistance Program (EAP) provides a network of specialized services, including short-term counseling, to help individuals and their household members cope with everyday issues such as stress, work/life balance, relationships, depression, drug and alcohol addiction, wellness and the management of adult/elder care responsibilities, among others things. All services are provided by Humana/HRI at no cost. Humana/HRI's counselors are available 24 hours a day, 7 days a week. The phone number is 573-815-6034 or toll free at 877-327-0327.

2. Outside Providers

Outside providers in the community are available including Narcotics Anonymous, Alcoholics Anonymous and The National Alliance on Mental Illness.

3. Additional community resources for faculty and staff members

Outside community providers include:

Burrell Behavioral Health	Mental Health-Counseling & Psychiatry	(573) 777-7500
Compass Health	Mental Health-Counseling & Psychiatry	(573) 442-1690
Family Counseling Center	Mental Health-Counseling	(573) 449-2581
McCambridge for Women	Substance Treatment	(573) 449-3953
Phoenix Health	Substance Treatment	(573) 875-8880
True North	Domestic Violence Assistance-Shelter & Assistance	(573) 875-1370

4. Additional support meetings are offered through the University of Missouri.
5. There are additional brochures of information located in Stamper Commons for both students and faculty/staff to use for confidential assistance.

Treatment and Recovery

1. Individual Meetings with a Credentialed Substance Professional
SCCC offers this benefit for students who are binge drinking and seeking harm reduction with alcohol and drug misuse issues. Students are offered therapy sessions with a credentialed professional who has specific training in assessment and intervention in substance use issues.
2. Referral to outside treatment providers
Students who have been identified by SCCC counselors as using to excess and engaging in dangerous behaviors related to substance use, will be referred to outside providers. Providers have been identified based on the substances students are using, and which are a best fit based on substance needs.
3. Referral to Recovery Related Meetings
SCCC therapists will refer students to various recovery related meetings in the community including: Narcotics Anonymous, Alcoholics Anonymous, The National Alliance on Mental Illness, and additional support meetings at the University of Missouri.
4. Crisis Services and Same Day Appointments
Typically issues related to increased use of alcohol and other drugs result in the need for mental healthcare that can be available immediately to the student. During the work week, the counseling center is open and clinicians are available for students who require crisis and same day appointments. All care is coordinated with both inpatient and outpatient treatment recommendations. For after hours and weekend crisis assistance, Stephens College students are asked to either contact Stephens Security, contact the crisis hotline at 1-800-395-2132, or they are encouraged to go to the hospital for a complete evaluation. Stephens College Counseling Center staff will follow up with students and/or staff involved with the crisis situation the next business day.
5. Campus Narcan Intervention
Stephens College Safety and Security Department recognizes the importance of administering Naloxone (Narcan) in cases of suspected opiate/opioid overdoses on campus. It shall be policy that all Safety and Security Officers be trained in the use of Nasal Naloxone for the treatment of suspected opiate/opioid overdoses. This policy shall be in accordance with Missouri House Bill 1568 and Revised Statute of Missouri 192.206. As stated in law, safety personnel who, acting in good faith and with reasonable care, administers an opioid antagonist to another person whom the person believes to be suffering an opioid related overdose shall be immune from criminal prosecution, disciplinary actions from his/her professional licensing board and civil liability due to the administration of the opioid antagonist.

C. ALCOHOL AND OTHER DRUG POLICES AND DISTRIBUTION MATERIALS

Copies of the Policies Distributed to Students and Employees

AOD policies and related forms available at Stephens College are as follows:

1. Drug and Alcohol Policy (See *Appendix 3*)

2. Tobacco Free Campus Policy (See *Appendix 4*)
3. Naloxone (Narcan) Policy (See *Appendix 5*)
4. Automated External Defibrillator (AED) Policy (See *Appendix 6*)
5. Annual Security and Fire Safety Report (See *Appendix 7*) and on the College's website at <https://www.stephens.edu/about-stephens/consumer-information/>
6. Physician Assistant Curriculum Catalog - Excerpt (See *Appendix 8*)
7. Okoboji forms and training (See *Appendices 2-1, 2-2, and 2-3*)

Procedures for Distributing Annual Alcohol and Other Drug Policy Notification to Students and Employees

1. A link to the Stephens College Drug and Alcohol policy is included in the College's Drug-Free Schools and Communities Act Biennial Review, which can be found in the College's Consumer & Student Disclosure Information website, at <https://www.stephens.edu/about-stephens/consumer-information>. The policy is also available for the Stephens College community through the College's password-protected website and in the Staff Handbook. Summary information is also included for students in the IVY and the Residence Life Handbook.
2. The Tobacco Free Campus Policy is available for the Stephens College community through the College's password-protected website and in the Staff Handbook. Summary information is also included for students in the IVY and the Residence Life Handbook.
3. The College's Naloxone (Narcan) Policy is available for the Stephens College community through the College's password-protected website.
4. The College's Automated External Defibrillator (AED) Policy is available for the Stephens College community through the College's password-protected website.
5. The Annual Security and Fire Safety Report is required per the Jeanne Clery Act to be reported annually in the fall of each calendar year. The report is posted on the Stephens College's Consumer & Student Disclosure information website at <https://www.stephens.edu/about-stephens/consumer-information/>.
6. The Physician Assistant Curriculum is distributed to students in the program and is also posted online.
7. All Okoboji employees are required to sign a Staff Alcohol/Drug Agreement attesting that they will not provide alcohol to individuals under the age of 21 nor may they partake in the use of illegal substances not provide them. Students are also required to sign a form relating to a Student Manual which includes information relating to a Drug and Alcohol policy.

D. 2016 ALCOHOL AND OTHER DRUG PROGRAM GOALS

Stephens College is committed to educating students and the campus community about alcohol and other drugs and the risks associated with use and abuse. For students, this includes not only the physical risks of use but also the academic, social, and emotional risks that could be consequences of the choices they make about alcohol. For employees, various programs are available at low or no cost.

1. Include the updated Drug and Alcohol Policy in the online Stephens College policies and procedures.
2. Provide expanded programming and ongoing education for members of the campus community for the purpose of promoting responsible behaviors relating to alcohol and other drugs.
3. Increase collaboration and community initiatives between departments, the community, and students to improve the normative environment promoting responsible behaviors relating to alcohol and other drug use.

4. Develop an Employee Wellness agenda that could incorporate various elements, including, but not limited to the following: a Health and Wellness Committee, workplace walking groups, and wellness screenings.
 - a. A recent BBC news report indicated that “not walking at work could be “as dangerous as smoking”². A sedentary lifestyle suggests that 51% of office workers only leave their desks for bathroom breaks.

E. 2016 PROGRAM ACCOMPLISHMENTS

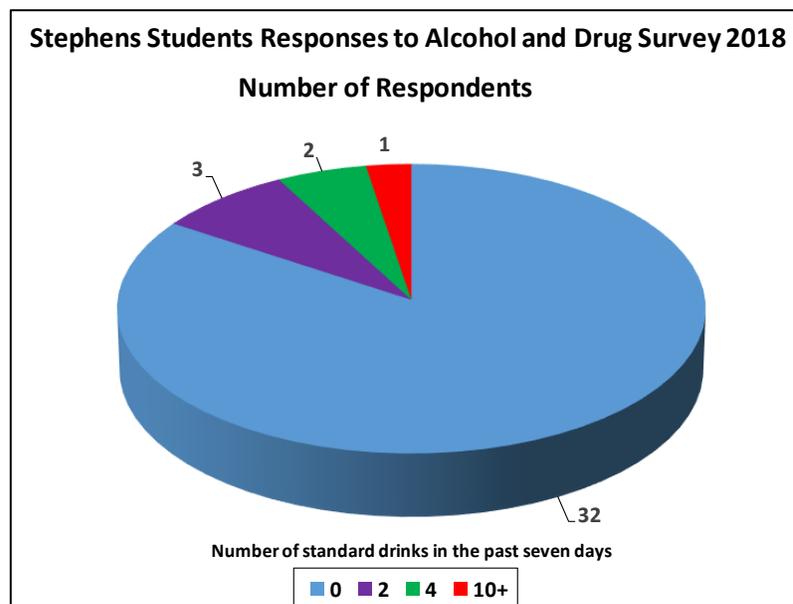
1. Drug and Alcohol Policy

The College has updated the Drug and Alcohol policy per the requirements of the DFSCA Annual Notification regulations. The policy has been approved and is included as a link (See *Appendix 3*) in the Drug-Free Schools and Communities Act Biennial Review on the College’s Consumer & Student Disclosure Information website, at <https://www.stephens.edu/about-stephens/consumer-information>. The policy is also available in the College’s internal policies website and in the College’s Staff Handbook.

2. Expanded Programming and Education

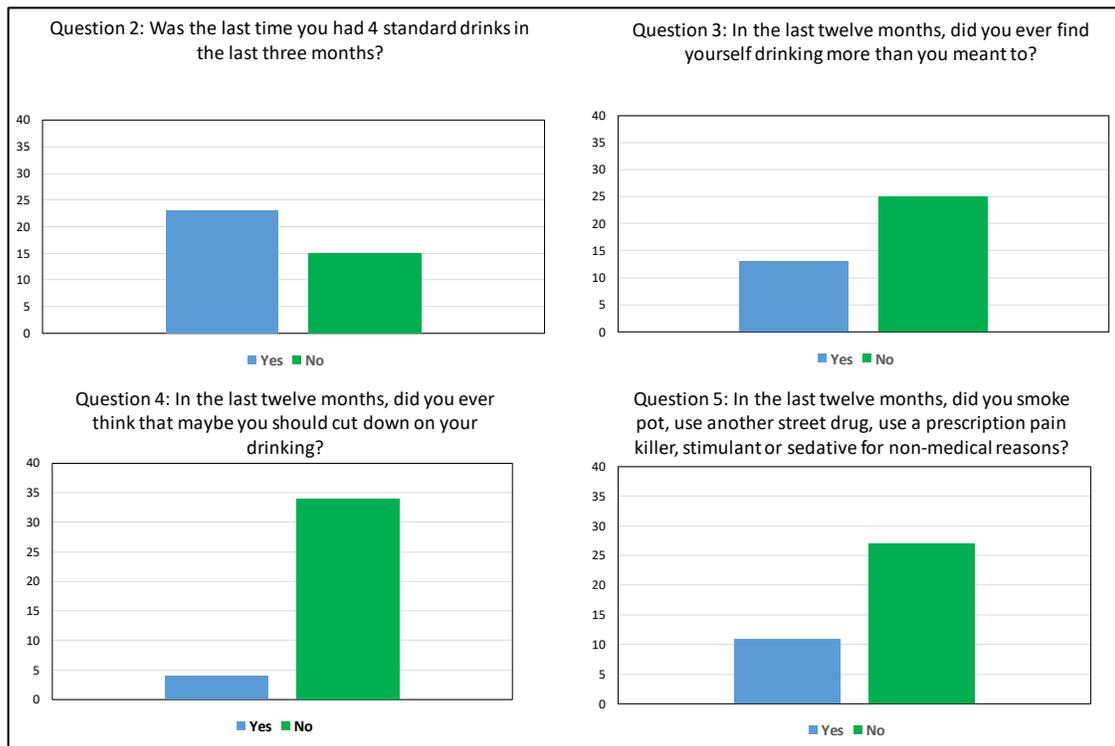
a. The Counseling Center offers a variety of programs including a National Alcohol Screening Day survey which is administered annually to the Stephens College student body in April. The last screening date for this reporting period was April 5, 2018. Thirty eight students voluntarily participated in this screening over a one hour period.

- An email was sent to students on April 3, 2018 from the Director of the Counseling Center regarding the Screening Day.
- The results are as follows:
- **Question One:** How many standard drinks have you had in the last seven days?
 - 32 students (84.2%) indicated they had not consumed any drinks in the past 7 days
 - 1 student (2.6%) indicated they had consumed over 10 drinks in the past 7 days.



² <http://www.bbc.com/news/health-36411403>

Questions Two Through Five:



b. Campus Programming

The College offers a Ten Ideals course taught by first-year student advisers, who are a collaborative team of professionals trained specifically to guide new students. The course is designed to assist first-year students transitioning and acclimating to college life. The course utilizes the College's values of the Ten Ideals—respect, courage, independence, support, sensitivity, responsibility, belief, creativity, intelligence, and leadership—to instruct students on academic preparedness and course expectations as well as expectations for campus life outside of the classroom. For example, students learn about campus safety, Title IX reporting, and healthy ways to participate in the collegiate experience.

c. Training

All employees have to complete the following training:

- Diversity Benefits for Higher Education Employees
- FERPA for Higher Education
- Preventing Discrimination and Sexual Violence: Title IX VAWA and Clery Act for Faculty and Staff
- Respect and Inclusion Series: The Power of Respectful Language
- Respect and Inclusion Series: Transition to Respect
- Respect and Inclusion Series: Uncovering Implicit Bias

d. Campus Safety Week (September 2017)

Colleges and universities often do safety programming during this month. The topics below were programming offerings that were made available to our students, faculty and staff through the Office of Safety and Security. In addition, the Office also sent out daily campus safety tips by email.

- RAD is a female only self-defense program the College offers every year on campus to our students.
 - True North is the local domestic violence counseling center in Columbia and the counselors presented on domestic violence and available services.
 - The local LGBT liaison officer from the Columbia Police Department presented on LGBT community issues involving law enforcement.
- e. As part of Sexual Assault Awareness month in April 2018, the College hosted two events for students, and promoted another that was being held at the University of Missouri. Information was also shared regarding the MyPlan app which provides safety planning assistance for intimate partner violence survivors as well as their allies and supporters (See *Appendix 9*).
 - f. Bystander Intervention Training is conducted every August for Residential Life Staff. This training on relationships and sexual violence prevention is facilitated through Green Dot from the University of Missouri. It helps individuals see that their behaviors, choices, words, and attitudes are part of something bigger.
3. Increased Collaboration and Community Initiatives
 - a. Stephens collaborated with the University of Missouri Wellness Center in October 2017. The College's M.Ed practicum counselors accompanied the counseling director to the University of Missouri (MU) to assist with screening students for alcohol and substance use. Students were provided with safe drinking information as well as brief interventions and community referrals for treatment if deemed necessary.
 - b. Stephens actively utilizes resources and materials from Missouri Partners in Prevention, a postsecondary education substance abuse consortium aimed at creating safe and health Missouri campuses.
 - c. Annually, the College's Office of Student Development hosts a Community Involvement Fair for students. The fair provides students exposure to both student organizations and community organizations, giving students opportunities to develop leadership skills, allowing them to give back to the community through activism or volunteerism, and providing them with opportunities to facilitate spiritual growth.
 - d. Stephens Safety and Security officers are currently undergoing Crisis Intervention Team (CIT) training.
 4. Employee Wellness Agenda

The College has expanded on our Wellness agenda and included the following:

 - a. An Employee wellness credit
 - b. Healthy Lifestyle workshops
 - c. Flu shots
 - d. Healthy tips for the Summer shared via our Staff Advisory Newsletter

F. 2018 ALCOHOL AND OTHER DRUG PROGRAM GOALS

1. Improve employee and student awareness
 - a. Improve employee and student awareness of alcohol and drug resources by providing additional "resource locations" which are easily accessible throughout campus which will contain brochures that provide information and education to students, faculty and staff members about various drug and alcohol –related topics.
 - b. Improve employee awareness regarding the Drug Free Schools and Campuses Act through the onboarding process and new hire training.
2. Continue to provide additional programming and ongoing education for members of the campus community for the purpose of promoting responsible behaviors relating to alcohol and other drugs.

- a. Conduct various training sessions including, but not limited to the following: Narcan, Stop the Bleed, Opiate Abuse, and CPR.
 - b. Continue to conduct Alcohol screenings and education.
3. Expand upon the Employee Wellness agenda that could include various elements, including, but not limited to the following: Health and Wellness workshops, on-campus fitness opportunities, off-campus fitness opportunities and a Health and Wellness Newsletter.

G. SUMMARY OF ALCOHOL AND OTHER DRUG PROGRAM STRENGTHS AND WEAKNESSES

Stephens College employs a comprehensive and multidimensional approach to its alcohol and other drug prevention program. There is no single methodology to eliminate high-risk behaviors, but a change in culture can be achieved by intervention at three levels: at the individual level, at the level of the entire student body, and at the campus community level. To that end, the College's AOD education and prevention program does have numerous components which have been highlighted previously, including factors such as the alcohol free options, the normative environment, alcohol availability, marketing and promotion of alcohol and policy development and enforcement. These, coupled with the numerous education, programs and services afforded students, faculty and staff both at Stephens College and in the community provide for a coordinated approach to alcohol and drug prevention at the College. Some of the program's strengths and some areas which still need to be addressed are highlighted below.

Program Strengths

- The College has developed and maintains a drug and alcohol policy which is included as a link in the Drug-Free Schools and Communities Act Biennial Review on the College's Consumer & Student Disclosure Information website and on the policies website for the campus community.
- Summary information is also distributed to students annually through the IVY and the Residence Life Handbook.
- The College has a comprehensive Tobacco Free Campus policy which is available on-line for the campus community.
- The College also has also added Nalaxone (Narcan) and Automated External Defibrillator (AED) policies which are available for the Stephens College community through the College's password-protected website.
- Campus Safety Week has been expanded to a full month to better service the needs of the community.
- The College's Safety and Security officers have been trained in Hands only CPR.
- The College's Safety and Security officers have been trained in Stop the Bleed, a national awareness campaign intended to encourage bystanders to become trained, equipped to render assistance during a serious bleeding emergency prior to emergency first responders arrive.
- The College tracks the number of alcohol and drug-related violations through mandated Clery reporting.
- The College conducted a National Alcohol Screening Day survey to the Stephens College student body in April, 2018.
- The College has a credentialed Substance Professional who has specific training in assessment and intervention in substance use issues.

Program Weaknesses

- The College needs to do more to increase the awareness of campus resources to assist students who are having problems with drug or alcohol abuse.

- The College needs to do more to address employee needs vis-à-vis issues with drug and alcohol use.
- Some staff and students may not be as knowledgeable about policies that are in place.

H. RECOMMENDATIONS FOR REVISING ALCOHOL AND OTHER DRUG PREVENTION PROGRAMS

It is recommended that the College continue to increase awareness of campus resources for students having problems with drug or alcohol abuse. The Counseling Center, in collaboration with other key student support offices, will continue to expand alcohol and drug prevention programming and educational initiatives for students. Likewise, it is recommended that the College continue to explore and implement alcohol and drug prevention initiatives that target employees as well as continue to make employees aware of policies already in place. In addition the Safety and Security Office wants to build on the current initiatives aimed at creating a safer campus community. Finally, the College will continue to explore a holistic wellness agenda focused not only on employee alcohol and drug policy efforts and responsibility but on overall employee wellness.

I. DATA ON FACILITIES, VIOLATIONS, AND SANCTIONS RELATED TO DRUGS AND ALCOHOL

Offenses	On-Campus Total			Residential Facilities			Non-Campus Property			Public Property		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Alcohol Law Arrests	0	0	0	0	0	0	0	0	0	1	2	5
Alcohol Law Disc. Action	5	2	0	5	2	0	0	0	0	1	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	2	2	3
Drug Law Disc. Action	4	0	1	4	0	1	0	0	0	0	0	0

Definitions of Reported Crimes

Alcohol Law Violations

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcohol beverages. For reporting purposes this does not include driving under the influence and drunkenness.

Drug Law Violations

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Referred for Disciplinary Action

The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Appendices

Appendix 1
Wellness Prevention Education Services Programming

Fall 2016

Time Management Seminar
Dry Formal Sorority Recruitment
Athletics Student-Athlete Kickoff Meeting
Evening Yoga
Healthy Relationships Seminar
Homesickness/Anxiety Management Group
Depression Support Group
Self-Esteem Group
Pit Empower Hours
Light Up the Great Hall Event
English/Creative Writing Fall Get-Together
Crafting Corner: A Floor Program
DIY Mugs
Making Motivation Boards
This or That Program
Open Mic Night
B.E.A.U.T.I.F.U.L. Informational Meeting
Safety and Security Office Open
Body Image Group
Rape Aggression Defense Classes
Poets of Infinity Balloon Pop
Dating Violence and Counseling
Reading on the Lawn
Downtown Safety Awareness
Lunch and Learn: Conflict Resolution
DIY Snow Globes
Don't Ball Up Your Stress
Student Success Center Grand Opening
Welcome Home Family and Friends Weekend
Family and Friends Quidditch
Lecture: Public Health and the Latino Population in Missouri
Pillow Talk
Spookathon
Haunted Tour
Citizen Jane Film Festival
Scaasi: Fashioning a Colorful Life Gallery Display
Break Day
Family Weekend
Holiday Candy Grams
Alumnae Leaders Weekend
Searcy "Pops" Finals
Stress Less Fest
National Depression Screening Day
Student Forum with the President
Vespers

Midnight Breakfast Safe Trick-or-Treat

Spring 2017

Resident Life Staff Training
Orientation Group Leader Training
New Student Orientation
Diversity Week
Pit Empower Hours
Title IX Lunch and Learn
Fallopian Fest
Solutions to Your Resolutions
Bonfire and Letter Burning
Gender, Sex, and Gender Expression: Presentation and Panel
MLK Day of Service
LGBT Tuesday Transitioning
Mugs and Movies
This Is Me Craft Night
Screening of The Help
Late Day Latte
LGBT Tuesday: What is Sexuality?
Write to Your Senator
Be Your Own Bae
Color Stress Away
Galentine's Day
Senor Duet Readings
Mind and Body Wellness
CCPD Lunch and Learn Series
Break Day
How to Beat the Test Anxiety
If You Really Knew Me Program
Groundbreaking Women Profiles
True North Drive
Make a Pot O'Gold
Reading and Studying: Tips and Tricks
Women's Musical History
Open Mic Night
Politics Activism and Your
Stephens Karaoke Night
Greel Weel
Sigma Spring Bowl
Diversity with Dianne
Donut Stress
Zumba Class
Gal Pals: Connecting to Womanhood in All Forms
The Sex Ed You didn't get in High School
Roblee Zumba Hour
It's On Us: Sexual Assault
Stress Less Fest
National Alcohol Screening Day
Ready Aim Paint

Lunch and Learn Black Entrepreneurship
Breast Cancer Awareness Pink Basketball Game
Vespers
Student forum with President
Vespers
Stress Awareness Group
Midnight Breakfast

Summer 2017

Resident Life Staff Training
Orientation Group Leader Training
New Student Orientation

Fall 2017

Dry Formal Sorority Recruitment
Involvement Fair
Athletics Student-Athlete Kickoff Meeting
Week of Welcome
Late Day Latte
Wood Hall Kick Ball
Yoga
Step-Up Bystander Intervention
S.O.S. Blood Drive
Pit Empower Hours
Stephens Women Against Human Trafficking
Anxiety Support Group
FAFSA Frenzy
Latinx Advocacy
Get Yourself Tested Event
Self Care – Pizza, pjs and Parks and Rec.
Safe Trick-or-Treat
Bonfire Extravaganza
Zumba
Leadership Conference for Juniors
#MeToo Sexual Assault Forum
Suicide Prevention – Why I'm Alive
CCPD Lunch and Learn Series
Adjusting to College Support Group
Self-Esteem Group
Pillow Forts and Games
Late Nights at the Library
Depression Education and Support Group
NAIA myPlaybook Drug & Alcohol Education Optional Courses
Welcome Home Family and Friends Weekend
Break Day
Student Forum with the President
Donut Stress About Finals
Free Donuts, Snacks and Coffee in the Library
Midnight Breakfast

Spring 2018

Resident Life Staff Training
Orientation Group Leader Training
New Student Orientation
Pit Empower Hour
Solutions to Your Resolutions
Campus Walk for Change
Yoga
Healthy Living Workshops
Open Mic Night
CIZE Class
Late Day Latte
Lazer Lanes Trip
Pop into Student Development
Recruitment and Retention for Campus Clubs and Organizations
Black History Month Films and Discussions
Mortar Board Ice Cream Social
Fat Tuesday: Masks and King Cake
Honesty Hour with Res. Life
Anxiety Management Group
Support Group for Colored Women
Diversity with Dianne Series
Rock Affirmation
Pilates with Stephens Alumna
Rape Aggression Defense Class
Roblee Nature Hike
Root Beer Pong
Allyship Series
Holi: Celebration of Colors
St. Louis Cardinals Game
Design Week
Greek Week
Open Mic Night
Sex on the Beach
Celebrate Stephens College
Get Yourself Tested Event
Roblee Meals Under \$10
Biology Brown Bag Seminar
New Script Showcase
Stephens College Fashion Show
Musical Theatre Senior Showcase
National Tater Tot Day Celebration
Harbinger Launch Party
Black Cultural Resource Center Opening
Vespers
Break Day
Student Forum with the President
Midnight Breakfast

Summer 2018

Resident Life Staff Training
Orientation Group Leader Training
New Student Orientation

Reoccurring Events

Smoke Free Campus
Undergraduate Counseling
Security Escorts
Shuttles Within Town



IOWA PROGRAM FOR ALCOHOL COMPLIANCE TRAINING



Why should you participate in I-PACT?

The overall goal of I-PACT is increased voluntary compliance with the state's alcohol laws through education and enforcement. The core objective of the program is to prevent illegal sales of alcohol by educating alcohol sellers and increasing awareness of changes in Iowa's liquor laws.

What will you learn from I-PACT?

The content focuses on key identifying elements of the latest format of Iowa driver's licenses, but also includes information on the previous version of licenses and identification cards. I-PACT covers the Alcoholic Beverage Control Act (Iowa Code chapter 123), valid forms of identification, and how to spot altered and fake IDs. The program focuses on preventing underage sales and sales to intoxicated patrons. Participants will learn techniques for refusing the sale of alcohol with minimal confrontation and how to legally confiscate an altered or fake ID. The training also includes regulations and tips for offsite delivery of alcohol.

Who should take the I-PACT?

All individuals who sell alcohol for on- or off-premises consumption, as well as holders of retail alcohol licenses should take the training. However, anyone who is interested may take the training.



MAKE A PACT

The program asks that a PACT is made by:

- Iowa kids not to consume alcohol products.
- Iowa retailers not to sell alcohol to minors.
- Iowa licensees not to serve alcohol to patrons under 21.
- Iowa's law enforcement to enforce alcohol laws.

CERTIFICATION

After successfully passing the final test, participants will receive a printable certificate of completion. The certification is valid for a period of two years. However, if an individual is cited for a sale-to-minor, the certification is revoked. The training may be taken again for recertification.

SIGN UP

I-PACT is available 24 hours a day, seven days a week, at [I-PACT.com](https://i-pact.com) or through the ABD's web site at <https://abd.iowa.gov>

Civil & Criminal Penalties
Violations for illegal sales of alcohol to minors include a \$500 criminal fine to the clerk, as well as a \$500 civil fine to the retail establishment for the first violation. Subsequent violations can result in higher fines, license suspension or even revocation.

AFFIRMATIVE DEFENSE

Establishments that choose to participate in the I-PACT training are granted an affirmative defense, which may be used once in a four-year period. A business may avoid civil prosecution if an alcohol sale-to-minor violation occurs in their

establishment. In order for the business to take advantage of the affirmative defense, the employee guilty of the violation must have been I-PACT certified prior to the time the offense occurred. However, the affirmative defense cannot be used if the

employee sold to a minor under the age of 18. Only the business is eligible to avoid a civil penalty; the guilty employee will still be subject to a fine and their I-PACT certification will be revoked.



Stephen Larson, Administrator

Find more information at <https://abd.iowa.gov/>

Take the training at [I-PACT.com](https://i-pact.com)

Appendix 2-2



STEPHENS COLLEGE

Okoboji Summer Theatre Staff Alcohol/Drug Agreement

I _____ as an employee of Stephens College and the Okoboji Summer Theatre, am aware that I can never provide alcohol to anyone (students or staff) who is under the legal age of 21.

I also understand that, I may not partake of any controlled substance not prescribed to me by a medical professional (defined as any drug, substance or immediate precursor covered under City, State, or Federal law, including but not limited to, opiates, barbiturates, amphetamines, marijuana, hallucinogens, and prescribed controlled substances), nor can I provide any controlled substance to anyone.

I understand that if I do commit either of these actions, I will render my hiring as null and void and will agree to immediately leave the property when requested.

Signature

Date

Appendix 2-3
EXCERPT FROM OKOBOJI STUDENT MANUAL

Drugs/Alcohol: DRUGS ARE ILLEGAL FOR EVERYONE. Anyone using illegal drugs will be sent home. The drinking age for Alcohol is 21. Since the Lakes Area is a college vacation hangout, there are alcohol and drug enforcement agents in the area in plentiful numbers. If you are of legal age and drinking, have a designated driver. If you need a ride home, call the theatre and we will come and get you. If you are of legal age and providing alcohol to minors, **YOU ARE BREAKING THE LAW, and are legally responsible for the minor's actions.** You will be signing an agreement that you and your parents are responsible for the consequences if you are underage and you do consume alcohol anyway. If you are involved with the police **that could be a ticket home depending on the nature of the involvement.** The Stephens administration will decide that on an individual case basis.

Smoking: As theatre students, you obviously DO NOT SMOKE because it is a lethal endangerment to your career as well as to your life, however, if there is anyone who is so blatantly foolish, we do have smoking rules.

EVERY BUILDING AT OKOBOJI IS A SMOKE-FREE ENVIRONMENT. THAT MEANS ALL LIVING SPACES, TOO!!! OST is developing designated smoking areas on the lot in order to balance the needs of the non-smokers, as well as the smokers in our company. Please do not smoke at the picnic tables. When smoking outside anywhere on the lot, please do your best to locate one of these areas and use the cigarette butt cans that are placed there. Smokers should use these cans without exception.

PLEASE TEAR OFF THE FINAL SHEET OF THIS PACKET, SIGN IT AND GIVE IT TO RUTH ANN BURKE. THIS IS A CONTRACT, AN ASSURANCE THAT YOU UNDERSTOOD THE MATERIAL REVIEWED DURING ORIENTATION AND ARE RESPONSIBILITY FOR UNDERSTANDING THE GOVERNING POLICIES OF THE OKOBOJI SUMMER THEATRE..

I HAVE PARTICIPATED IN THE STUDENT ORIENTATION OF 2018 AND AM AWARE OF ALL THE PERTINENT INFORMATION.

NAME _____

MY AGE IS _____

MY NEXT BIRTHDAY IS _____

Okoboji Summer Theatre Student Code of Conduct 2018

As a representative of Stephens College and the Stephens College Performing Arts program, you are responsible for conducting yourself in a manner that is befitting to the department and within the guidelines of the Student Code of Conduct of the Within the Ivy.. To maintain a safe and productive environment for all students, you will comply and abide by the following guidelines:

1. No use of illegal drugs during the Okoboji experience. The use of illegal drugs is strictly forbidden.
2. Adhere to the legal drinking age of 21. If you are over 21 and provide alcohol to minors, you are breaking the law and in violation of the Code of Conduct. No consumption of alcohol on theatre properties and public spaces (theater, rehearsal rooms, shop, dressing rooms, offices, and common areas) and no inebriated behavior at rehearsals, shop call and/or performances.
3. Review and adhere to the policies related to Title IX, provided by Shannon Walls from Stephens:
 - Policies are online at www.stephens.edu/titleix and are posted on the Call Board
 - What is prohibited
 - Sexual harassment
 - Non-consensual sexual intercourse or contact
 - Sexual exploitation
 - Interpersonal violence
 - Stalking
 - Retaliation for reporting or participating in an investigation
 - Consensual relationships between employees and students
 - Relationships between students are allowed – what is important is consent. The policies outline a lot of great information about consent.
 - All forms of sexual misconduct, including unwanted sexual contact, are strictly forbidden
 - The policies also outline some great tips for risk reduction and bystander intervention. Please take some time to review these important principles and watch out for each other.
 - Should something reach the point where you wish to make a report there are several options:
 - If there is an immediate threat of danger, call 911 immediately.
 - Speak to any of the staff – all staff are considered Mandatory Reporters and what you tell them will be sent to me. I will follow up with you or the person being reported about to offer resources and resolutions.
 - If you do not wish to make a formal report to the institution, you have a few options for confidential reporting:
 - You may contact the Counseling Center on campus at (573) 876-7157 during business hours or call our 24/7 crisis hotline at (800) 395-2132 or RAINN at (800) 656-HOPE (they also have an online chat available at www.rainn.org.) We will post these options on the Green Room bulletin board. We will have a secure space for you to use for tele-counseling with any of these sources or speaking to me.

- If you are a victim or survivor of sexual assault or violence, it is very important that you seek medical care as soon as possible, don't shower, eat or brush your teeth. If you've changed clothes, pack them in a paper bag instead of a plastic bag to preserve evidence.
- Aggressive language or aggressive contact with fellow Okoboji participants is forbidden.
- Guest artist living quarters are not accessible to students.
- In closing, I want to tell you to enjoy this summer. Respect one another. Watch out for one another.

Any violation of this behavioral contract will result in referral to the dean for disciplinary. A second violation will result in immediate dismissal from the Okoboji experience and you will be responsible for all expenses incurred. Furthermore, a violation of this behavioral contract may be subject to further discipline. By signing below, you affirm that you have read the above conditions and understand the conditions of participation set forth by this behavioral contract. You are also acknowledging the consequences of any violations.

I have read the above behavioral contract and agree to abide by them for the entire duration of the Okoboji experience.

Student Signature:

Date: _____

Signature Dean, of the School of Creative and Performing Arts:

Date: _____



STEPHENS COLLEGE
Drug and Alcohol Policy

Below is the link to the College's Drug and Alcohol policy:

[Drug and Alcohol Policy](#)



STEPHENS COLLEGE
Tobacco Free Campus Policy
Revised: May 26, 2016

A. POLICY STATEMENT

Stephens College prohibits the use of all forms of tobacco products on college property. The college prohibits any advertising or sale, or free sampling of tobacco products on college property. Littering the campus with the remains of tobacco products or any other related waste product is prohibited.

B. PURPOSE

Stephens College promotes the health, well-being and safety of college students, faculty, staff and visitors.

C. SCOPE

This policy applies to all employees, students, alumni, contractors, and visitors, and is applicable twenty-four (24) hours a day, seven (7) days a week.

D. DEFINITIONS

Tobacco Products: All forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco and any non-FDA approved nicotine delivery device.

College Community: Students, faculty, staff, contractors and visitors.

College Property: Property that is owned, operated, leased, occupied, or controlled by the college. For purposes of the Tobacco Free Campus policy, this includes but is not limited to all buildings and structures, sidewalks, parking lots, walkways and attached parking structures owned or controlled by the college and all college-owned vehicles.

E. PROCEDURES

Responsibilities - Adherence to this policy is the responsibility of all members of the College community. It is expected that students, faculty, staff, College affiliates, contractors and visitors to campus will comply with this policy. Members of the College community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness of and encourage compliance with this policy.

Exceptions to the Policy - Tobacco use may be permitted under the following circumstances:

- Sponsored research or other instructional use involving tobacco or tobacco products, provided the college employee obtains the prior approval of the Vice President for Academic Affairs (VPAA), and a waiver is requested and granted. Smoke shall be controlled.
- By artists or actors who participate in college authorized performances that required smoking as part of the artistic production.

Awareness and Education - The implementation of this policy is augmented by an awareness and education campaign that includes but is not limited to:

Originating Office: Human Resources

-
- Notification of our Tobacco Free Campus policy to current and prospective students and employees through communication available on College websites.
 - Notification during the admission and enrollment process and/or during new hire orientation for faculty and staff, as applicable; informational meetings, postings, and electronic notifications;
 - Notices bearing the message “Tobacco-Free Campus” or the international “No Tobacco” symbol or similar signage will be posted at major vehicular crossways, pedestrian crosswalks and building entrances. However, the Tobacco Free Campus policy applies to all College property whether or not notices are posted unless specified as an approved exception in the Exception section above.
 - Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using College facilities will be required to abide by the Tobacco Free Campus policy. Organizers of such events are responsible for communicating the policy to attendees.

F. SANCTIONS

Enforcement of Policy - Effective implementation of this policy relies on the courtesy, respect and cooperation of all members of the College community.

If someone is seen using tobacco on College property, an individual may inform the tobacco user of this policy and request that he/she comply. If the individual does not comply, details of the policy violation may be referred to the Vice President for Finance and Administration (VPFA) for appropriate resolution as described immediately below in this subsection.

Where cases are referred to the VPFA for resolution, such resolution may include referral for appropriate sanctions to:

- The Human Resources Office when the concern is related to a staff person.
- The appropriate department chair or dean when the concern is related to a faculty member.
- The Office of the Vice President for Student Development, or a designee of the office, when the concern is related to a student.
- College Facilities, or a designee of the office, when the concern is related to contractors and visitors.

Sanctions include, but are not limited to, disciplinary action and/or non-academic disciplinary probation.



STEPHENS COLLEGE

Campus Naloxone Policy

Effective Date: June 5, 2018

A. POLICY STATEMENT

Stephens College Safety and Security Department recognizes the importance of administering Naloxone (Narcan) in cases of suspected opiate/opioid overdoses on campus. It shall be policy that all Safety and Security Officers be trained in the use of Nasal Naloxone for the treatment of suspected opiate/opioid overdoses. This policy shall be in accordance with Missouri House Bill 1568 and Revised Statute of Missouri 192.206. As stated in law, safety personnel who, acting in good faith and with reasonable care, administers an opioid antagonist to another person whom the person believes to be suffering an opioid related overdose shall be immune from criminal prosecution, disciplinary actions from his/her professional licensing board and civil liability due to the administration of the opioid antagonist.

B. PURPOSE

The purpose of this policy is to establish guidelines for the use of Nasal Naloxone by the Stephens College safety and security officers with the objective of reducing the likelihood of a fatal opiate/opioid overdose on campus.

C. SCOPE

This policy applies to all Stephens College safety and security officers while performing their assigned campus duties and have successfully completed the necessary training.

D. Definitions

- Opiate/Opioid: An opiate/opioid is a medication or drug that is derived from the opium poppy or mimics the effect of an opiate. Opiate drugs are narcotic sedatives that depress activity of the central nervous system, reduces pain, and creates a euphoric feeling.
- Naloxone: Naloxone is an opiate/opioid antagonist that can be used to counter the effects of an opiate/opioid overdose. Naloxone displaces opioids from the receptors in the brain that control the central nervous system and respiratory system.
- Nasal Naloxone Kit: An opioid rescue kit containing one dose of Nasal Naloxone, latex gloves, instructions for use and a Naloxone Use Report.
- Naloxone Use Report: Applicable report used by safety and security staff to document the use of Nasal Naloxone, request replacement of expired or damaged Nasal Naloxone Kits.
- Universal Precautions: Is an approach to infection control to treat all human blood and certain body fluids as if they were known to be infectious for HIV, HBV and other blood borne pathogens.

D. RESPONSIBILITIES

a. Medical Direction

Medical direction for the campus Naloxone program will be provided by Dr. Syed Naqvi, Medical Consultant for the School of Health Sciences.

Responsibilities will include:

- Review documentation forms and protocols for the campus Naloxone program.

Originating Office: Safety and Security

- Review all event documentation and identify any problems or concerns regarding the administration of Naloxone.
- Provide medical direction for the use of the Naloxone.
- Provide post-event debriefing and support and education.

b. Director of Safety and Security

The Stephens College Campus Naloxone Program will be overseen by the Director of Safety and Security.

Responsibilities will include:

- Purchase/procurement of Naloxone and related supplies.
- Coordinating and training of staff in the use of Naloxone.
- Review and maintaining of training records, event reports and supply records.
- Regular Inspection of the Naloxone for expiration date.
- Responsible for distributing and placement of Nasal Naloxone Kits.
- Upon notification of the use of Naloxone by an officer, the Director of Safety and Security shall immediately notify the Vice President of Student Affairs or his/her designate.
- Shall review all completed Naloxone Use reports and confer with the campus medical consultant.

c. Officers Responsibilities

- Safety and security officers shall receive and pass a written/practical exam regarding knowledge of Naloxone, administration technique, monitoring after Naloxone administration and documentation.
- Prior to the use of the Naloxone antagonist officers shall inspect the Nasal Naloxone Kit for any signs of tampering.
- Upon the administering of a dose of the Naloxone antagonist, officers are to notify the Director of Safety and Security.
- Complete all necessary documentation including the Naloxone Use Report and campus incident report.

E. USE OF NALOXONE

When a campus safety and security officer arrives at a scene prior to law enforcement or emergency medical services (EMS) and suspects the patient is likely suffering from an opiate/opioid overdose, the officer should do the following.

- Notify Boone County Joint Communications (911) of a potential overdose and request EMS response.
- Establish personal and scene security.
- Maintain universal precautions.

Originating Office: Safety and Security

- Perform basic patient assessment to confirm likely opiate/opioid overdose generally defined as:
 - Unresponsiveness to voice and touch
 - Absence of breathing or very slow ineffective breathing
 - Pinpoint pupils
 - Evidence or presence of opiate/opioid drugs, paraphernalia or information indicating opiate/opioid use.
- If the patient has no pulse and is not breathing, then perform CPR if trained prior to any attempt at Nasal Naloxone deployment.
- Administer Naloxone dose.
- Prepare for sudden awakening of the patient with potential for violent/combative behavior.
- Notify Boone County Joint Communications (911) that Nasal Naloxone was administered.
- If the first dose is ineffective and the patient does not become responsive to voice or touch and does not resume normal breathing, additional doses of Nasal Naloxone may be given every two to three minutes until EMS arrives on scene.
- If the patient appears to respond to the Naloxone, place the patient in the recovery position on his/her side.
- Remain with the patient until EMS arrives on the scene.

F. Training

Safety and security officers shall receive and pass a written/practical exam regarding knowledge of Naloxone, administration technique, monitoring after Naloxone administration and documentation.

G. Documentation Requirements

After use of Nasal Naloxone, officers shall:

- As soon as possible notify the Director of Safety and Security.
- Document the administering of Nasal Naloxone in a campus incident report.
- Complete the Naloxone Use Report.



STEPHENS COLLEGE

Automated External Defibrillator (AED) Policy

Effective Date: March 13, 2018

A. POLICY STATEMENT

Stephen's College, while a private institution believes in the necessary equipment and training available to assist any employee, student, or visitor in the event of sudden cardiac arrest. Automated External Defibrillators shall be made available in case of such events and will be maintained accordingly in order to provide the best possible outcome for the person(s) involved in such emergency.

B. PURPOSE

Cardiac Emergencies can occur anywhere with little to no warning. The purpose of this policy is to provide direction on location, use, maintenance and training for Automated External Defibrillators on Stephen's College Campus.

C. SCOPE

This policy applies to all employees of the Stephen's College

D. RESPONSIBILITIES

a. Medical Direction

Medical Direction for the AED program will be provided by Dr. Naqvi and Dr. Lindsay Lief (Heartsmartrx.com).

Responsibilities will include:

- Provide medical direction for the use of the AED, training and maintenance
- Provide an appropriate prescription for the AEDs
- Develop, review and approve documentation forms and protocols for emergency procedures related to the use of AEDs
- Review all event documentation and identify problems or concerns regarding the use of the AED or surrounding circumstances and develop a plan of action to alleviate identified problems
- Provide post-event debriefing support
- Assist with compliance in state and local regulations regarding AED use

b. Director of Safety and Security Officer

The Stephen's College AED Program will be overseen by the Director of Safety and Security

Responsibilities will include:

- Purchase and maintenance of the AEDs and related supplies

- Coordination of training
- Communication with the medical director on issues related to the AED program
- Conduct monthly inspections of AED's
- Review and storage of training records, AED event data, and maintenance records

E. AED EQUIPMENT

The defibrillator and one set of pads will be secured in a protective case at each AED location. In addition, the following items will be included in an emergency kit at each AED location:

- 1 Razor
- 1 pair of scissors
- 1 pair of vinyl gloves
- 1 non-rebreather CPR mask
- 1 towel

F. LOCATION

The location of the AEDs will be placed in locations around campus making them easily accessible in the event of an emergency. The locations are as follows:

- Tower Hall (Stephen's Security lobby)
- Silverthorne Arena
- Sampson Hall
- Lela Raney Wood Hall (LRW)
- Athletic Trainor's office (portable AED)

G. MAINTENANCE

AED maintenance will be performed by the Director of Safety and Security as outlined below:

Monthly System check:

- Inspect case, cover and AED for evidence of damage or wear
- Inspect all cables ensuring they are free of cracks, cuts and exposed or broken wires
- Verify ready status is green (blinking light)
- Check expiration date of electrodes
- Check battery expiration date
- Verify that electrodes are pre-connected to the input connector

- Verify supplies are available for use (two pair of latex-free gloves, razor, scissors, towel, facemask barrier device)
- Turn the AED on and off and verify the green check indicates ready for use

Monthly system checks will be documented on the proper AED checklist and will include the initials of the individual who performed the check.

After each use:

- Run manually initiated self-test
- Check condition of the unit for damage
- Replace pads
- Replace additional supplies that were used
- Clean and disinfect the unit

Cleaning the AED

If periodic cleaning of the unit is needed to removed dirty or contaminants, follow the cleaning guide below

- Use a soft damp cloth to gently wipe down the unit using 70% isopropyl alcohol, soap and water, or chlorine bleach and water mixture
- Do NOT immerse any part of the AED in fluids
- Do NOT use ketones/acetate solutions to clean the AED
- Do NOT sterilize the AED unit

H. PROCEDURES**a. AED Indications of Use**

- A defibrillator should be used to treat anyone not responding when shaken and who is not breathing normally
- Assess the scene for safety, use universal precautions
- If unresponsive, activate EMS (911)
- Call for an AED
- Check breathing and if absent or gasping CPR is needed
- CPR shall be started immediately without delay even if defibrillator is not present

b. Post Use Incident Reporting

In the Event an AED is opened and activated for potential defibrillation, the following must be completed:

- All activities concerning the AED must be fully documented on the AED Post Incident Critique Form and AED Event Reporting Form, including those cases where the unit is activated by the “no shock advised” message is given.
- Notify the Stephen’s College Security Officer immediately following the incident
- Stephen’s College Safety and Security Officer shall replenish unit supplies, assess the integrity of the AED machine
- The Safety and Security Officer shall notify the AED Medical Director as soon as possible of the event.
- The AED Medical Director shall review the above forms and identify any problems or concerns regarding the AED event and develop a plan of action to alleviate any identified problems.
- The Safety and Security Officer and the AED Medical Director shall coordinate a post event debriefing to include all individuals who responded to the emergency.
- The Safety and Security Officer will keep all documentation regarding the use of each AED and the AED Medical Director’s review of the event



**Stephens College
Annual Security and Fire Safety Report**

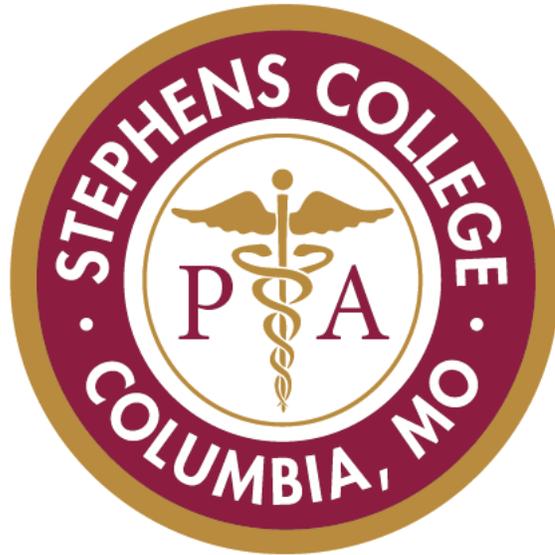
**1200 E. Broadway
Columbia, Mo 65215
573-442-2211**

**In accordance with the Jeanne Clery Disclosure of Campus Security Policy
and Campus Crime Statistics Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all postsecondary institutions receiving federal funding through federal student financial assistance to disclose and make available campus crime and fire statistics, as well as campus security policy information.

The Clery Act requires institutions to timely notify the campus community of crimes that present a threat to the safety and wellbeing of students, staff and visitors to campus. The act also requires that campus crime data is collected, made available to any interested individual, and reported to the Department of Education.

The report is available on the College's Consumer & Student Disclosure Information website. [Stephens College Annual Security and Fire Safety Report 2017](#)



Master of Physician
Assistant Studies

Student Handbook

Last revised September 2018

VIII. Admissions Policies

ARC PA Standards: A3.15a, b; A3.16

D. Drug Screening

Required drug screening prior to matriculation as well as periodic urine drug screens may be required for all students in the Physician Assistant Program. Admitted students will be required to work with CertifiedBackground.com, the outside agency responsible for completing the urine drug screening for the Physician Assistant program.

Students should be aware that the potential to sit for the Physician Assistant National Certifying Exam (PANCE) might be impacted by a criminal record and/or illegal drug use. Additionally, many state regulatory and governing organizations will not grant a license, registration or other similar professional practice document if there is a positive drug screen or a criminal background check that documents a criminal record. Completion of the Physician Assistant Program at Stephens does not guarantee that a student will meet the licensing requirements of any particular state or agency.

XX. Drug Policy

State and federal law prohibit the possession, use and sale of illegal drugs, including marijuana, and the illegal possession or dispensing of prescription drugs or drug apparatus. Additionally, impairment because of misuse of drugs or alcohol compromises patient safety and the learning environment, and therefore is a breach of the AAPA Physician Assistant Code of Ethics (p. 10). The policy of the Stephens College Physician Assistant Program is that use of illegal drugs or drugs for which the student does not have a valid and current prescription and/or intoxication by or being under the influence of alcohol during any Physician Assistant program session or event will not be tolerated.

Students obtaining positive drug tests at any time during the program will be dismissed from the program. Any student dismissed from the program as a result of positive drug screening will be notified in writing within five (5) working days of receipt of the results of the screen. The student may appeal the decision by following the grievance procedure (Section XXVIIA of Handbook). Stephens College cooperates with state and federal authorities in their attempts to enforce existing laws regarding drugs. Students are expected to abide by this policy as well as identify and assist impaired colleagues.

If a student is aware that another student is using or is under the influence of illegal or unauthorized drugs or alcohol during a Physician Assistant program session or event, the student must report the concern to the program director as soon as possible.

A. Drug Screening

Drug screening prior to matriculation as well as periodic urine drug screens are required for all students in the Physician Assistant Program. Students may also be required to submit to a drug test when Stephens suspects a student may be in violation of this drug policy. To continue in the program, students must obtain drug screens that are negative for illegal and prescription drugs for which the student does not have a valid and current prescription. Refusal of a drug screening will result in dismissal from the Physician Assistant program. Additionally, any

deliberate action with the intent to falsify screening results will result in dismissal from the Physician Assistant program.

Students will be required to pay the required fee for the drug screening. Students will report to the program designated laboratory for drug screening within 24 hours of notification. Consent will be obtained at the time of the screening. The students also must take to the lab all prescriptions or medication bottles for medications they are taking that require prescriptions under the law. The laboratory performing the drug screen will perform an initial urine drug screen, and if the results are positive, a second, more sensitive and specific drug screen will automatically be done.

XXI. Readmission to the Physician Assistant Program after a Positive Drug Screen or Criminal Conviction

A student who has been previously dismissed due to a positive drug screen or criminal conviction may submit a new application for admission to the program if he or she can present documented evidence of treatment that was successful in remedying the problem that prompted dismissal. A student who has been dismissed for drug, alcohol or criminal offenses is advised to refer to the Missouri Board of Healing Arts and American Academy of Physician Assistant for practice act rules and regulations. Graduation from the program does not ensure the ability to achieve recognition by state licensure (Physician Assistant) organizations to practice as a certified and licensed physician assistant.

XXV. Student Progress

C. Recommendations and Policies for Dismissal

ARC---PA Standard A3.17e

Violations that warrant immediate dismissal from the program include, but are not limited to:

- Positive drug test
- Alcohol intoxication and/or being under the influence of alcohol or drugs during program---related sessions
- Endangering a patient
- Inappropriate conduct with a patient
- Endangering self or others in the learning environment
- Failure to remediate any course in which a grade of C or better is not obtained
- Multiple and/or significant unprofessional behaviors
- Harassment of any type, including sexual harassment
- Sexual violence
- Academic dishonesty
- Gross conflict of interest
- Any gross violation of the Code of Professional Conduct

In the event of a student offense for which dismissal is warranted, the Program Director will be notified. The Program Director will call a meeting of the Student Progress and Professionalism Committee (SPPC) who are tasked with reviewing the case. The SPPC may make a recommendation for the student's dismissal to the Dean of Health Sciences. The process for

appeal of a decision for dismissal is described in the Grievance Procedure section of the handbook (XXVIIA). Students who are dismissed from the program are eligible to submit a new application if they wish to re-enroll. Within the application, the student may submit evidence that he or she has addressed the situation for which they were dismissed.

XXXII. Sexual Offenses Policy

PA students must also comply with the College's Sexual offenses policy (ARC PA Standard A3.17g) as outlined in the manual on page 71.

<https://www.stephens.edu/assets/Docs/Academic/MPA-Program-Student-Handbook.pdf>

Appendix 9

Sexual Awareness Month Programming Information April 2018

Dear Stephens Students, Faculty and Staff,

April is Sexual Assault Awareness and Prevention Month. The Office of Title IX and the Office of Student Development encourage you to learn more about what you can do to encourage understanding of this important issue and to support those impacted by sexual assault. Events will be held all month; two important events are kicking off this week.

Wednesday, April 4 – Wear Teal Day – Wear Teal to show your support for this important issue. Stop by the Pit from 12-1 p.m. to pick up your teal ribbon. Everyone is encouraged to participate campus-wide and Wear Teal on Wednesday.

Thursday, April 5 – RAINN Day – Students are invited to decorate an umbrella to promote sexual assault awareness, bystander intervention and consent. Stop by the Pit from 12-1 p.m.

Please look for more information on our digital signs and from the offices of Title IX and Student Development all month long.

You can reach the Title IX office at ext. 4250 or visit stephens.edu/titleIX. We are also listed under “offices” on the gateway.

Thank you in advance for your support,

Shannon Walls
Title IX Coordinator

PROGRAMMING

DON'T STAND BY,
STAND
UP!

YES
means
YES

SEXUAL ASSAULT 
Awareness and Prevention Month

More info? Contact the Title IX Office at Ext. 4250 or stephens.edu/titleix

YES
MEANS
YES

Know your rights.
Set your boundaries.
Practice active consent.

Wear teal all month to show your support.

SEXUAL ASSAULT 
Awareness and Prevention Month

More info? Contact the Title IX Office at Ext. 4250 or stephens.edu/titleix

WEAR
TEAL
DAY

April 4
12-1 p.m.

Stop by The Pit:
Show Your Support

SEXUAL ASSAULT 
Awareness and Prevention Month

More info? Contact the Title IX Office at Ext. 4250 or stephens.edu/titleix

RAINN DAY

RAINN is the nation's largest anti-sexual violence organization.

April 5
12-1 p.m.

Stop by The Pit:
Decorate an umbrella to promote sexual assault prevention, bystander intervention and consent

SEXUAL ASSAULT 
Awareness and Prevention Month

More info? Contact the Title IX Office at Ext. 4250 or stephens.edu/titleix

TAKE BACK THE NIGHT

Five decades of taking a stand against violence.

April 28
6 p.m.

Traditions Plaza, Mizzou campus
(The Sheck/Student Union is rain site)
stufftodomissouri.edu/event/take-back-the-night

SEXUAL ASSAULT 
Awareness and Prevention Month

More info? Contact the Title IX Office at Ext. 4250 or stephens.edu/titleix

WEAR TEAL DAY AND RAINN DAY IMAGES

Apr 04

Campus

Wear Teal Day

(Campus)

Time: 12-1 p.m.

Location: The Pit, Stamper Commons

April is Sexual Assault Awareness and Prevention Month, Stephens will kick off the month with Wear Teal Day. Everyone has a role to play in ending sexual violence, and showing your support for survivors by wearing teal is one way you can embrace your voice for change. Stop by the Pit to pick up a teal ribbon and learn about ways you can help to prevent sexual violence in our community.

Community Engagement Points: 3



Apr 05

Campus

RAINN Day: Decorate an Umbrella

(Campus - Student)

Time: 12-1 p.m.

Location: The Pit, Stamper Commons

Join us for RAINN Day to decorate an umbrella as part of Sexual Assault Awareness and Prevention Month.

Community Engagement Points: 3



MYPLAN APP AND ADDITIONAL INFORMATION

As you prepare to leave campus for the summer, we wanted to let you know about a free app that provides safety planning assistance for intimate partner violence survivors as well as their allies and supporters. The app was developed by a professor of nursing at Mizzou using research studies conducted by Johns Hopkins University School of Nursing. #myplan #SAAP

Students in abusive relationships most often tell a friend...

What would you do to help?



If you're interested in being part of the solution to combat sexual assault, consider signing up to be a campus organizer with the It's On Us Campaign and start a chapter at Stephens College. Click the link to learn more and sign up. Contact Stephens' Title IX Coordinator, Shannon Walls, at titleix@stephens.edu for support in launching this important organization at Stephens.

IT'S ON	SECURE.ITSONUS.ORG
	Pledge It's On Us 2018-2019 It's On Us Student Leader Application It's On Us' mission is to build the movement to combat sexual assault by engaging young men and changing campus culture.