



Drug-Free Schools and Communities Act
Biennial Review, 2022 – 2024

Community College of Aurora
Drug-Free Schools and Campuses Regulations [EDGAR Part 86] Alcohol
and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, include:

1. The annual distribution to each employee and semesterly distribution to each student who is taking one or more classes of any kind of academic credit except for continuing education credits:
 - The 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, rehabilitation, or reentry programs that are available to employees or students;
 - A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal Law), and a description of those sanctions, up to and including expulsion or termination of employment and judicial referrals for violations of the standards of conduct.
2. A biennial review by the institution of its alcohol and other drug prevention program to:
 - Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies or procedures, if they are needed.
 - Ensure that its disciplinary sanctions are consistently enforced.

Community College of Aurora
16000 East CentreTech Parkway
Aurora, Colorado 80011


Dr. Mordecai I. Brownlee, President

9/30/2024

Date

98-15145-0000

IRS Employer Identification Number

Contents

Overview of the Community College of Aurora	4
Drug-Free Schools and Communities Act Biennial Review.....	5
Students	5
Annual Policy Notification Process	5
Employees	6
Alcohol and Other Drug Comprehensive Programming	6
AOD Programming.....	6
Alcohol and Other Drug Program Goals	7
Alcohol and Other Drug Biennial Review	7
Table 1: AOD Programming from August 2022-September 2024	7
Alcohol and Other Drug Program Inventory	8
Program Effectiveness Analysis.....	9
Alcohol and Other Drug Policy, Enforcement, and Compliance	9
Alcohol Poisoning and Drunk Students Protocol	9
Assessment of Sanctions	10
Department of Campus Safety and Security Authority and Jurisdiction.....	10
Alcohol and Other Drugs Prevalence Rate	10
Table 2: Arrest & Referral Records	11
Alcohol and Other Drug Abuse Information and Programs	11
Health Risks	11
Treatment Programs	12
Recommendations for the Next Biennial Period.....	12
Addendums.....	14
Addendum A: Alcohol and Other Drug Policies (Pages 15-27).....	14
Addendum B: Student Code of Conduct (Pages 28-33).....	28
Addendum C: Annual Compliance Notification Dates 2018-2022	34
Addendum D: New Student Orientation AOD Screenshots.....	35
Addendum E: Drug-Free Workplace Forms (Pages 36-41)	36
Addendum F: Annual Security (Clery) Reports 2021	42

Overview of the Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act (DFSCA) and subsequent legislation require an institution of higher education to conduct a biennial program review of alcohol and other drug (AOD) prevention programs to be eligible for federal funding or financial support. The Community College of Aurora (CCA) has performed a biennial review in all even years since October 2014* to maintain compliance.

Higher education institutions must additionally certify to the Secretary of Education the adoption and implementation of programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, CCA has adopted and implemented programs and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. This report serves as a biennial review of this programming and notification for August 2022 through September 2024.

*CCA combined biennial reports for 2020 and 2022 due to impacts of the COVID-19 pandemic.

Overview of the Community College of Aurora

The mission of the Community College of Aurora (CCA) is to serve its diverse community by providing high-quality instruction and support services to prepare students for transfer and employment. At CCA, 56% of students are concurrent enrollment (CE) students, and approximately 65% identify as Black, Indigenous or People of Color. Designated as a Hispanic Serving Institution (HSI) and a Minority Serving Institution (MSI), CCA is the most diverse college in Colorado. Indicated in its vision, CCA aspires to be the college where every student succeeds. Dr. Mordecai Brownlee serves as CCA's sixth President and has provided visionary leadership to elevate the institution's profile through strategic innovation and a steadfast commitment to excellence and overall student success. To uphold the mission and vision of the College, CCA prioritizes compliance, ensuring adherence to higher education requirements under federal, state, and local guidance through the Division of Assessment, Strategy and Performance Excellence.

Data for this report was collected from annual reports, college guidelines, procedures, and student engagement programming/events. This biennial review includes information about the CCA AOD guideline, annual notifications to students, prevention programming, and enforcement and sanctions.

The CCA biennial report can be found on the Legal Notices CCA web page at <https://ccaurora.edu/legal-notice/>. The review can additionally be found at the following office locations, upon request: Campus Safety and Security, the Office of the Division of Student Success, and the Office of Human Resources & Personnel Success. A request can be made to the Senior Student Affairs Officer and Dean of Student Success for current or past reports at 16000 E. CentreTech Parkway, Aurora, CO 80011. Reports will be kept for seven years. CCA will keep the three latest reports on file.

Drug-Free Schools and Communities Act Biennial Review

CCA has several mechanisms to inform students and employees about the AOD guidelines and prevention programming. The CCA website displays information on the Right to Know Information page: <https://ccaaurora.edu/legal-notice/>. The information on this webpage informs students and employees about general federal regulations, student bills of rights, non-discrimination, Title IX, employee rights & responsibilities, voter registration, and the biennial report with direct links to the student code of conduct, and sanctions for drug and alcohol use. In addition, alcohol and drug abuse resource information and programs can be found on the Division of Student Success page under Campus & Community Resources:

<https://ccaaurora.edu/students/division-of-student-success/office-of-student-advocacy/>.

Students

Students are expected to comply with local and state laws pertaining to alcohol, controlled substances, and illegal drugs. The [Student Handbook](#) provides students with information on Student Code of Conduct at CCA, which contains the student AOD policy. The Student Code of Conduct states that a student is in violation of the AOD policy for use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles. This policy applies to all students including continuing education and non-credit seeking students. CCA encourages and expects students and employees to engage as active bystanders and refer incidents of AOD behavior to the Senior Student Affairs Officer and Dean of Student Success.

Colorado's underage drinking law states that individuals must be at least 21 years old to consume alcohol. This law is enforced through judicial referrals and/or reporting incidents to the Aurora and/or Denver Police Department. Any student found to have violated or to have attempted to violate the CCA AOD policy may be subject to the conditions, restrictions, and outcomes outlined in the Student Code of Conduct. Violations of the Student Code of Conduct may result in a sanction of a verbal warning, written warning, loss of privileges, probation, suspension, or expulsion from the campus. Sanctions may also include educational classes, referrals for substance use assessments, and/or referrals to local law enforcement for legal action. If a student is convicted of violating criminal laws regarding alcohol or other drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

Annual Policy Notification Process

CCA notifies students and employees of the AOD policy annually. During each semester of the, 2022-2023, and 2023-2024 Academic Years (AYs), all enrolled students, including online students, received communication from the Division of Student Success on the AOD policy at

the College via the student newsletter. A hyperlink of the Student Code of Conduct is included in the summary. The Director of Security & Emergency Management and Chief Human Resource Officer/Title IX Coordinator also send communication about Clery, Title IX, and the Violence Against Women Act (VAWA) to all student email accounts. Students may also find this information in the Student Handbook, updated annually and published for student use.

All first-time, first-year students are required to attend either an interactive, online, or in-person mandatory New Student Orientation (NSO) where they receive an overview of CCA's AOD policy. During these NSO, students are provided with information regarding the Student Code of Conduct, and the AOD and various other college policies through slides, interactive videos, and quizzes (Addendum D).

Employees

CCA supports the laws and regulations of the United States of America, the State of Colorado, Arapahoe and Denver Counties, and the City of Aurora. Each student and employee are expected to do the same. CCA utilizes the State Board for Community Colleges and Occupational Education (SBCCOE) policies for AOD (BP3-24: Drug-Free Workplace) and the CCA HRP 5.36: Drug-Free Workplace, Alcohol and Substance Abuse Prevention (Addendum A). Additionally, employees are required to sign CCA's Drug-Free Workplace Policy & Work-Related Injuries or Illness Information Acknowledgement form upon hire (Addendum E). Violations of CCA and/or SBCCOE alcohol and drug policies as stated in College policies may result in disciplinary action, including corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement. All new employees are informed of the AOD policy through onboarding documents and required to provide a signature that they agree to the policy, in completion of their online orientation with Human Resources. The Annual Security (Clery) Report (Addendum F) also provides information about the AOD policy and procedures.

The unlawful possession, purchase, manufacture, use, sale, or distribution of illicit drugs and alcohol by employees on College property or at any of its activities is prohibited. If an employee is convicted of violating criminal laws concerning alcohol or other drugs, in addition to civil action, the employee may be subject to termination. Failure to disclose previous convictions on a job application is grounds for termination.

Alcohol and Other Drug Comprehensive Programming ***AOD Programming***

CCA is a two-year college that prides itself on being a small, tight-knit community of learners. Care and compassion for one another permeates the culture of the institution. Staff and faculty work together to assist students in reaching their goals and being productive members of society. The misuse and abuse of alcohol and other drugs has the potential to threaten CCA's culture and

goals. As a result, CCA is committed to promoting individual well-being and healthy, productive choices through programming for students and employees.

Alcohol and Other Drug Program Goals

The goals for CCA's AOD programs include:

1. To promote low-risk/no-risk choices regarding alcohol and other drugs.
2. To develop and implement programs that promote the well-being of CCA students and staff.

Alcohol and Other Drug Biennial Review

Between the 2022-2024 AYs, CCA provided AOD prevention programming through multiple delivery methods. Below are CCA's AOD program accomplishments between the 2022-2024 AYs.

Table 1: AOD Programming from August 2022-September 2024

Programming/Event Name	Date
Mid-Day Pancakes (Nicotine awareness)	9/6/2022 & 9/8/2022
Move it Tobacco	9/15/2022
Tobacco & Vaping Education	10/17/2022
Breathe Easy	11/29/2022
Under the Influence (alcohol and marijuana safety)	03/07/2023
Narcan Training	03/07/2023 & 03/09/2023
Tobacco-Free Tabling	08/21/2023
Under the Influence (alcohol and marijuana safety)	09/19/2023
Narcan Training	09/21/2023
Welcome Back BBQ	01/23/2024
Under the Influence (alcohol and marijuana safety)	03/05/2024
Narcan Training	03/07/2024

Day of Service: Health Fair	04/17/2024
New Student Orientation	Summer 2024 (5/29, 6/5, 6/12, 6/18, 6/26, 7/23, 7/25, 7/30)
Welcome Back Bash & Involvement Fair	08/20/2024 & 08/21/2024
Foxy Mobile Market	8/22/2024
Under the Influence (alcohol and marijuana safety)	09/17/2024
Narcan Training	09/19/2024

Alcohol and Other Drug Program Inventory

For all AOD programming initiatives, CCA aims to integrate educational opportunities into events that traditionally yield high attendance. CCA New Student Orientation includes topics related to the AOD policy, safety, and security tips. The Office of Student Leadership & Development provides information to encourage student involvement and healthy choices. Service-learning opportunities are offered on an annual basis which partner with our Department of Health Sciences & Nursing as well as local community partners to provide educational materials and giveaways. Dedicated programming during National Campus Safety Awareness Month in September is offered and focused on public safety awareness and training, and promotion of alcohol and drug-free choices. Interactive programming focused on intoxication, DUI, and alcohol/drug related resources is also provided each semester through CCA Campus Safety & Wellness Week. Finally, CCA offers over 100+ alcohol and drug-free activities/programs, including various basic needs and wellness events (i.e., Foxy's Mobile Market) offered by the Office of Student Advocacy, throughout the academic year via the Division of Student Success.

Along with programming for alcohol and drug-free activities and programs, CCA has worked to promote smoking prevention and cessation programming and is a tobacco-free and smoke-free campus. Initially partnering with the Truth Initiative, CCA has continued to promote smoking prevention and cessation programming independently and monitors the effectiveness of programming through pre- and post-survey results. CCA began its implementation plan in 2021. The latest post-survey was completed in Fall 2023. Within the survey, there were 396 participants. Of the 396 participants, 74.9% report the majority of the campus supports the guidelines being in effect on campus and 79.22% believe the enforcement of guidelines is “more than sufficient” or “sufficient.” Data supports participants are seeing a decrease or absence of smoking, vaping, or tobacco use with 53.1% reporting they see either no use or a decreased use

since implementation of the guideline. Overall, data supports a positive correlation between implementation of the guideline and student smoking, vaping, and tobacco usage. CCA's efforts have helped to create a healthy and productive environment for all students.

CCA has also implemented student services to support students with additional resources in their time of need. The creation of the Office of Student Advocacy Services in 2022, sustainability of mental health and counseling services for students, implementation of mental health fairs, and the CCA's involvement with the goals of the Colorado Department of Higher Education's Healthy Minds and Hunger Free Campus designations are all continuing efforts to address mental health. Another support system in place at CCA is the Care Team or behavioral intervention team. The Care Team is a referral source to share behaviors of concern that may be impacting student success. The Team will assess and provide holistic support to each referral with the goal of providing resolutions that promote student wellness, safety, and success.

Through use of the NABITA Risk Assessment, the Care Team assesses student behavior including substance use and abuse intervention engagement. Interventions may include referrals to preventative education and external, extended treatment centers, among other resources. CCA has continued to provide a wide array of prevention-related interventions for both students and employees.

Program Effectiveness Analysis

An analysis of preventative programming was completed by the Division of Student Success and CCA Care and includes results from a survey regarding tobacco use. The analysis follows.

Alcohol and Other Drug Policy, Enforcement, and Compliance

Alcohol Poisoning and Drunk Students Protocol

Violation of CCA's alcohol and drug policy is considered a violation of the Student Code of Conduct (Addendum B). A violation will result in a meeting with the SSAO or designee to discuss the situation and determine possible sanctions. The SSAO oversees all Student Code of Conduct policies and monitors them alongside the CCA Title IX/Equal Opportunity Coordinator and Deputy Coordinator. Discipline, adjudication, and sanctions are handled by the SSAO or designee. CCA staff and faculty are committed to ensuring legal action taken against a student only occurs when absolutely appropriate.

Those found unresponsive, incapacitated, or who have vomited will be considered at risk for alcohol poisoning and transported to a medical facility. Students with multiple violations may be subject to increased institutional and educational outcomes. In most situations, students will be released by security staff if they have arrangements for someone to transport them safely home. However, when the student commits an additional violation, does not communicate reasonably, or injures themselves, outside emergency response support will be requested. In situations where additional violations have allegedly been committed, Aurora or Denver Police will be contacted to determine appropriate next steps.

Assessment of Sanctions

The Community College of Aurora has a very small percentage of students referred to the conduct process for AOD violations, and as such, the reported incidents are very limited. Internal procedures and protocols allow CCA to evaluate consistency in sanction decisions. An annual institutional record of student conduct report is pulled using CCA's database system, Maxient. This system allows the College to track types of conduct, and the sanctions imposed. Maxient data is used to evaluate conduct decisions and sanctions for consistency. CCA has established AOD protocols to direct disciplinary action. The guidelines are followed, with only rare exceptions allowing for professional discretion. The SSAO or designee serves as the conduct officer for reported student AOD violations.

Department of Campus Safety and Security Authority and Jurisdiction

The Community College of Aurora's Campus Safety and Security personnel are limited in their authority when responding to any crime or policy violation that occurs on CCA locations. While CCA Campus Safety and Security personnel may ask anyone on campus for identification and will make every effort to control and contain the situation, their authority regarding possible crimes in progress is restricted to that of a regular citizen. Although any citizen may make a "citizen's arrest," this also comes with serious liability concerns to the institution. CCA Campus Safety and Security personnel are trained to request outside law enforcement assistance once a situation is deemed dangerous or a subject uncontrollable. CCA Campus Safety and Security staff's authority applies only to campus grounds. While Security may intervene by requesting law enforcement response for an off-campus incident, due to liability concerns, they will not physically respond. Use of force is only used as a last resort and only when the safety of others is in peril.

Alcohol and Other Drugs Prevalence Rate

The Community College of Aurora has a very low occurrence of AOD conduct violations. During the 2022-2024 AYs, there were minimal drug- and alcohol-related incidents and no fatalities that occurred on campus. There were no AOD-related admissions to local emergency rooms. There were no AOD-related ambulance transports/calls for service. CCA reported 1 disciplinary referral due to a drug abuse violation between the 2022-2024 AYs.

Table 2 shows the Aurora Police Department arrest records and referrals received by CCA as a result of AOD-related violations that occurred on campus between the 2022-2024 AYs. AOD data was provided from CCA's Annual Security Report 2022-2023 and 2023-2024 AYs, Maxient, and Aurora Police Department. Denver Police Department was contacted in July 2024 for AOD data, and no information was received as of 09/27/24.

Table 2: Arrest & Referral Records

	Academic Year	Number of Sanctions
Arrests: drug abuse violations	2022-2023	0
	2023-2024	0
Disciplinary referrals: drug abuse violations	2022-2023	1
	2023-2024	0
Arrests: liquor law violations	2022-2023	1
	2023-2024	0
Disciplinary referrals: liquor law violations	2022-2023	2
	2023-2024	0

Alcohol and Other Drug Abuse Information and Programs

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. Students found in violation of the College's substance abuse policies are required to meet with the SSAO or designee as part of the disciplinary process. The College also provides education through the dissemination of informational materials, educational programs, and counseling referrals. Information on AOD resources can be found on the college website at (add link).

Human Resources provides AOD information during online new hire orientation as well as in their day-one onboarding meeting with Human Resources (Addendum D). The College's employee insurance companies provide employee programs. CCA updated the Drug-Free Awareness Program Information Sheet (Addendum E) which accompanies Drug-Free Workplace Policy and Work-Related Injuries or Illness Information Acknowledgement form and has additional information related to programs. CCA is committed to providing preventative information in a variety of formats.

To provide information to students, faculty, and staff, any immediate concerns are communicated via Security's emergency notifications, using AppArmor and email. Official statements are sent to CCA via email and are posted on the College website.

Health Risks

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has long- and short-term effects on the body and the mind. Alcohol and other drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use.

Short- and long-term effects of alcohol impact students/employees and their lives. CCA's Legal Notices webpage notes risk of drug and alcohol use and abuse and is found at [Legal Notices – Community College of Aurora \(ccaaurora.edu\)](https://www.ccaurora.edu/legal-notices)

Short and long-term effects of drug use can impact an employee's ability to do their job. Employees are informed at New Employee Orientations of AOD policy and resources available for employees (Addendums A and E).

For students struggling with alcohol or drug use, CCA's Division of Student Success has resources to help. For employees struggling with alcohol or drug use, Human Resources has resources to help.

Treatment Programs

In addition to prevention programming, CCA provides mental health resources to both its students and employees. All CCA students, 18 years or older, are eligible to receive free, short-term mental health and counseling services via BetterMynd, a 24/7 telehealth service platform with services offered in three languages and by various providers across Colorado. The BetterMynd platform also provides weekly group workshops on topics, including: AOD use prevention, time management, motivation, stress, self-esteem, and a variety of other topics. For concurrently enrolled students or students under the age of 18, CCA works with the surrounding school districts to connect students to the iMatter platform that provides mental health therapy services. For CCA employees, short-term therapy and mental health resources are offered through the Colorado State Employee Assistance Program (C-SEAP). Employees experiencing symptoms associated with their own or others' alcohol or drug use are encouraged to seek help (Addendum E). CCA employees may also seek assistance through their health insurance companies.

Recommendations for the Next Biennial Period

Since the last Biennial Report in 2022, CCA has completed several of its recommended practices, such as the restructure of and campus training on the student behavioral & concern referral process, integration of several basic needs programming and services, development of a semesterly Campus Safety & Wellness Week, and restructuring of the Division of Student Affairs. Each initiative was cross-divisional and led to stronger collaboration in providing intentional and preventative programming and support across the college.

CCA will continue to strengthen its student behavior programming and services through the Division of Student Success over the next Biennial Report cycle. To support these efforts, the Division plans to conduct an assessment on intervention and resource data to determine its high impact on student success, including but not limited to student behavior (i.e., substance use), basic needs, mental health, and other significant areas of need. This will require partnership with the Division of Assessment, Strategy & Performance Excellence to develop a tool to assess and analyze data. Once the findings are complete, an intervention focused strategic plan will be developed and implemented to support sustainability and recommended practice changes.

Other initiatives that will support intentional and preventative support at CCA, include: engaging the CCA Care Team in AOD related training and its impact on threat assessment and student behavior; partnering with the Transformative Learning & Teaching Hub to offer training/information on how to notice, address, and refer AOD related behaviors in students;

expanding student communication about AOD risks and resources; and working alongside the Director of Grant Development to identify opportunities for CCA to apply for funding related to holistic wellness and preventative care/support.

To improve resources and support for employees, Human Resources will be working to redevelop training for supervisors in recognizing signs of individuals under the influence. Human Resources will also be looking into the opportunity to introduce components of becoming a recovery-friendly workplace.

Addendums

Addendum A: Alcohol and Other Drug Policies (Pages 15-27)

SBCOE Board Policies and CCCS Procedures (click link to open)

- [CCCS B.P. 19-30 Drug-Free Schools](#)
- [CCCS S.P. 19-30a Drug-Free Schools Procedure](#)
- [CCCS B.P. 3-24 Drug-Free Workplace](#)
- [CCCS S.P. 3-24a Drug-Free Workplace Procedure](#)

CCA Guidelines

- CCA HRP 5.36 Drug-Free Workplace, Alcohol and Substance Abuse Prevention (Pages 15-17)
- CCA SS 1.5 Alcoholic Beverages (cross-referenced as HR 4.17) (Pages 18-19)
- CCA SS 1.7 Drug-Free Campus Act & Substance and Alcohol Abuse Prevention (Pages 20-22)
- CCA IS 10.17 Tobacco and Smoke Free Campus (Pages 23-27)

CCA Guidelines are accessible through <https://ccaurora.edu/wp-content/uploads/2023/06/CCA-Guidelines-06.06.2023.pdf>

CCA HRP. 5.36 Drug-Free Workplace, Alcohol and Substance Abuse Prevention



HUMAN RESOURCES & PERSONNEL SUCCESS

Employment & Workplace Practices

CCA HRP 5.36: Drug-Free Workplace, Alcohol and Substance Abuse Prevention

Issued: March 29, 2013

Reviewed: October 20, 2022

Reissued: February 9, 2023

Legal or Other Authority: Drug-Free Workplace Act of 1988; SBCCOE BP 3-24; CCCS SP 3-24; CCA President's Cabinet

GUIDELINES

Purpose

State Board for Community Colleges and Occupational Education (SBCCOE) Policy [BP 3-24](#) and Colorado Community College System (CCCS) President's Procedure [SP 3-24](#) require each system college to be a drug-free workplace. The Community College of Aurora (CCA) adheres to and supports federal, state, and local laws and SBCCOE/CCCS policies and procedures with regards to maintaining a drug-free workplace.

Scope

This guideline applies to all CCA employees

Definition

- **Controlled Substance:** Any substance whose manufacture, possession, and use is regulated by the government.

Description

Employees impaired by alcohol, controlled substances, or other drugs including prescription and non-prescription medications during work hours may pose safety and health risks. In compliance with the Drug-Free Workplace acts of 1988 and 1998 as well as the policy of the SBCCOE (BP3-24) which prohibit unlawful manufacture, distribution, dispensation, possession and/or use of a controlled substance where CCA employees work, including while operating any state or college owned vehicles



or while conducting business for or representing CCA. It is the intent of CCA to comply with the Drug-Free Schools and Communities Act Amendments as outlined in BP19-30 and SP19-30, Drug Free Schools.

Drug-Free Workplace Policy Statement

It is the policy of the SBCCOE (BP 3-24) that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee who violates this policy will be subject to appropriate disciplinary action, which includes termination.

All employees are encouraged to report dangerous behavior or evidence of impairment in the workplace to their supervisor or the Human Resources Department.

As a condition of employment, each CCA employee must sign and return a Drug-Free Workplace Policy Statement Employee Acknowledgement Form to the Human Resources Office no later than five days after receiving an Employee Notification Packet from Human Resources confirming their agreement to:

- Abide by the terms of the Drug-Free Workplace Policy Statement; and
- Notify their supervisor of any drug statute conviction for violation occurring in the workplace no later than five days after such conviction.

Penalties Employees May Suffer for Violations

Any employee who is convicted of a violation of any criminal drug statute, which occurred in the workplace, will be subject to:

- Appropriate personnel actions up to and including termination; or
- Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement or other appropriate agencies.

Marijuana

Although possession and use of marijuana consistent with the requirements of the Colorado State Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana is prohibited on college-owned or college-controlled property, at any function authorized or supervised by the college and in state-owned or leased vehicles.

Drug-Free Awareness Program

As part of its Drug-Free Awareness Program, which includes the Drug-Free Workplace Policy Statement, CCA will provide the following information to all employees:

- Drug counseling, rehabilitation, and employee assistance programs with addresses, phone numbers and a brief synopsis of each program available from the Human Resources Office including:
 - Substance Abuse Treatment Locator
 - AlcoholScreening.org
 - Al-Anon/Alateen
 - Alcoholics Anonymous (AA)
 - American Council on Alcoholism
 - Cocaine Anonymous
 - Nar-Anon
 - Focus on Recovery Helpline
 - National Council on Alcoholism and Drug Dependence Hopeline

The Colorado State Employees Assistance Program (C-SEAP) available for all state employees and their immediate family members (15 years of age and older). C-SEAP offers confidential counseling, supervisory consults, conflict resolution, crisis intervention, training/workshops, drug-free workplace coordination, problem solving, violence prevention and other services. Additional information and appointments with qualified professionals may be obtained by contacting C-SEAP at 303-866-4314 or 800-821-8154.

CCA SS 1.5 Alcoholic Beverages (cross-referenced as HR 4.17)



STUDENT SUCCESS

General

CCA SS 1.5: Alcoholic Beverages

(cross-referenced as HR 4.17)

Issued: April 17, 2013

Reviewed: November, 2022

Reissued:

Legal or Other Authority: SBCCOE BP 19-30; CCCS SP 19-30; CCA President's Cabinet

GUIDELINES

Purpose

The purpose of this guideline is to provide information on the permission of alcoholic beverage use on the Community College of Aurora campus.

Definitions

- **Alcoholic Beverage:** An alcoholic beverage is a drink that contains ethanol, a type of alcohol that acts as a drug and is produced by fermentation of grains, fruits, or other sources of sugar.
- **Legal Age to Consume Alcohol:** According to federal and state law, persons consuming or in possession of alcohol must be of at least 21 years of age.

Description

Consistent with state and federal law, the State Board for Community Colleges and Occupational Education Policy [BP 19-30](#) and Colorado Community College System President's Procedure [SP 19-30](#), the Community College of Aurora (CCA) prohibits the unauthorized or unlawful use, distribution or possession of alcohol on college property or as part of college activities. Alcoholic beverages are permitted only in limited circumstances as detailed below and in accordance with applicable state and local laws.

Alcoholic beverages are permitted at approved, college-sponsored on- or off-campus events subject to the following provisions:

- Written approval of the college president must be obtained in advance of the event.
- Service or sale of alcohol must be handled in accordance with applicable state and local laws.

- Attendees must be of legal age to consume alcohol and be able to provide proof of identification and age upon request
- No state funds may be used to purchase alcoholic beverages.

Personal Responsibility

The purchase of alcoholic beverages by individuals attending college-approved activities held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion must be exercised in the selection of the location of such activities based on the nature of the group involved.

Student Functions

Student functions where alcohol will be served are subject to the same provisions noted above. College staff supervising the student function/event are encouraged to refrain from consuming alcoholic beverages. Staff and student event leaders are prohibited from serving as designated drivers from the event.

CCA SS 1.7 Drug-Free Campus Act & Substance and Alcohol Abuse Prevention



STUDENT SUCCESS

General

CCA SS 1.7: Drug-Free Campus Act & Substance and Alcohol Abuse Prevention

Issued: April 5, 2013

Reviewed: November, 2022

Reissued:

Legal or Other Authority: SBCCOES [BP 3-24](#); CCCS [SP 3-24](#); SBCCOES [BP 19-30](#); CCCS [SP 19-30a](#); CCA President's Cabinet

GUIDELINES

Purpose

The purpose of this guideline is to outline the programmatic efforts that the Community College of Aurora will implement to uphold the Drug-Free Schools and Community Act of 1989.

Definitions

Not applicable.

Description

The Drug-Free Schools and Communities Act Amendment of 1989 requires all institutions of higher education, as a condition of receiving any form of federal financial assistance from any federal agency on or after October 1, 1990, to certify to the United States Department of Education that they have adopted and implemented programs to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

At a minimum, the Community College of Aurora (CCA) is required to distribute annually to all students and employees the following:

- The standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and all other visitors 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, rehabilitation, or re-entry programs

that are available to employees or students;

- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal Law), and a description of those sanctions, up to and including expulsion or termination of employment and judicial referrals for violations of the standards of conduct.

Alcohol and Substance Abuse Prevention Education

CCA will provide prevention resources and education programming related to alcohol and drug use and abuse. These programs are provided in collaboration with local health agencies and organizations, mental health services, and law enforcement, and are listed in [CCA's Annual Security Report](#). Resources and assistance for alcohol and substance use and abuse are also available in the Office of Dean of Student Success for students and Office of Human Resources for employees.

Marijuana on campus

In November 2012, Colorado voters passed Amendment 64 to the Colorado Constitution. This amendment changed Colorado law to allow people 21 or over to cultivate, consume and possess limited amounts of marijuana in private, not in public. This amendment does not alter CCA's existing policies that prohibit the possession, use, and distribution of marijuana by students, employees, and all other visitors on College property. Marijuana remains a controlled substance under Federal law, and possession, cultivation and use are considered Federal offenses.

Biennial Review of Drug Free Schools & Community Act

As a member of the Colorado Community College System, CCA adheres to the State Board for Community Colleges and Occupational Education [BP 3-24](#) & [SP 3-24](#), Drug-Free Workplace Policy and [BP 19-30](#) & [SP 19-30a](#), Drug Free Schools. In doing so, CCA completes a Biennial Review of the College's alcohol and drug policy and preventative education initiatives. The Biennial Review includes: a foundational belief, a review of the College guideline, annual notification to students and employees, goals, statistical reporting elements, enforcement/sanction consistency, alcohol and drug campus efforts, and measured effectiveness of the policy and programs. CCA's Biennial Review can be found on the [CCA website](#).



For more information on the Biennial Review, please contact the Senior Student Affairs Officer & Dean of Student Success at DeanofStudents.CCA@ccaaurora.edu or 303-360-4771.

CCA IS 10.17 Tobacco and Smoke Free Campus



INSTITUTIONAL ISSUES

Campus Safety & Security

CCA IS 10.17 Tobacco and Smoke Free Campus

Issued: February 8, 2021

Reviewed: November, 2022

Reissued:

Legal or Other Authority: [Colorado Executive Order B-2018-011](#); Colorado Medical Marijuana Code: C.R.S. 12-43.3-101 et. seq.; [Colorado Clean Indoor Act of 2006](#) [Smoke Free Colorado Law: C.R.S. 25-14-201 et. seq.](#); [BP16-60](#); [SP16-60](#), CCA President's Cabinet

GUIDELINES

Purpose

The purpose of this procedure, Tobacco and Smoke Free Campus, is to create and maintain a healthy environment for the well-being of faculty/instructors, staff, students, volunteers, guests, and visitors for whom this Procedure contains pertinent information. CCA will comply with banning tobacco products and smoking in state-owned property and limit the use of tobacco products, vaping products and e- cigarettes by youth. CCA will also comply with the Colorado Clean Indoor Air Act 2006 (C.R.S. 25-14-201 et. seq.), Smoke Free Colorado Law. This Guideline is preceded by CCA SA 1.6 & CCA HR 4.15: Smoking and Using Tobacco Products on Campus

Definitions

- Smoking: Setting alight or vaporizing any tobacco product or other substance for the purpose of inhalation or introduction into the mouth (including, but not limited to, cloves, herbs, synthetic substances, and marijuana products);
 - Carrying in one's hand or mouth, or placing into an ashtray or other receptacle a lighted cigarette, cigar, pipe, or any other lighted or electronic smoking equipment, and allowing smoke or vapor to diffuse into the air; Inhaling or exhaling smoke or vapor from a lighted cigarette, cigar, pipe, electronic smoking or vaping equipment.

- Tobacco Product(s): Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; (for cessation exceptions see page 4)
- Any electronic smoking device: Notwithstanding any provision of subsections (1) and (2) above to the contrary, “tobacco product” includes any component, part, or accessory of a tobacco product, whether or not sold separately.
- Electronic Smoking Device: Any device that when activated emits a vapor, aerosol, or smoke or can be used to deliver nicotine or any other substance to the person inhaling from the device, including, but not limited to e-cigarettes, e- cigars, e-pipes, vape pens, e-hookahs, inhalant delivery systems, or any other similar product by any other name or descriptor. An electronic smoking device includes any component, part or accessory of such device whether or not sold separately, regardless of nicotine content or any other substance intended to be vaporized or aerosolized for human inhalation during the use of the device.
- College Property: Includes all College-owned facilities, grounds and parking lots at any CCA campus/site or facilities leased, owned or rented by CCA. This includes, but is not limited to, all vehicles used by the College for campus services, transporting students, staff, visitors or other persons.
- Off-Site Location(s): Locations not owned or leased by CCA where classes or [College-sponsored](#) events are held and/or sponsored by CCA.

Description**Prohibitions**

Smoking, vaping, all uses of tobacco, and the sale of tobacco are prohibited in all buildings and all grounds owned, leased, or controlled by CCA, including but not limited to, green space, courtyards, breezeways, terraces, stairways, and access ramps, outdoor plazas and patios, recreational facilities and fields, roadways, walkways, sidewalks, and pick-up and drop-off points for campus and public bus transportation.

Smoking, vaping, and all forms of tobacco are prohibited in all vehicles owned, leased, or rented by CCA.

In addition, the following activities are prohibited: Advertising of tobacco, vaping, and related products in campus publications (except for non-CCA supported magazines and newspapers), on College property, at any College-sponsored event, or as part of any College-owned or sponsored media; The distribution of samples and redeemable coupons for tobacco, vaping, and related products on College property and/or at a College related event.

Enforcement

The success of this procedure depends on the cooperation of tobacco product users and non-tobacco product users. The CCA Community shares the responsibility for enforcing the procedure. Leaders, managers, and supervisors are responsible for leading by example and respectfully communicating this procedure to employees, students, authorized volunteers, guests, and visitors. Anyone who observes individuals smoking, vaping, or using tobacco products on campus property are encouraged and empowered to explain that its use is prohibited. Concerns about smoking, vaping, or tobacco products should be respectfully addressed in the moment whenever feasible. Concerns should be referred to the appropriate College personnel for review and action.

For students, concerns should be referred to Dean of Students Office or the appropriate student affairs leadership contact. For employees (including student employees) and authorized volunteers, concerns should be referred to the appropriate supervisor or Human Resources.

For visitors, guests, and/or contractors/subcontractors issues should be referred to the Campus Security or Facilities Director. Individuals found to be non-compliant will be subject to existing accountability measures. For students, non-compliance will be referred to Office of Student Intervention and Conduct to engage in a student conduct process, as referenced in the Student Code of Conduct, [BP4-30](#), per the Student Disciplinary Procedure, [SP4-30](#).

For employees, non-compliance will be referred to the employees' supervisor and/or Human Resources for possible disciplinary actions.

For visitors or guests, non-compliance will be referred to the Campus Security and may result in being asked to leave campus.

For contractors/subcontractors, non-compliance will be referred to the project manager responsible for monitoring performance of the applicable contract.

For individuals who fail to comply, they may be asked to leave campus property immediately, and a referral may be made to the appropriate campus official for action.

CCA students and employees attending or holding classes at other off-site locations, such as a hospital or other facilities, must adhere to all rules and regulations regarding smoking and use of tobacco products set forth by the off-site location or facility.

Cessation

CCA is strongly committed to supporting individuals to become smoke and tobacco free for health equity and overall wellness; therefore: Tobacco cessation (or quitting tobacco use) programs and support will be made available to employees and students through the appropriate offices.

For the purpose of cessation, FDA-approved nicotine replacement therapy products, such as patches, gum and lozenges, are permitted on College property.

For information on cessation resources, please access the [CCA Tobacco Free Sway Page](#).

Funding

CCA will not apply for or accept any funding from tobacco or tobacco product or vaping companies and/or affiliates. CCA will seek opportunities to provide additional resources and educational opportunities for the CCA community.

Tobacco and Smoke Free Signage

Signage shall be posted in prominent places on College properties to notify all that smoking or other use of tobacco products is prohibited. Installation and maintenance of signage are the responsibility of the Facilities Department in consultation with the Communications & Marketing Department and Dean of Students Office. Signage must be placed appropriately on entrances and exits of buildings and

parking lots and on College owned and leased vehicles. References to a tobacco and smoke free environment campus may be published in all employee and student handbooks, posted on bulletin boards, at staff meetings and at school sponsored events. Areas that experience difficulties with tobacco product use may request supplemental signage from the Facilities Department.

Transitional Period

As CCA transitions to a tobacco and smoke free environment, January 1, 2021 through August 23, 2021, will serve as a transitional period during which time faculty/instructors, staff, students, volunteers, contractors/subcontractors, guests, and visitors will be notified of this procedure and adequate signage will be posted. Any non-compliance during the transitional period will result in a non-punitive warning. Upon completion of the transitional period, the aforementioned enforcement mechanisms related to non-compliance will take full effect.

Exemptions from This Procedure

Exemptions are limited to:

- Use of tobacco in personal vehicles
- Practice of cultural activities by Indigenous Peoples/American Indians that are in accordance with the American Indian Religious Freedom Act, 42 U.S.C. sections 1996 and 1996a allowing for the use of ceremonial tobacco.
- Use of tobacco for research purposes in a controlled laboratory setting
- All ceremonial use and research exemptions must be approved in advance by the Dean of Students Office (if student related) or Human Resources (if employee related).

Revising This Procedure

CCA reserves the right to change any provision or requirement of this procedure at any time and the change shall become effective immediately.

The Student Code of Conduct

A College community is defined by its values for learning, teaching, and service that reflect academic excellence, holistic student development, and societal impact. To guide student success, the Colorado Community College System (CCCS) has created the Code of Student Behavioral Expectations and Responsibilities (Code), which includes standards of behavior that support an engaged learning environment for all students. The Code embraces the institutional values of integrity, excellence, learning, diversity, intellectual freedom, and equal opportunity, and is rooted in conflict resolution practice to support students in resolving their own conflicts.

Each College's Student Affairs Division is authorized to enact the Code and utilize the Code procedures to support students while holding them accountable to the behavior that supports the College mission and vision. The outcomes of the student conduct process are designed to assist students in their development, help them think through their moral and ethical decision-making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the College either temporarily or permanently. Outcomes are assigned based on the severity of the violation, cumulative conduct history, and educational needs of the student.

Students at each College are provided a copy of the Code and are responsible for reading and adhering to the Code. The Code in no way creates a contractual obligation and CCCS reserves the right to revise the procedure at any time.

For more information, please refer to the Student Disciplinary Procedure: [BP 4-30](#) and [SP 4 30a](#).

DISCRIMINATION AND HARASSMENT (CONT'D):

- Sexual harassment includes, but is not limited to, dating violence, domestic violence, stalking, and sexual assault.
- For more information and how to file a complaint regarding discrimination or harassment, including sexual misconduct, see [SP 19-60](#), Civil Rights and Sexual Misconduct Resolution Process.

DISRUPTIVE BEHAVIOR:

Engaging in any behavior that negatively affects or impedes teaching or learning (regardless of mode of delivery or class setting) or disrupts the general operation of the College.

ENDANGERMENT OR DEFAACEMENT:

Conduct that is detrimental to the College, and/or to community safety. Examples include, but are not limited to, slamming doors, throwing chairs, and/or defacing of College property or property of others.

FAILURE TO COMPLY:

- Failure to comply with or follow the lawful directives of College employees acting within the scope of their duties, including those directives issued by a College administrator to ensure the safety and well-being of others.
- Failure to comply with or follow the directives and/or sanctions imposed under CCCS policies and procedures.
- Failure to identify oneself to College officials, acting in their official capacity, when requested to do so.

Fire Safety:

Violation of federal, state, local, or campus fire policies including, but not limited to:

- Intentionally, recklessly, or negligently causing a fire that damages the College, individual property, or causes injury.
- Failure to evacuate a College owned, operated, or controlled facility during a fire alarm.
- Improper use of College fire safety equipment.
- Tampering with or improperly engaging a fire alarm or fire detection/control equipment while on College property. Such action may result in a criminal action.

GAMBLING:

Gambling as prohibited by the laws of the State of Colorado. Gambling may include, but is not limited to, raffles, lotteries, sports pools, and online betting activities. Participation in illegal gambling activities on College-owned or College-controlled property, and/or any function authorized or supervised by the College, and/or in state owned or leased vehicles.

HARM TO INDIVIDUALS:

Intentionally or unintentionally causing physical harm, threatening to cause harm, endangering the health and/or safety of any individual, or demonstrating violent behavior.

- Violent Behavior includes any act or threat of physical, verbal or psychological aggression, or the destruction or abuse of property by any individual.
- A threat is defined as direct or indirect, verbal or non-verbal conduct (including those made in person, by mail, over the telephone, by email, or by other means) intended to result or reasonably resulting in intimidation, harassment, harm, fear or endangerment of the safety of another person or property.
- For more information and compliance, see [SP 19-10](#), [Bullying/Violence/Firearms on Campus](#).

HAZING:

Defined as an act that endangers the psychological, emotional, intellectual, and/or physical health and/or safety of a student, or that 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, team, or organization. Additionally, any act that places a student in a subservient role within an organization is considered hazing. Participation or consensual cooperation by the individual(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and failing to report those acts may also violate this code.

INDECENT EXPOSURE:

Deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.

Retaliation: Retaliatory acts include, but are not limited to intimidation, verbal or physical threats, harassment, coercion, or other adverse action(s) against a person who reports an incident of misconduct.

RIOTING:

Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or results in damage and/or destruction of property.

THEFT:

Obtaining, retaining or exercising control over property of another without authorization, or by threat or deception, with the purpose and/or effect of depriving the person(s) to whom the property belongs of its use or benefit.

TOBACCO VIOLATION:

Smoking and the use of tobacco and related products, including electronic smoking, where contrary to applicable laws or policies established by the College. This includes smoking inside buildings or in areas where smoking is posted as prohibited. Trademark Violation: Unauthorized use, including misuse, of the College or organizational names and images without the express written consent of the institution or organization.

UNACCEPTABLE USE OF COLLEGE EQUIPMENT, NETWORK OR SYSTEM:

Unacceptable uses of any College-owned or operated equipment, network or system including, but not limited to: knowingly spreading computer viruses; reposting personal communications without the author's consent; copying protected materials; using the network for financial or personal gain, commercial activity, or illegal activity; accessing the network using another individual's account; unauthorized downloading/uploading software and/or digital video or music; downloading/uploading, viewing or displaying pornographic content, or any other attempt to compromise network integrity. For more information, see [SP 4-32, Student Email Acceptable Use](#).

UNAUTHORIZED ACCESS AND ENTRY:

Unauthorized access to any College facility, including misuse of keys, cards, restricted access areas, or unauthorized possession, duplication or use of other individual's means of access to any College facility; failing to provide a timely report of a lost College identification card or key; misuse of access privileges to College premises or unauthorized entry to or use of facilities, including trespassing, propping, or unauthorized use of alarmed doors for entry into or exit from a College facility.

AIDING AND ABETTING:

It is a violation of this Code to actively assist another in violating the Code or covering up the violation after the fact.

ALCOHOL/DRUGS:

Use, being under the influence, manufacturing, possession, cultivating, distribution, purchase, or sale of alcohol and/or drugs (illegal and/or dangerous or controlled substance) and/or alcohol/drug paraphernalia while on College-owned or College-controlled property, and/or at any function authorized or supervised by the College, and/or in state owned or leased vehicles.

ANIMALS/PETS:

Animals are not permitted on campus except as permitted by law or as specifically approved by the College.

- Please see [SP 16-70a](#), Animals on Campus System Procedure, and [CCA SA 8.3: Service and Support Animal Procedure](#), for information related to service animals and emotional support animals.
- For additional questions about service and support animals on campus, contact the Office of Disability and Equity at ODE@CCAurora.edu.

BULLYING/NON-PHYSICAL ABUSE:

Bullying includes repeated and/or severe aggressive or negative actions or behaviors intentionally or reasonably likely to intimidate, hurt, control, or diminish another person, physically, mentally, or emotionally. Bullying may include direct or indirect communications in verbal or nonverbal form and specifically includes bullying by electronic means (e.g., cyberbullying).

- For more information and compliance, see [SP19-10](#), Bullying/Violence/Firearms on Campus.

DAMAGE AND DESTRUCTION:

Reckless and/or unauthorized damage to, or destruction of, College property or the individual property of another, regardless of intention. Damage or destruction of community, public, or private property.

DECEITFUL ACTS:

Engaging in deceitful acts, including, but not limited to: collusion, forgery, falsification, alteration, misrepresentation, non-disclosure, or misuse of documents, records, identification and/or educational materials.

- **Collusion:** Action with another or others to violate the Code.
- **Falsification:** Knowingly furnishing or possessing false, falsified, or forged materials, documents, accounts, records, identification, or financial instruments, including electronic forgery and/or manipulation.

DISCRIMINATION AND HARASSMENT:

Discrimination is any distinction, preference, advantage, or detriment given to a person based on one or more actual or perceived protected classes. Harassment is a form of discrimination that includes Quid Pro Quo and Hostile Environment.

- Hostile Environment occurs when a person is subjected to verbal or physical conduct based on a protected class that is sufficiently severe, persistent or pervasive, and objectively offensive to alter the conditions of a person's employment or unreasonably interfere with a person's ability to participate in or benefit from CCCS educational programs or activities, from both a subjective and objective viewpoint.
- Quid Pro Quo is a type of sexual harassment that exists when an employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, such as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

CCA considers the behavior described in the following subsections as inappropriate and in opposition to the values of the CCA community. These responsibilities apply to all students including continuing education. CCA encourages and expects students, faculty, and staff to engage as active bystanders and report to CCA officials' incidents that involve the following behaviors. Any student found to have violated or to have attempted to violate the following responsibilities may be subject to the conditions, restrictions, and outcomes outlined in [SP 4-30a, Student Behavior Expectations and Responsibilities Resolution Procedure](#).

The following section is organized alphabetically by violation followed by an explanation.

ABUSE OF CONDUCT PROCESS:

Abuse or interference with College processes, including conduct and academic integrity meetings:

- Falsification, distortion, or misrepresentation of information.
- Failure to provide, destroying, or concealing information during an investigation of an alleged Code violation.
- Attempting to discourage an individual's proper participation in, or use of, the campus conduct system.
- Inappropriately influencing any member of the campus community with conduct authority prior to, during, and/or following a campus conduct proceeding.
- Influencing or attempting to influence another individual to commit an abuse of the campus conduct process.

ACADEMIC INTEGRITY:

Plagiarizing, cheating, or committing any other form of academic misconduct including, but not limited to, unauthorized collaboration, falsification of information, and/or helping someone else violate reasonable standards for academic behavior. Students who engage in any type of academic dishonesty are subject to both academic consequences as determined by the instructor and to outcomes as set forth in the Student Behavioral Expectations and Responsibilities Resolution Procedure.

- **Cheating:** The act of using or attempting to use an examination or other academic work, material, information, or study aids which are not permitted by the instructor. Cheating includes, but is not limited to:
 - Using books, notes, or calculators or copying from or conversing with others during examinations (unless such external aids are permitted by the instructor).
 - Having someone else do research, write papers, or take examinations for someone else.
 - Submitting work completed in one class to fulfill an assignment in another class without prior approval from the instructor(s).
 - Stealing, distributing, selling, and buying tests or having someone take an exam on someone else's behalf.
- **Fabrication:** The invention of material or its source and its use as an authority in academic work. Fabrication includes, but is not limited to:
 - Inventing the data for a scientific experiment.
 - Inventing the title and author of a publication in order to use the invented publication as a source.
 - Knowingly attributing material to an incorrect source.
- **Plagiarism:** The act of using someone else's work without giving proper credit to the original source. The work can be written, artistic, musical, language, symbols, or media. Reusing one's own work without proper citation (or approval of instructor) is also plagiarism.

WEAPONS VIOLATION:

Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons, and pellet guns), or other weapons or dangerous objects, such as arrows, axes, machetes, nunchaku, throwing stars, or knives with a blade of longer than three (3) inches. This includes the unauthorized storage of any item that falls within the category of a weapon, including storage in a vehicle parked on College property, other than what is expressly permitted by law.

- Possession of an instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited by this policy.
- Intentionally or recklessly using and/or possessing a weapon or any other item in such a way that would intimidate, harass, injure, or otherwise interfere with the learning and working environment of the College shall face increased consequences.
- Students, faculty, and staff possessing valid Colorado Concealed Handgun Licenses are permitted to carry concealed on campus in accordance with state law and CCCS policy. For more details about certain restrictions, please consult with the campus/local police and/or the Housing and Residential Education Handbook, where applicable.
- For more information and compliance, see [SP 19-10, Bullying/Violence/Firearms on Campus](#).

VIOLATION OF COURSE, PROGRAM, OR ACTIVITY RULES:

Violation of established rules as contained in courses, programs activities, regulations, or guidelines and established by departments, regulatory boards, or licensing bodies, including all Housing and Residential Education policies, as applicable.

VIOLATION OF LAWS, DIRECTIVES AND SIGNAGE:

Violating any municipal, county, state or federal laws, or executive orders, or violating any public health orders in a manner that adversely impacts the health and well-being of the campus environment and those on campus.


Conduct meetings for student groups or organizations shall also follow the Student Behavioral Expectations and Responsibilities Resolution Procedure. In any such action, individual determinations as to responsibility will be made and restrictions, conditions, and outcomes may be assigned collectively and individually, and will be proportionate to the involvement of each individual and the organization. Procedures will begin with communication to the President or leadership of said organization.

Addendum C: Annual Compliance Notification Dates 2018-2022

Contact Date	DOA	Title IX/VAWA	Voter's Registration	To Whom	Delivery Mode
1/22/2018	X	X		New CCA Students	Email
5/29/2018	X	X		New CCA Students	Email
8/17/2018	X	X		New CCA Students	Email
1/21/2019	X	X		New CCA Students	Email
5/31/2019	X	X	X	All CCA Students	Email
8/23/2019	X	X	X	All CCA Students	Email
1/13/2020	X	X	X	All CCA Students	Email
6/1/2020	X	X	X	All CCA Students	Email
8/25/2020	X	X	X	All CCA Students	Email
1/18/2021	X	X	X	All CCA Students	Email
5/27/2021	X	X	X	All CCA Students	Email
8/20/2021	X	X	X	All CCA Students	Email
1/20/2022	X	X	X	All CCA Students	Email
9/8/2022			X	All CCA Students	CCA Student Newsletter
9/19/2022	X	X		All CCA Students	CCA Student Newsletter

Addendum D: New Student Orientation AOD Screenscaps

Online Orientation

COMMUNITY COLLEGE of AURORA

Policies & Safety (8 of 9)

Main Menu


Alcohol, Drug, & Tobacco FREE Campus

CCA IS A TOBACCO FREE CAMPUS

- This includes e-cigarettes and vaping products.

You cannot come to campus under the influence or in possession of Alcohol or Drugs

- You cannot consume marijuana in public. Possession and use of marijuana remains illegal under federal law.
- A single marijuana possession charge could impact your eligibility for federal financial aid



Student Code of Conduct & Rights

The Student Code of Conduct outlines student behavioral expectations and responsibilities as members of the CCA community.


The Student Conduct Process is designed to assist students in their development, help them think through their moral and ethical decision making, and realign their behavior with the College's community expectations. In certain incidents, this may involve separation from the College either temporarily or permanently.


Examples of violations to the Student Code of Conduct, include:

- Disruptive behavior
- Academic dishonesty
- Failure to comply
- Physical/non-physical abuse
- Discrimination/harassment

Student Rights

As a CCA student you have the right to be informed about college expectations and guidelines, including but not limited to tuition and fees, federal student financial aid, student complaint processes, and the Student Code of Conduct. All the required disclosure information can be found through the *Right to Know* webpage. This information may also be obtained by contacting the Office of the Vice President of Student Affairs at (303) 360-4932.

 I would like to learn more about Right to Know.



QUICK TIP

We encourage you to read [THE STUDENT CODE OF CONDUCT](#).

35 | Page

Addendum E: Drug-Free Workplace Forms (Pages 22-27)



**Drug-Free Workplace Policy & Work-Related Injuries or Illness Information
Acknowledgement**

I, the undersigned employee of the Community College of Aurora, have received a copy of the Drug-Free Workplace Policy Statement; and

1. I agree to abide by the terms of the policy statement; and
2. I agree to notify my supervisor if I am convicted of violating a criminal drug statute in the workplaces no later than five (5) days after the date of such conviction.

Additionally, I have received a copy of the Work-Related Injuries or Illness notice containing information about what to do in the case of on-the-job injury or illness.

By signing and returning this acknowledgement, I am indicating that I have received and read, in their entirety, the Drug-Free Workplace Policy and the Work-Related Injuries or Illness Information.

Signature

Printed Name

Date

rev. 12/2016



Drug-Free Awareness Program Information Sheet

Pursuant to the Drug-Free Workplace Act of 1988, any organization that is desirous of contracting with any Federal agency must take the following steps to ensure the existence of a drug-free environment for its employees:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specify the actions that will be taken against employees for violation of such prohibition.
2. Establish a drug-free awareness program to inform employees about:
 - the dangers of drug abuse in the workplace;
 - the organization's policy of maintaining a drug-free workplace;
 - any available drug counseling, rehabilitation, and employee assistance programs;
 - the penalties that may be imposed upon employees for drug abuse violations.
3. Require that each employee who will be engaged in the performance of such contract be given a copy of the statement required by paragraph 1 and that, as a condition of employment on such contract, the employee agrees to abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
4. Notify the contracting agency within ten (10) days after receiving notice under paragraph 3 from an employee or otherwise receiving actual notice of such conviction.
5. Within 30 days after receiving notice, impose a sanction on, or require the satisfactory participation in drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by the statute.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1 through 5.

In response to the federal statute, the State Board for Community Colleges and Occupational Education has approved a policy statement requiring all employees at state system community colleges and on the System Central staff whether exempt or classified, to comply with the requirements of the statute. Accordingly, please find attached to this memo a copy of the institutional Drug-Free Awareness Program that should be retained for reference. The program includes the following:

1. A Drug-Free Workplace Policy Statement. Note that a comprehensive list of "controlled substances" under the Drug-Free Workplace Act of 1988 is available for inspection in the workplace.
2. Information about the penalties employees may suffer as the result of drug abuse violations occurring in the workplace.
3. A listing of available drug counseling, rehabilitation, and employee assistance programs.
4. Information about the dangers of drug abuse in the workplace.
5. An Employee Acknowledgement Form. This form must be signed and returned to the Human Resources office no later than five (5) days after receiving the Employee Notification Packet.

If you have any questions, please contact the Human Resources office at (303) 360-4823. Thank you for your cooperation.

rev. 12/2016

Drug-Free Workplace Policy Statement

It is the policy of the System/College's Governing Board that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Any employee who violates the above policy will be subject to appropriate disciplinary action, which includes termination.

As a condition of employment, each employee shall:

1. Abide by the terms of this Policy Statement; and
2. Notify the College and/or System of any drug statute conviction for violation occurring in the workplace no later than five (5) days after such conviction.

Based on State Board for Community Colleges and Occupational Education Policy requiring a Drug-Free Workplace, BP 3-24.

Penalties Employees May Suffer For Violations

Any employee who is convicted of a violation of any criminal drug statute, which occurred in the workplace, will be subject to:

1. Appropriate personnel actions up to and including termination; or
2. Satisfactory participation in a drug abuse assistance, or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agencies.

Drug-Free Awareness Program

As part of its Drug-Free Awareness Program, which includes the Drug-Free Workplace Policy Statement, the College/System provides the following information to all employees:

1. Drug counseling, rehabilitation, and employee assistance programs, which are available to employees of this institution, include:
 - Substance Abuse Treatment Locator
 - AlcoholScreening.org
 - Alcoholics Anonymous (AA)
 - Al-Anon/Alateen
 - American Council on Alcoholism
 - Cocaine Anonymous (CA)
 - Narcotics Anonymous (NA)
 - Nar-Anon
 - Focus on Recovery Helpline
 - National Council on Alcoholism and Drug Dependence Hopeline

Addresses, phone numbers, and a brief synopsis of each above-mentioned drug counseling, rehabilitation, and employee assistance programs as well as additional resources are available by contacting the Human Resources Office at (303) 360-4823.

2. Employees are encouraged to contact the Colorado State Employees Assistance Program (C-SEAP) concerning a wide range of services, from confidential counseling to the Drug-Free Workplace requirements.

C-SEAP is available for all state employees and their immediate family members (15 and older) and offers confidential counseling, supervisory consults, conflict resolution, crisis intervention, training/workshops, drug-free workplace coordination, problem solving, violence prevention, and more! For more information or to make an appointment, contact C-SEAP at (303) 866-4314 or (800) 821-8154.



Work-Related Injuries or Illness Information

The Community College of Aurora strives to provide safe working conditions for all employees. However, injuries on the job do occur and prompt medical treatment of these injuries has been arranged through HealthONE Occupational Medicine & Rehabilitation Clinics and Concentra Medical Centers. If you are injured while at work, these are the only authorized facilities for treatment. Any medical cost incurred at locations other than these facilities is the responsibility of the employee. To locate a center near you, visit:

HealthONE Occupational Medicine and Rehabilitation Clinics

<http://healthoneoccmed.com/locations/>

or

Concentra Medical Centers

<http://maps.concentra.com/corporate/>

You must notify the Human Resources Department at (303) 360-4823 as soon as possible if a work-related injury or illness occurs.

If you, or a fellow employee, is injured in a life- or limb-threatening manner, medical care should be obtained from the nearest emergency medical facility (hospital emergency room).

rev. 12/2016

OCCUPATIONAL MEDICINE AND REHABILITATION DIRECTORY

AURORA

1444 S Potomac St, #200, Aurora, CO 80012
p: 303.214.0000 | f: 303.343.8135
M-F 7:00-5:00, PT, OT & X-Ray

PROVIDERS:

Matthew R. Lugliani, MD, MPH**^
Christian O. Updike, MD**^
Thanh (Tom) Chau, MS, PA-C^^

CARE COORDINATOR: Lorena Ruelas

PRACTICE ADMIN: Shelly Johnson

CareNow Urgent Care & Occupational Medicine

5990 S University Blvd, Greenwood Village, CO
80121 p: 720.446.5890 | f: 303.797.5505
Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

M. Susan Zickefoose, MD**^
Jessica Madden, MD^

CENTER MANAGER: Rosa Orellana

CareNow Urgent Care & Occupational Medicine OPENING DECEMBER 13, 2016

5620 S Parker Rd, Aurora, CO 80015
p: 720.446.5893
Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

Martin Kalevik, DO**^
Sharon M. McKelvey, DO^

CENTER MANAGER: Carol Anderson

LODO

1515 Wazee #D, Denver, CO 80202
p: 303.534.9550 | f: 720.932.7805
M-F 7:00-5:00, PT & X-Ray

PROVIDER:

Paul T. Rafter, MD**^

CARE COORDINATOR: Elizabeth Gurley

PRACTICE ADMIN: Elizabeth Gurley

NORTH SUBURBAN

9195 Grant St. #100, Thornton, CO
80229p: 303.292.0034 | f: 303.292.0097
M-F 7:00-5:00 | PT, OT & X-Ray

PROVIDERS:

Heip Ritzer, MD**^
Robert W. Watson, Jr., MD, MPH**^
Katherine Drapeau, DO**^

CARE COORDINATOR: Diane Leiker

PRACTICE ADMIN: Berenice Chavez

CareNow Urgent Care & Occupational Medicine

OPENING DECEMBER 20, 2016

7120 County Line Rd, Highlands Ranch, CO 80126
p: 720.446.5891
Mon-Fri 8am-10pm, Sat 8am-8pm, Sun 8am-5pm

PROVIDERS:

Mary Nolan, MD**^
Malin Sadler, MD^

**Indicates Level II Accredited Providers

*Indicates Level I Accredited Providers

^ NRCME Certification

Emergency Department Care Coordinator..... 303.788.9288

MRO Services.....p: 303.584.8165 | f: 1.866.210.2798 | MROservices.OccMed@HealthONEcares.com

Customer Service.....Brian Narber | p: 303.886.9398 & Karen McGuire | p: 303.330.7989

Billing Department Customer Service.....855.900.8084

Occupational Medicine/Rehabilitation Market Manager.....Celeste Tucker | Celeste.Tucker@HealthONEcares.com



www.CareNowDenver.com



www.HealthONEoccmed.com

Updated Nov. 18, 2016

Concentra Urgent Care Locations		
Name	Address	Hours
Aurora North	15235 East 38th Ave, Aurora, CO 80011	Regular : (Mon. - Fri.) 8am - 8pm(Sat.) 8am - 4pm; Holiday : (Christmas Eve) 8am - 2pm,(Christmas Day) Closed,(New Year's Eve) 8am - 4am
Aurora Southeast	10355 E Iliff Avenue, Aurora, CO 80247	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Aurora Chambers	3449 Chambers Road Suite B, Aurora, CO 80011	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (All Holidays) Closed
Boulder	3300 28th Street, Boulder, CO 80301	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Tech Center	11877 E. Arapahoe Rd., Centennial, CO 80112	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (All Holidays) Closed,(Christmas Eve) 8am - 3pm
Downtown Denver	1730 Blake Street Ste. 100, Denver, CO 80202	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
North Denver	420 E 58th Avenue Ste. 111, Denver, CO 80216	Regular : (Mon. - Fri.) 7am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 7am - 3pm
South Broadway	1212 S Broadway Ste. 150, Denver, CO 80210	Regular : (Mon. - Fri.) 7am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 7am - 3pm
Stapleton	5855 Stapleton Drive North Suite A-130, Denver, CO 80216	Regular : (Mon. - Fri.) 7am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 7am - 3pm
Cherry Creek	875 South Colorado Blvd, Denver, CO 80246	Regular : (Mon. - Fri.) 8am - 8pm(Sat.) 8am - 4pm,(Sun.) 10am - 4pm; Holiday : (Christmas Eve) 8am - 2pm,(Christmas Day) Closed,(New Year's Eve) 8am - 4am
Highlands Ranch	9330 South University Blvd. Suite 100 & 120, Highlands Ranch, CO 80126	Regular : (Mon. - Fri.) 8am - 8pm(Sat.) 8am - 4pm,(Sun.) 10am - 4pm; Holiday : (Christmas Eve) 8am - 2pm,(Christmas Day) Closed,(New Year's Eve) 8am - 4pm
Lakewood Simms	11185 W. 6th Ave., Lakewood, CO 80215	Regular : (Mon. - Fri.) 8am - 6pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Littleton	20 W Dry Creek Circle Suite 100, Littleton, CO 80120	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (Christmas Eve) 8am - 3pm,(Christmas Day) Closed
Thornton Parkway	550 East Thornton Parkway Suite 110 , Thornton, CO 80229	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (All Holidays) Closed
Thornton	500 E 84th Avenue Ste. B14, Thornton , CO 80229	Regular : (Mon. - Fri.) 8am - 5pm; Holiday : (All Holidays) Closed,(Christmas Eve) 8am - 3pm

Addendum F: Annual Security (Clery) Reports 2021

The Annual Security Reports (ASRs) are updated annually and are available on the CCA website under Campus Security and Safety. Below are links to the two reports for each CCA physical location, the Lowry and CentreTech sites.

[Lowry ASR](#)

[CentreTech ASR](#)