



Drug-Free Schools and Communities Act

Our Lady of the Lake University

Biennial Report 2017 & 2018

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OUR LADY OF THE LAKE UNIVERSITY

A Catholic comprehensive liberal arts and sciences university sponsored by the Sisters of the Congregation of Divine Providence, Our Lady of the Lake University (OLLU) enrolls approximately 3,200 diverse undergraduates, graduate students, and adult learners. Located in San Antonio, OLLU offers bachelor's, master's and doctoral degrees in weekday, evening, weekend, and online formats. Through its College of Arts and Sciences, College of Professional Studies, the School of Business and Leadership, the Worden School of Social Service, and the Woolfolk School of Communication Sciences and Disorders, OLLU offers undergraduate majors and minors in 33 fields, master's degrees in 14 areas of study, and three doctoral degree programs.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The Drug-Free Schools and Communities Act (DFSCA) and its 1989 amendments as described in Part 86 of the Education Department General Administrative Regulations (EDGAR) require colleges and universities to adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees as a condition of receiving funds or any other form of financial assistance under any federal program. The program must include the following:

- Standards of conduct for employees and students which clearly prohibit the unlawful possession, use, or distribution of alcohol and illicit drugs;
- A description of legal sanctions and penalties for violating federal, state, and local laws related to the unlawful possession, use, or distribution of alcohol and illicit drugs;
- A clear statement on sanctions that students and employees will be subject to if found in violation of university policies related to the unlawful possession, use, or distribution of alcohol and illicit drugs; and
- Information on resources, treatment, counseling, and support services available to students and employees.

Additionally, institutions of higher education, must notify all students and employees of each of these components as well as prepare and share a biennial review of its program to ensure continual improvement of its efforts.

OLLU has adopted and implemented such standards and has provided clear information to students and employees on possible sanctions (legal and university based) and available support services. OLLU has also hosted a variety of events aimed at preventing the abuse of such substances as required by the DFSCA. This report includes information on a) OLLU standards and policies related to alcohol and drugs; b) information on ways community members were notified of the standards and policies; c) prevention and educational events hosted during the 2017 and 2018 calendar years; d) an assessment of the program's strengths and weaknesses; and e) goals and recommendations for improvement as required by the DFSCA.

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Bressler, Associate Professor of Sociology; Creighton Chandler, Director of University Ministry; Julie Kneupper, Assistant Director of Health Services; and Dr. Joan Biever, Associate Provost and Interim Director of Counseling Services. The report can be found on the OLLU website in the Consumer Information section.

STANDARDS OF CONDUCT, POLICIES, AND INFORMATION

Statements clearly describing OLLU's standards of conduct that prohibit unlawful possession, use, and distribution of illicit drugs and alcohol on its property can be found in a number of university documents available to students and employees via online and hardcopy handbooks, handouts, training modules, and presentations. These documents include the following:

1. Student Code of Conduct, Articles I and III
2. Student-Athlete Handbook
3. Employee Conduct and Job Performance Rules
4. Statement on Compliance with the Drug Free Schools and Communities Act of 1989
5. Alcohol Distribution Policy
6. Smoking Policy
7. Regulations and Requirements for Residence Students: Alcohol Possession and Consumption
8. Resident Student Policies and Procedures: Swimming Pool
9. Hazing Policy
10. Vehicle Usage Policy

Student Code of Conduct

Article I-Disciplinary Conduct (Appendix A) of the Student Code of Conduct states that,

"any student found to have committed the following misconduct is subject to disciplinary sanctions: ...Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulations, including public intoxication and driving while intoxicated. The University alcohol policy is as follows: The University does not permit the sale, purchase, possession or consumption of alcohol to or by persons less than 21 years of age. The use of alcohol in Providence Hall and/or designated areas is permitted when done in a responsible, moderate and legal manner. Kegs, party balls and wine boxes are prohibited in all of the residence halls" (p. 64-65).

Article III-Sanctions (Appendix B) of the Student Code of Conduct continues by stating that,

"the following non-academic sanctions may be imposed upon any student found to have violated the Student Code of Conduct:" warning, probation, loss of privileges, fines, restitution, behavioral requirement, discretionary sanctions, residence hall probation, residence hall reassignment, residence hall suspension, residence hall expulsion, administrative suspension, co-curricular suspension, suspension, dismissal, and expulsion (p. 67-68).

The document goes on to explain describe "the minimal sanctions for violations of the Student Code of Conduct" (p.68). The minimal sanctions for alcohol related activity and possession of narcotics or controlled substances are included in this section and they are described as follows:

“The following are the minimal sanctions for violations of the Student Code of Conduct. These sanctions apply only to first time offenses. Repeat offenders may receive more serious sanctions, up to and including any combination of the aforementioned sanctions:

1. Alcohol-related activity: Probation, Fine (\$50 minimum), Evaluation and/or Personal Counseling and/or referral, Community Retribution (25 hours minimum)
...
17. Possession or use of narcotics or controlled substances: Probation, Fine (\$50 minimum), Drug Assessment, Evaluation and/or Personal Counseling and/or referral, Community Service, hours will be determined” (p. 69).

Student-Athlete Handbook

OLLU is part of the National Association of Intercollegiate Athletics (NAIA) and is a member of the Red River Athletic Conference (RRAC). Student-athletes are bound by the Student Code of Conduct as well as the standards outlined by the Athletics Department in the Student-Athlete Handbook, each of which states the university’s standards related to drug and alcohol use. The Code of Ethics for Student-Athletes (Appendix C) found in the Student-Athlete Handbook provides a clear statement explaining OLLU’s expectation that athletes are to:

“willfully abide by all local, state and federal regulations as well as all OLLU and NAIA policies and procedures throughout all games and practice” (p. 5).

Additionally, the handbook states that OLLU discourages,

“the use of illegal drugs, both on and off campus, and to provide a learning environment that is drug free at every level of the educational and athletic process. OLLU student-athletes are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the OLLU and external communities. Leadership brings additional responsibilities. While off campus, student-athletes represent the University and depict its character, therefore it is expected that individuals at OLLU exhibit leadership qualities and respectable character while off campus, as well as on campus” (p. 6).

The handbook clearly states that,

“any student-athlete found selling, in the possession of any illegal drug or drug paraphernalia shall be reported immediately to the proper law enforcement authorities. The student-athlete may lose athletic grant in aid or scholarship privileges and be removed from all participation, along with any other sanctions required by the University under the Student Code of Conduct” (p. 11).

The handbook also contains the Drug Testing Policy (Appendix D) as well as a description of the disciplinary procedures to be followed when students are found in violation (Appendix E). OLLU reserves the right to periodically perform random drug screening for the use of illegal drugs and substances banned by the NAIA on a select number of eligible student-athletes.

“Several, not to exceed four per athlete, drug screening tests may be conducted during the academic year. Additionally, the NAIA may also require a mandatory drug screening test during each semester of the academic year. The NAIA may also require a drug screening test if a team is selected for post-season championship play. OLLU also reserves the right to test any eligible student-athlete for the use of prohibited drugs and controlled substances when actions of said individual student-athletes are such to provide reasonable suspicion of the use of prohibited drugs or controlled substances. Any coach, administrator, support staff, faculty, or parents may report reasonable suspicion to the Senior Women’s Athletic Administrator (SWAA) or their designee who will, along with the referring party, decide on the need for drug screening” (p. 7).

Disciplinary procedures are administered based on the results of the initial tests. A positive test by the NAIA or Red River Athletics Conference will be considered as an offense against this policy. Sanctions will be implemented by the appropriate governing policies of the NAIA and OLLU. Any student-athlete receiving a confirmed “positive” drug test will be subject to the following after the first positive test:

- a. The Senior Women’s Athletic Administrator (SWAA) will be notified in writing by the Athletic Trainer of the positive test. The SWAA will notify all staff she deems appropriate or necessary (this shall include, but is not limited to the head coach, head athletic trainer, and faculty athletic representative).
- b. The SWAA may notify the parent(s)/legal guardian of the student-athlete’s positive test in accordance with FERPA.
- c. The SWAA will hold a meeting of all the involved parties (including, but not limited to, the head coach of the student-athlete’s sport, head athletic trainer, parent(s)/legal guardian, and faculty athletic representative).
- d. Any student-athlete at OLLU who receives a “positive” drug test will be required to attend intervention and counseling through the OLLU Counseling Center, OLLU Community Counseling Service or other outside agency. The services provided by the OLLU Counseling Center are at no cost to the student-athlete. The number of counseling sessions needed by the student-athlete will be at the discretion of the provider. Failure to attend a mandatory session will result in the student-athlete being suspended from the next scheduled contest of their sport. Student-athletes are required to provide a release to their head coach for the provider to provide limited information to the coach regarding attendance only.
- e. Additional sanctions will be left to the discretion of the head coach including game suspensions and possible release from the team for drugs that are illegal by state and federal law. Coaches may be required to release student-athletes from a team if they are also in violation of the Red River Conference or NAIA rules and regulations. The student-athlete will be tested every time the sport conducts a random test of that team until his/her eligibility has expired or the student-athlete is no longer with the team, whichever occurs first.

A student-athlete receiving a second confirmed “positive” drug test will be subject to the following:

- a. The student-athlete will immediately be suspended from competition for 25% of all team related activities including practices and contests in that season for his/her sport. The suspension will be served immediately following the positive results. If there are not 25% of all contests remaining in the season, the suspension will carry over to the next season.
- b. The SWAA may notify the student-athlete’s parent(s)/legal guardian of the second “positive” test in accordance with FERPA.
- c. The SWAA will schedule a meeting of all involved parties.
- d. The student-athlete may participate with his/her team’s practices or activities at the head coach’s discretion.

- e. The student-athlete must continue mandatory counseling, as deemed appropriate by the OLLU Counseling Center.

Finally, any student-athlete receiving a third confirmed “positive” drug test will be subject to the following disciplinary measures:

- a. The student-athlete will be suspended for one year from the date of the positive test and his or her athletic scholarship will be removed immediately. There will be no renewal of his/her scholarship, and any further punishment will be left to the discretion of the student-athlete’s head coach.

As per the Student-Athlete Handbook, the Safe Harbor Program allows students to self-report substance abuse problems without penalties.

“A student-athlete eligible for the OLLU Safe Harbor Program may refer himself or herself to the Program for voluntary evaluation and counseling. A student is not eligible for the program after he or she has been informed of an impending drug test or after having received a positive OLLU University, Red River Conference or NAIA drug test. The University works with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the treatment plan. Director of Health Services may suspend the student-athlete from play or practice if medically indicated. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed thirty days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program thirty days prior to NAIA or Conference postseason competition.

If a student-athlete tests positive for any banned substance after entering the Safe Harbor Program or fails to comply with the Safe Harbor treatment plan, the student is removed from the Safe Harbor Program, the initial Safe Harbor positive test will be treated as a first positive and a subsequent positive as a second positive test which will then be subject to the sanctions explained in this policy” (p. 9).

Residential Handbook

Chapter VIII of the Student Handbook (“Residence Life”) is dedicated to items related to Residence Life including standards, policies, procedures, and resources for students. The “Regulations and Requirements for Residence Students” section quoted below further describes expectations for residential students around alcohol use (Appendix F).

Alcohol Possession and Consumption

“The Residence Life Office is extremely concerned about the manner in which alcohol use may affect the behavior and academic performance of resident students. Research indicates that college-age students are more likely to abuse alcohol than any other age group in the United States. Such abuse often results in alcohol poisoning, addiction, and death. Alcohol use is frequently associated with inappropriate and sometimes illegal behavior and has been shown to impair judgment in many situations, often with unfortunate consequences. The Residence Life Office is especially concerned with behaviors that violate or interfere with the rights of others and the dignity of self. Regarding the consumption of alcohol by students of legal drinking age, local, state, and federal laws must be

observed at all times. Of primary importance to the University community are the following regulations:

- Alcoholic beverages are prohibited to persons younger than twenty-one (21) years of age.
- Persons twenty-one (21) years of age and older are prohibited from providing alcoholic beverages to minors.
- Intoxication, disorderliness, and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.
- Students engaging in self-destructive behavior, that which impedes a student's ability to enjoy the privileges of education and to fulfill one's obligations as an educated member of society, should seek assistance from applicable resources. It is the entire University community's responsibility to respond to such behavior.

The following guidelines apply to possession and consumption of alcohol in the residence halls:

- Alcoholic beverages are permitted in Providence Hall. Resident students of this hall aged twenty-one (21) or over are permitted to possess and to responsibly consume alcohol in their residence hall rooms, provided all individuals present are aged twenty-one (21) or older.
- Alcoholic beverages are prohibited in Ayres, Centennial, Flores, Pacelli, and St. Ann's Halls. Residents of these halls, even if aged twenty-one (21) or older, are prohibited from possessing and/or consuming alcohol in their rooms.
- Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) inside and outside the residence halls except at those events approved by the Student Leadership and Development Office and the Office of Residence.
- Kegs and party balls, alcohol/liquor bottles, and beer cans with or without alcohol, are prohibited in the residence halls. This includes empty kegs or party balls brought on campus for storage purposes or to be used as furniture or decoration.
- Refer to the "Policy on Alcohol Distribution" for additional information" (p. 96).

Decorations

"Resident students may hang pictures, posters, and other decorations by means that do not leave permanent marks, holes, or other damages to walls, doors, ceilings, floors, and other fixable surfaces. Tacks, nails, screws, masking tape, double-sided tape, glue, and other permanent adhesives are prohibited on walls, doors, ceilings, floors, and other fixable surfaces. Due to the building's age, rooms in Providence Hall have very sensitive walls. Adhesive putty may not be applicable for these walls. Resident students will be charged for any damages. Alcohol containers open or closed and drug paraphernalia are considered inappropriate room decorations. If these types of items are found in residence hall rooms, Residence Life staff members will confiscate and dispose" (p. 98).

Swimming Pool

"Resident students may use the Pacelli-Ayres pool from 10:00 a.m. to dusk, seven (7) days a week while classes are in session. Alcoholic beverages are prohibited in and around the pool area and patio" (p. 95).

Employee Handbook

Standards and policies for employees were listed in the Employee Handbook as well as the *Statement on Compliance with the Drug Free Schools and Communities Act of 1989* (Appendix G) which every employee receives when hired. Section 18 in the “Human Resource Policies” chapter of the handbook lists *Employee Conduct and Job Performance Rules* (Appendix H). Rules are categorized into three different groups. Rules 3 and 4 from Group 1 address alcohol and drug use. The handbook states the following for all Group 1 rules:

“all employees must adhere to the following University rules. Violation of any one of these rules will be cause for immediate discharge....

3. Use or possession of an illegal or controlled drug or intoxicant.

4. Reporting to work under the influence of intoxicants, narcotics, or drugs which could have an adverse effect on the safety of other employees.

The rules apply to all employees for whom disciplinary terminations may only be carried out for cause. These are employees who have completed the 90 day probationary period up through the level of Director. It is the responsibility of each employee to know what University and departmental rules and regulations exist and to observe them at all times” (p. G34).

The *Statement on Compliance with the Drug Free Schools and Communities Act of 1989* which is also found in the Employee Handbook expresses the following:

“OLLU contends the abuse of substances can have devastating effects on an abuser’s physical health and spiritual well-being. Even those substances which one might consider mild can derail an abuser’s personal, academic and professional life. The following information is from the Drug Enforcement Agency publication regarding Health Risks of Controlled Substances. Additionally, the following OLLU departments/programs provide educational awareness, resources, and referrals or assessments to treat such abuse of alcohol and other drugs:

- Counseling Services
- Health Services
- OLLU Cares

OLLU promotes an environment to prevent the use of illegal drugs and the abuse of alcohol by students and employees. The OLLU Employee Handbook provides policies clearly prohibiting the unlawful possession, use or distribution of illegal drugs and alcohol on OLLU property or as part of any University activities” (p. G10).

Additionally, the statement lists all possible legal sanctions. All employees have access to the aforementioned rules and statements via the OLLU portal. In February 2018, a reminder of standards and policies related to alcohol and other drug (AOD) use was also provided via an employee training video which all employees were required to watch.

Other AOD Related Policies

Alcohol Distribution Policy

Standards pertaining to alcohol and drugs are expanded on in several other university policies. The Alcohol Distribution Policy (Appendix I) discusses acceptable practices for the sale, purchase, and consumption of alcohol. It governs “the use of beer, wine, distilled spirits and any alcoholic beverages on the university campus and at activities sponsored or sanctioned by the university on adjacent properties owned by the Congregation of Divine Providence” (Student Handbook p. 31). In a further effort to create a safe environment, the policy continues by explicitly prohibiting “uncontrolled alcohol sampling, drinking contests, the sale of reduced-price alcohol (“happy hour drinks”) and kegs of beer” (Student Handbook, p. 32).

Smoking Policy

The Smoking Policy (Appendix J), articulated below, applies to all employees, students, consultants, contractors, and customers and can be found in both the Employee and Student Handbook.

“While the university acknowledges that individuals may freely choose to smoke, such action will not be permitted to endanger the health of nonsmokers or cause unreasonable discomfort or annoyance. The preponderance of medical research findings indicate that the health of non-smokers is endangered by exposure to secondary smoke. Smoking and tobacco products, including chewing tobacco are prohibited inside all university buildings as per university policy. This includes common work areas, classrooms, conference and meeting rooms, private offices, residence halls, hallways, elevators, lounges, stairs, restrooms, the cafeteria and all other enclosed facilities. Smoking in the court yard or parking lots is also prohibited. Smoking is prohibited inside all university owned or leased vehicles. Students, faculty and staff may smoke in their personal vehicles, but must be completely contained within the vehicle. Failure to comply with all of the components of this policy may result in disciplinary action” (Employee Handbook, p. G.47; the Student Handbook, p.48).

Hazing Policy

OLLU’s Hazing Policy (Appendix K) is consistent with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157). The Hazing Policy, found in the Student Handbook, clearly states that hazing is prohibited and defines hazing as:

“...any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student” (p. 39).

Vehicle Usage Policy

Also found in the Student Handbook is the university’s Vehicle Usage Policy (Appendix L) which prohibits

“the use of alcohol and illegal drugs ... while traveling in University vehicles. Failure to comply will result in loss of vehicle reservation privileges, in addition to prosecution in compliance with local, state and federal laws” (p. 61).

NOTIFYING THE COMMUNITY

Students

Alcohol and drug related standards, sanctions, and procedures, information on health risks associated with AOD use, possible legal sanctions, as well as treatment, rehabilitation and other support services available to students can be found in the Student Handbook. To ensure students were aware of the handbook and its contents, students were prohibited from logging on to the university portal in 2017 and 2018 unless they acknowledged that they were aware of its existence and that they understood it was available at a link provided to them. Students were required to acknowledge this before they were granted permission to log on to the OLLU portal in 2017 and 2018. Failure to acknowledge this resulted in their inability to access the portal which contains access to important information and web services. When their acknowledgement expired a year after signing the acknowledgement, they received an automated prompt requiring a new acknowledgement. This process is repeated until the student is no longer enrolled at OLLU.

Students were apprised of OLLU's alcohol and drug policies during Blue Nation Orientation, as well. Via programming described in more detail later, leaders facilitated conversations that served to help new students acclimate to college social life and navigate away from potential dangers. These discussions naturally flowed to descriptions of OLLU standards.

In a further effort to ensure that students were aware of this important information, the Vice President of Student Affairs sent an email to all enrolled students which contained the following:

- A statement on the university's standards related to AOD;
- Information on health risks associated with the use of AOD;
- A statement recognizing the adverse effects AOD use can have on ones' spiritual well-being;
- Links to OLLU offices that can provide information, resources, referrals, and assessment;
- A description of possible legal sanctions under federal, state, and local laws; and
- Information on the range of sanctions that can be imposed when university policy and standards are violated.

The emailed text can be found in Appendix M.

A reminder of the Hazing Policy was sent to students by the Assistant Vice President of Student Affairs via email in September 2017 and September 2018 (Appendix N). Digital flyers explaining the policy, providing examples of hazing (including drug use), and listing possible legal consequences featuring information related to hazing were displayed on university digital boards around campus as well.

Student-Athletes

A special handbook for student-athletes which details relevant information was provided to each athlete at the beginning of each academic year. The handbook also includes information on counseling services provided to students via our Counseling Services Office as well as OLLU's Community Counseling Service. Standards, policies, and procedures were explained separately to each athletic team by their individual coaches in the fall of 2017. In 2018, the delivery method changed, and athletes were no longer oriented by team coaches. Instead, they were introduced to the standards, policies, procedures, and support

services by the Athletics Administrative Team at the Student-Athlete Orientation which brought all athletes together. During both years, athletes were required to read the alcohol policy and acknowledge they understood it. They were also required to sign the Drug Testing Policy consent form as well as the NAIA's Drug Testing Consent form which states they understand they could be subjected to random drug testing. (This must be signed by parent or legal guardian if the student-athlete is under the age of 18).

Residential Students

Residential students were provided a hard copy of the Residence Life Handbook which includes information on standards related to AOD upon checking-in to the residence halls. Policies, expectations, and standards related to alcohol and drug use are clearly stated in the document. In an effort to further familiarize residential students with the standards of conduct, policies, procedures, and support services, RAs held mandatory floor meetings at the start of each semester to review policies. The alcohol policy, expectations for each hall, and standards were reviewed at each meeting in 2017 and 2018.

Student Organizations

The Office of Student Leadership and Development (SLD) organizes an annual Recognized Student Organizations (RSO) Institute that introduces student groups to OLLU's standards of conduct as well the university's policies, procedures, and sanctions tied to violations. During the fall of 2017 and fall 2018 institutes, staff members reviewed alcohol and drug policies as well as forms which need to be submitted when hosting events where alcohol will be served. Every active student organization is required to send at least one representative to the institute and their student organization adviser must attend as well. In addition to the RSO institute, organization advisers are also required to attend the "Student Organization Adviser Workshop." Advisers are faculty or staff members selected by student groups to help guide organizations. During the Adviser Workshop, advisers are briefed on the alcohol and drug related standards, policies, and forms groups are required to submit when hosting events with alcohol. The SLD Office hosted an Adviser Workshop in the fall of 2017 and again in the fall 2018.

Employees

Staff members were apprised of alcohol and drug related policies, sanctions, health risks, and treatment options on their first day of work and then again during a day long New Employee Orientation. Employees are required to read and acknowledge receipt of OLLU's Drug-Free Schools Statement within the first few hours of reporting to work on their first day. Their signed acknowledgments are kept in the Human Resources Office. A new employee packet provided to all staff members includes pamphlets describing the counseling services available to staff, including the free services provided at the OLLU Community Counseling Service. These materials are also available in the Employee Handbook as well as the employee portal.

In an effort to reinforce university standards, all staff members were reminded of each of these items via OLLU's Annual Training which employees were required to complete in 2018. Ninety eight percent (98%) of staff members and 97% of all faculty members completed that training in February 2018.

CREATING, UPDATING, AND ENFORCING STANDARDS

Students

OLLU's commitment to providing a safe, healthy, and productive community for all of its students and employees is maintained by upholding its standards through the enforcement of policy. Student Code of Conduct violations are handled through OLLU's Judicial Procedures which are overseen by the Vice President of Student Affairs. When a violation or a complaint is discovered, it is routed to the Judicial Affairs Officer or their designee. Violations were handled by the Director of Residence Life/ Judicial Officer and by the Assistant Vice President of Student Affairs in 2017 and 2018. The Judicial Officer/Designee begins the judicial procedures by reaching out for an initial meeting to a student thought to be in violation. During the meeting, the Judicial Officer/Designee will explain their role and the student is given an opportunity to respond to the allegation. If the student agrees to accept immediate responsibility for their actions and the sanctions determined by the Judicial Affairs Officer/Designee, the matter may be resolved at that time or shortly thereafter.

If the initial meeting results in a need for an investigation, the Judicial Officer/Designee will complete the investigation as soon as possible. The Judicial Officer/Designee will make a written determination regarding the allegations and send a determination letter to the student along with information regarding the process to appeal the decision. The student may appeal the decision to the Vice President for Student Affairs (or their designee). Possible sanctions are described in the "Standards of Conduct, Policies, and Information" section of this report as well as (Appendix B). Any Student Code of Conduct violations which are also considered crimes are reported to University Police for proper processing.

In 2017, the university began using Advocate, a software system which helps manage and track student conduct cases, in an effort to ensure consistency in adjudication as well as to better evaluate violation patterns that may warrant special attention.

The Student Code of Conduct is undergoing a review by the Office of Student Affairs in 2019. The review includes an evaluation of the standing policies related to alcohol and drugs. Updates will be submitted to President's Council who has approval authority over university policies.

Student-Athletes

Violations of Code of Ethics for Student-Athletes or the athlete specific AOD policies are adjudicated by the Senior Women's Athletic Administrator (SWAA) and the athlete's head coach has the authority to provide additional sanctions where appropriate when a student is found in violation. Athletes may appeal the SWAA's decision to the Athletic Director or his/her designee. A robust review of the policies and procedures in 2018 yielded a number of changes which resulted in stronger policies, standards, and practices.

Employees

To promote fairness and consistency throughout the university, in connection with acceptable standards of work performance and conduct on the job, the university has established reasonable rules for employees to observe. When any of these rules or standards is violated, corrective action may be initiated by the supervisor to bring the employee's job performance and/or job conduct up to the expected standard. The kind of corrective action initiated by the supervisor depends upon the severity

of the situation, however, whenever possible, counseling and other non-punitive procedures should be used before formal corrective action is taken. Counseling is a fundamental part of supervisory responsibilities in dealing with employees.

When rule infractions, misconduct, or substandard performance occur, supervisors should take action to correct the employee. This is done through a progressive corrective disciplinary procedure. The degree and severity of the violation should dictate the corrective discipline that will be imposed. Corrective progressive discipline does not apply to serious acts of major misconduct, insubordination, gross negligence, or gross disregard of the employee's obligation to OLLU. Major violations will subject the employee to discharge on the first offense. Progressive disciplinary corrective action applies to less serious offenses. The procedure involves increasingly severe penalties each time an employee is disciplined. Except for extremely serious acts of major misconduct and/or job performance, employees should not be discharged for the first offense. Individual counseling, warnings, and possible corrective actions are necessary steps for employees to improve their conduct in the performance of their jobs. It is equally important that full recognition be given employees who do make real and successful efforts to correct their deficiencies. Instead, the sequence of progressive corrective disciplinary action should be applied as follows:

- Informal Warnings - reminders supervisors may give to employees at their discretion that an infraction of rules or substandard level of job performance might be reached should the employee (1) persist in the course of action they are taking or (2) not take corrective action. The informal warning also serves to advise employees that the supervisor is aware of a situation and that formal warnings may ensue if corrective action is not taken. The employee should be advised of a specific time in which to correct the problem. The employee should be advised that a written record is being made of the counseling or verbal warning for the supervisor's record only. If the employee corrects the problem within the given time, the written documentation of the warning may be destroyed. If the employee does not correct the problem within the given time, the supervisor may then issue a formal warning.
- Formal Written Warnings - Warnings which (1) identify the specific problem cause, (2) cite what specific corrective action must be taken by the employee being disciplined, (3) establish a reasonable time period in which the desired behavior correction must occur, and (4) specify what further corrective action will ensue should the rule(s) violation continue.
- Final Warning - The last written warning prior to discharge. This warning indicates, along with the problem and corrective actions (if any) previously initiated, that the employee is marginal and any further rule violation will result in immediate discharge. The employee is made aware that any further misconduct will result in discharge subject to the following of prescribed procedures.
- Discharge - The most serious form of disciplinary action. Separation from the university.

This information is provided to all employees upon hire and is available to them on the university portal. An updated log of all disciplinary action imposed on employees is kept by the Office of Human Resources to help ensure consistency in the enforcement of policy and to facilitate the process of reviewing possible patterns or identifying ongoing issues.

ONGOING EDUCATION

OLLU takes seriously the known harmful impact that the use of alcohol and other drugs can have on the physical, intellectual, spiritual, and psychological well-being of individuals who work and attend school at the institution, and on the campus environment and culture. The university provides alcohol and drug education programming that seeks to inform individuals about the law, university policy, and the responsible use of alcohol for those who are of age to consume it. The responsibility for providing ongoing education was distributed among a variety of university offices. This ensured a wider reach that is not dependent on an individual student's niche. A newly formed committee will be responsible for ensuring a steady stream of diverse programming is available that can touch all students and employees.

Student Affairs Office

The Student Affairs Office empowers students to explore experiential opportunities that enhance the whole person to create individuals prepared for life-long learning in a diverse world. Offices within the Division of Student Affairs include Campus Recreation, Counseling Services, Health Services, International Folk Culture Center, Residence Life, and Student Leadership and Development (SLD). Student Affairs hosted a number of events between 2017 and 2018 specifically focused on educating the community on alcohol and drug abuse.

During Freshman Orientation, the Student Affairs Office, in collaboration with the SLD Office, presented "The Hook Up" program which dramatizes real life scenarios featuring dilemmas related to alcohol use, dating relationships, and consent. The program also trains on bystander intervention and is provided by Catharsis Production Company which focuses on training college age students. The presentations were followed by an opportunity for students to ask questions of the facilitators and they were also able to discuss the scenarios with student leaders.

In 2017, the Student Affairs Office and the Compliance Office offered the "Know Your Limits" training to all enrolled students. "Know Your Limits" is an online class "that teaches students skills for responsible drinking. Students are taught the importance of moderating alcohol consumption, the dangers of binge drinking, skills to drink responsibly, and how to intervene when a friend has had too much to drink" (EduRisk). Gift cards were offered as participatory incentives. In April 2018, the Student Affairs Office hosted the "Take the Keys" event. "Take the Keys" provided a simulator that allowed students to experience the effects of drinking under the influence of drugs and alcohol.

Recognizing the importance of offering alternatives, the Student Affairs Office was vigilant about encouraging all offices they supervise, as well as the Student Government Association, to offer dry events or non-alcoholic drinks at events where alcohol was offered.

Athletics Department

The Athletics Department's commitment to providing a drug-free environment extends beyond providing information. The university recognizes a responsibility to ensure each student a safe, healthy, and supportive educational environment. Part of the administration's responsibility is to periodically take necessary precautions which provide for the welfare and safety of our student-athletes, coaching staffs, athletic training staff, administration, and support personnel.

Student-athletes are required to participate in a robust prevention program. As members of the NAIA, OLLU athletes participate in the association's Champions of Character program which aims to "provide

training to instill the values that build character, so students, coaches and parents know, do and value the right thing on and off the field” (NAIA). As part of the program, student-athletes are required to participate in the “My Playbook Drug Free Sports Program” which consists of a series of educational modules covering topics on drug use and athletic performance, among many other things. Some modules focus specifically on health risks associated with the use of drugs and alcohol. Additionally, athletes have access and are encouraged to use the Drug Free Sport (DFS) Partnership resource center which provides information on health and wellness topics. DFS offers information on NAIA’s drug education efforts and testing, banned substances, and mental health issues. DFS provides access to drug-use deterrence programs and sport drug education. The resource provides athletes access to educational information to make informed decisions regarding health and wellness.

Office of Residence Life

The Office of Residence Life provides an atmosphere conducive to the development of resident students’ personalities and abilities. This living and learning experience allows students to grow as individuals through the development of new friendships, the exploration of new ideas, and involvement in new activities. The residence hall atmosphere encourages growth through academic, cultural, social and physical programs, and activities. Much of this is done through the Residence Assistants (RAs) who are assigned to floors in each hall. RAs act as liaisons between residents and the university for the mutual benefit of each.

The Office of Residence Life and the RAs also work closely with University Police Department (UPD) to enforce OLLU policies and the Student Code of Conduct. RAs were trained by UPD in August 2017 and August 2018 on ways to respond to reports of illegal alcohol and drug use. RAs are particularly helpful in reporting violations of the Student Code of Conduct as well as criminal activity.

In addition to educating our students on the expectations, the Office of Residence Life provides a variety of programs focusing on safety and prevention. Residence Life not only hosted a variety of events for its residents, but it also provided passive programming in the form of bulletin boards. In February of 2018, for example, an RA created the “Water Pong Bulletin Board” located in Pacelli Lobby, perhaps the busiest lobby on campus as it sat at the entrance of the Residence Life Office. The interactive bulletin board helped spread awareness of alcohol abuse and helped promote an accompanying RA program focusing on the same topic.

University Police Department

The University Police Department provides for the safety of university community members, guests, and physical property. UPD is responsible for responding to illegal activity on campus and helps enforce laws related to drugs and alcohol. UPD has worked closely with the Office of Residence Life in an effort to equip RAs with the skills necessary to address issues that arise in university residence halls. UPD has, for example, trained Residence Life staff to recognize a) drug paraphernalia; b) the smell of marijuana by conducting a controlled burn; and c) behaviors related to drug use.

Student Leadership and Development Office, Student Organizations, and Greek Life

The Student Leadership and Development Office which oversees OLLU’s registered organizations developed “The CODE,” a document detailing the schools Commitment to Opportunities that Develop Excellence. The CODE, which among other things details all compliance guidelines, was provided to all

six of the university's Greek organizations at the start of the 2017 and 2018 academic years. *The CODE* describes six pillars that include standards to which each organization should aspire. The pillars include Leadership, Service, Risk Management, Campus Involvement, Faith, and Scholarship/Academics. Student organizations receive points for participating in activities that fall within each pillar. At year's end, groups are awarded different achievement levels (chapter in compliance, chapter of promise, chapter of achievement) based on the number of points obtained. The Risk Management pillar encourages student groups to plan and execute or attend alcohol and drug awareness events.

Human Resources Office

Because most information on standards, policies, procedures, and support services have traditionally been addressed during New Employee Orientation, the Office of Human Resources introduced an annual employee training session in 2018 which serves to remind employees about the standards of conduct all employees must each abide by. As previously mentioned, the online training was required for all employees and the university had a particularly high participation rate during its inaugural year (98% staff and 97% faculty completion rates). A majority of individuals who did not complete the training were away from the university on excused FMLA leave during the training period.

OLLU's Annual Health and Wellness Fairs held in April 2017 and March 2018 provided employees access to local providers who present employees with information on fitness, wellness, nutrition, financial health and work/life balance. Health risks which can be linked to alcohol and drug use (tobacco in particular) were discussed by some presenters.

Health Services Office

The Health Services Office is the on-campus medical clinic for health needs and educational information. Health Services offers services to all current students, faculty, and staff for minor acute and chronic illness as well as preventative care and health education. The office is directed by a nurse practitioner, who has advanced education and clinical training. The nurse practitioner can diagnose and treat common acute and chronic illnesses and is able to prescribe medication when deemed necessary. During this two-year period, the office provided confidential medical care and referrals for individuals with AOD abuse issues. As part of their educational arm, the office organized a number of AOD awareness programs in 2017 and 2018 for the entire community. Additionally, during these years, the office distributed the "Student Health 101" electronic magazine. The magazine was available 24/7 to students and featured special editions focusing on alcohol and drug use especially each April as it is Alcohol Awareness Month. April 2017 featured "Sober Support: What Works for Students in Recovery" and April 2018 featured "Making Social Gatherings Fun for Everyone."

In 2017, the Health Services Office along with OLLU's associate provost organized the Texans Standing Tall Screening and Brief Intervention (SBI) project. The SBI project is an evidence-based intervention program seeking to reduce risky drinking behavior and related consequences. As per the Texas Standing Tall website, the goals of the project are to:

- Assess the scope of youth alcohol use in our community
- Encourage abstinence in persons with alcohol abuse or for other reasons should not drink
- Expand on current prevention efforts
- Help improve chances that risky alcohol users will alter behavior to reduce risk

The program does this by giving students “the opportunity to complete the World Health Organization AUDIT survey” and visiting “an interviewer who offers to briefly discuss their scores in a private setting. Using motivational interviewing techniques, the interviewer and student discuss contributing factors and consequences of risky alcohol use, then consider options for change. Moderate or non-drinkers receive reinforcement for positive behavior” (Texas Standing Tall).

OLLU hosted the program on March 28-29, 2017. Interviewers were trained by Dr. Craig Fields and a total of 164 students participated. Students were interviewed and discussed their alcohol use and attitudes. Students who participated and posted about the program and their experience on social media received a special messenger bag. As part of the program, OLLU Counseling Services had a private space set up for any students who participated and were interested in speaking to a counselor or discussing treatment or possible referrals. Staff and volunteers spent approximately 542 hours on this event.

Counseling Services Office

The OLLU Counseling Services Office provides a number of psychological services to university students utilizing brief therapeutic models. Counseling Services saw approximately 100 different clients in 2017 and again in 2018. And while issues of alcohol or drug dependence are not the most commonly seen concerns that students are reporting to counselors, therapists have counseled students dealing with AOD use issues. Referrals are made when necessary and counselors assisted a student and their family in finding the right treatment center for them in 2017. The office also made pamphlets and other pertinent information available for students in their office which is easily accessible in Providence Hall.

The Counseling Services Office has also traditionally provided campus wide events focused on educating the community on the hazards of drug and alcohol abuse. The March 2018 “Walk the Line” event, for example, invited students to wear “beer goggles” and walk a straight line drawn on the ground simulating how alcohol can impair a person while attempting to drive. Counselor Portales and Active Minds members presented information on the dangers of alcohol abuse.

In addition to providing such educational events, the office also provides consultation services to staff and faculty members who are working with students who might be dealing with AOD use issues.

Division of Mission and Ministry

OLLU’s Mission and Ministry Division accompanies the academic community of students, faculty, staff, and administration of all faith traditions in fostering individual and communal transformation through opportunities for prayer and retreat, worship and sacramental celebrations, and community service and reflection. While programming and educational services focus on ensuring the university fulfills its Catholic mission and identify, Mission and Ministry programming has a wide reach as it seeks to help our students become well rounded individuals. For close to 60 years, Mission and Ministry has annually held the Awakening Retreat, a three-day spiritual weekend retreat for students to grow in faith, gain friends, and a create a new family. One hundred forty-seven students participated in 2017 and 79 students attended in 2018. Awakening leaders presented the “Everything Skit” at the 2017 retreat. The skit dramatized how drugs and alcohol can pull one away from Jesus. The skit was followed by a discussion period during which student leaders and students discussed this at greater length. The same skit was presented during the 2018 retreat. An additional skit titled “Peer Pressure” was also presented in 2018. The skit focused on the perils of drinking and was also followed by a group discussion.

Center for Students in Recovery Student Group

In 2018, a group of OLLU students, with guidance from faculty and staff members, began work developing the first Catholic University Collegiate Recovery Program in the United States. The Center for Students in Recovery (CSR) Leadership Team included six graduate and undergraduate students. The team met regularly with the expressed purpose of establishing a home for students seeking recovery and educating the community at large on alcohol and drug abuse. In September of 2018, the group celebrated National Recovery Month with a speaker series which featured OLLU community members and invited guests. Talks focused on individual recovery journeys as well as the perils of abuse. As a result of their hard work, the CSR co-chairs were inducted into the inaugural Collegiate Recovery Leadership Academy by the Association of Recovery in Higher Education and Stop the Epidemic Fatality Epidemic Project US. As such, they were provided with mentors who specialize in Collegiate Recovery Programming for the 2018-2019 academic year, and they received a scholarship to attend the group's leadership summit. In June of 2019, they will be presenting their work at Boston University.

Applications of Learning Seminar

All new freshmen are required to take the Applications of Learning Seminar ("Apps") when they arrive at OLLU. The course is intended to assist first-year students in building the skills, knowledge, and confidence necessary for success in college. The three-credit course covers a wide array of topics and over the years has included sessions that have focused on alcohol use.

In the fall of 2018, 13 sections of the Apps class participated in "*The Buzz*." The Buzz is "a single session intervention that utilizes play therapy to create an active and engaging group environment. The group session covers alcohol, substances and general sexual health through various activities that challenge participants to think creatively about these issues" (LUCHA). The Buzz is hosted by LUCHA, a federal grant aimed at preventing substance abuse and HIV/hepatitis C for minorities aged 13-24 in Bexar County.

Aside from equipping students with important information and practical advice, the partnership with LUCHA yielded some valuable data. As part of The Buzz presentation, LUCHA representatives surveyed OLLU students on attitudes related to risky behavior, past 30-day use of AOD, and knowledge of services. The data gathered will prove beneficial as community needs continue to be assessed.

Project DALE!

In 2014, OLLU was granted funding for Project DALE! (Decreasing Aversive Lifestyles Effectively). DALE! was funded by the Substance Abuse and Mental Health Services Administration (SAMHSA) and was developed to prevent and reduce substance abuse problems as risk factors for the transmission of HIV/AIDS and Hepatitis C (HCV) in young adults from minority communities. OLLU collaborated with the University Health System, Black Effort Against the Threat of AIDS Coalition Trust (BEAT AIDS), and San Antonio AIDS Foundation (SAAF) on the program which was funded between 2014-2018. DALE! introduced numerous activities to the campus and also yielded rich data from the OLLU community as it was surveyed on several occasions on AOD use and attitudes.

STRENGTHS, WEAKNESSES, GOALS, AND RECOMMENDATIONS

A review of efforts spanning the 2017-2018 years identified the following strengths and weaknesses which yielded the goals and recommendations listed below.

Strengths

- The responsibility for AOD awareness programming is shared among a wide range of offices across multiple divisions. This approach casts a wider net increasing the possibility of reaching a larger number of individuals.
- The university has a number of experts who have a focused interest in drug and alcohol use. Their expertise has been harnessed to provide strong services and grant monies that make programming and data collection possible.
- A strong working relationship between the Compliance Officer and the Athletics Department has resulted in stronger policies, standards, and practices.
- OLLU's Student Behavior Intervention Team (SBIT) provides assistance to employees and students who are unsure about ways to help students in need. The group brings together leaders from offices which are well poised to provide assistance with alcohol and drug issues and thus the university's response to students has improved. SBIT is an excellent referral source for students who are looking for different avenues of support.
- The Students in Recovery Group has provided a strong and steady source of support for peers struggling with addiction. The student-based nature of the group is particularly effective.
- Turn-over in the Human Resources Office has been low over the years which has helped the university maintain consistency in the way policies and sanctions are enforced.
- The small campus allows for an easier flow of information. Students of concern are more easily identified and finding resources is also less complicated within a small network.
- New Student Orientation and the mandatory Applications of Learning Class allow the university to more easily reach first-year students.
- Our partnerships with the Texas Standing Tall program and LUCHA allowed our students to participate in two important programs and LUCHA provided the university important data.

Weaknesses

- Operating without a Compliance Officer or in-house legal counsel for a period of time introduced some gaps.
- High turn-over in the employment ranks affected the routine review cycle of policies which resulted in some outdated information.
- Leanly staffed offices have experienced the inability to provide additional educational programs because of a lack of human resources and/or funding.
- Lack of funding has prevented the university from utilizing popular online education and prevention programs aimed at the college-age population. Thus, the university has had to rely on alternatives which have a more limited reach.
- Efforts have focused on students. An enhancement of the educational and support offerings to employees should be considered especially against the backdrop of the opioid epidemic plaguing the country.
- More specifically, attention has focused on the San Antonio campus. And while the other campuses are primarily commuter and weekend programs targeting adult learners, there should be some additional programming targeting them.

Goals and Recommendations

1. Convert the informal group reviewing the university's efforts to a standing university committee that is charged with overseeing our program as well as monitoring goals and recommendations.
2. Perform an audit on prevention programs utilizing professional standards.
3. Improve data collecting procedures to measure effectiveness.
4. Review and update AOD related policies pertaining to both students and employees.
5. To better understand the campus climate and its needs, the standing committee should review data from the SBI project and The Buzz survey.
6. Explore best practices identified by peer institutions and identify those which the university might be able to employ.
7. Enhance ongoing education opportunities for employees.
8. Host educational opportunities for faculty that will train them to identify and respond to students struggling with alcohol and drug issues.
9. Identify local organizations to partner with for student and employment focused programming.
10. Identify needs and possible responses for the Houston and Rio Grande Valley campuses.
11. Establish on-going practices that better ensure policy enforcement is consistent.
12. Conduct a review to ensure all policies included in Student and Employee Handbooks are transferred to OLLU's new software system, ConvergePoint.

APPENDICES

APPENDIX A - Student Code of Conduct Article I

Article I: Disciplinary Conduct

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

- A. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including public-service functions on or off campus, or other authorized non-University activities, when the activities occur on University premises.
- B. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, assault (including sexual), stalking, hate speech and/or any other conduct that threatens or endangers the health or safety of any person or if based on race, creed, color, gender, national origin, religion, physical ability, sexual orientation or illness.
- C. Attempted or actual theft of and/or damage to University property or property of a member of the University community.
- D. Forgery of signatures or information or fabrication of University-related documents
- E. Hazing is defined as an act that endangers the mental or physical health 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 or organization; any act that is in conflict with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157).
- F. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties; failure to properly identify oneself to these persons when requested to do so; furnishing false information.
- G. Unauthorized possession, duplication or use of keys or access cards to any University premises; unauthorized entry to or use of University premises.
- H. Unauthorized possession, duplication or use of University ID cards or failure to present ID cards when requested by University officials acting in performance of their duties; possession of an altered or “fake” ID card on University premises.
- I. Violation of published or posted University policies, rules or regulations.
- J. Violation of federal, state or local laws on University premises or at University-sponsored or supervised activities.
- K. Use, possession or distribution of narcotic and/or other controlled substances or paraphernalia, except as permitted by law.
- L. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University regulations, including public intoxication and driving while intoxicated. The University alcohol policy is as follows: The University does not permit the sale, purchase, possession or consumption of alcohol to or by persons less than 21 years of age. The use of alcohol in Providence

Hall and/or designated areas is permitted when done in a responsible, moderate and legal manner. Kegs, party balls and wine boxes are prohibited in all of the residence halls.

- M. Possession of firearms, including handguns and concealed weapons allowed by permit, explosives, fireworks, other weapons and/or dangerous chemicals or substances as determined by a University official on the University premises.
- N. Participation in a campus demonstration that disrupts the normal University operations and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities on University premises;
- O. Intentional obstruction that interferes with freedom of movement, whether pedestrian or vehicular at supervised University sponsored functions.
- P. Conduct that is disorderly, lewd or indecent, or is in any way inconsistent with the Christian goals and values that are an integral part of the University community.
- Q. Breach of peace and/or aiding, abetting or procuring another person to breach the peace on University premises or at any function sponsored by or participated in by the University.
- R. Theft or other abuse of computer time, including, but not limited to, the following:
 - 1. Unauthorized entry into a file to use, read or change the contents or for any other purpose.
 - 2. Unauthorized transfer of a file.
 - 3. Unauthorized use of another individual's identification password.
 - 4. Use of computing facilities to interfere with the work of another student or University official.
 - 5. Violation of software copyright laws.
 - 6. Use of computing facilities to interfere with normal University operations.
 - 7. Use of computer facilities to harass, coerce, or in any way intimidate persons.
 - 8. Acceptance or distribution of pornographic material via University computer lines.
- S. Abuse of the University's judicial process, including, but not limited to, the following:
 - 1. Failure to obey the summons of a judicial body or University official.
 - 2. Falsification of information.
 - 3. Disruption or interference of the orderly conduct of a judicial proceeding.
 - 4. Initiation of a judicial proceeding knowingly without cause.
 - 5. Attempting to discourage an individual's proper participation in or use of the judicial system.
 - 6. Attempting to influence the impartiality of a member of a judicial body or a witness prior to and/or during the course of the judicial proceeding.
 - 7. Harassment (verbal or physical) and/or intimidation of a member of a judicial body or a witness prior to, during and/or after a judicial proceeding.
 - 8. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
 - 9. Influencing or attempting to influence another person to commit an abuse of the judicial process.
 - 10. Discussing a judicial proceeding following the proceeding without the expressed written consent of the accused, the accuser and the hearing officer.
- T. Awareness of and/or providing assistance to another individual to violate University policy.
- U. Possession of animals, with the exception of animals that provide ADA assistance (e.g. seeing-eye dogs) and authorized pets, in the residence halls.

- V. Unauthorized presence in and/or use of any University building or designated area which is officially closed according to hours posted or which is restricted for designated purposes or to designated individuals.
- W. Acting as an agent of the University unless authorized to do so.
- X. Use of skateboards, in-line skates, roller skates, bicycles, scooters and motorized vehicles inside University buildings including residence halls.

APPENDIX B - Student Code of Conduct Article III

Article III: Sanctions

A. Personal and General Conduct Sanctions

The following non-academic sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Warning - A written notice to the student that the student is violating or has violated the Student Code of Conduct. The notice may specify that more severe disciplinary action shall occur should the student be involved in further violations during the written notice period.
2. Probation - A written notice to the student that the student is violating or has violated the Student Code of Conduct and is placed on probation for a designated period of time. This notice may specify that more severe disciplinary action shall occur should the student be involved in further violations during the period of the probation.
3. Loss of Privileges - Denial of specified privileges for a designated period of time.
4. Fines
 - a. alcohol-related activity: increments of \$50, up to \$300;
 - b. damages to University property and equipment: actual cost of repair, including labor and materials;
 - c. failure to return reserved space to proper condition: labor costs and other expenses;
 - d. false alarms: \$200;
 - e. non-compliance with community retribution or other discretionary sanctions: \$5 per hour of unperformed service;
 - f. possession or use of narcotics or controlled substances: \$50;
 - g. unauthorized residence hall room change: \$35;
 - h. pets in residence hall: \$50 plus any related charges/deodorizing treatment, as determined by the Director of Residence Life.
5. Restitution - Compensation for loss, damage or injury. This sanction may take the form of appropriate service and/or monetary or material replacement.
6. Behavioral Requirement - Participation in required activities such as academic and/or personal counseling, conducting specific projects with administrative offices, and writing letters of apology, among others.
7. Discretionary Sanctions - Work assignments, community retribution and university service, among others.
8. Residence Hall Probation - Placement on official notice that if further violations of the Student Code of Conduct occur during the probationary period, the student may immediately be removed from the residence hall.
9. Residence Hall Reassignment - Relocation to another residence hall if, in the opinion of the or Director of Residence Life/Student Judicial Affairs, other resident students and/or the University community would benefit from such a move.

10. Residence Hall Suspension - Separation from the residence halls for a designated period of time, after which the student shall be eligible to return; conditions for readmission may be specified.
11. Residence Hall Expulsion - Permanent separation from the residence halls.
12. Administrative Suspension - Restriction of the student's right to conduct official business with the University because of the student's outstanding obligations. This suspension shall be lifted when obligations are met.
13. Co-curricular Suspension - Exclusion from all University facilities, services and functions, except the attendance of classes. Use of any other facilities, including residence halls, must be approved by the Director of Residence Life/Student Judicial Affairs.
14. Suspension - Separation from the University for a designated period of time, after which the student is eligible to petition for return. During the period of suspension, the student shall be banned from the University's premises.
15. Dismissal - Removal from the University. The student is ineligible to enroll in classes for a minimum of one year, but may petition for reconsideration or readmission at the conclusion of the dismissal period. During the period of dismissal, the student shall be banned from the University's premises.
16. Expulsion - Permanent separation from all University facilities, services and functions. The student shall be permanently banned from the University's premises.

B. Minimal Sanctions for Offenses

The following are the minimal sanctions for violations of the Student Code of Conduct. These sanctions apply only to first time offenses. Repeat offenders may receive more serious sanctions, up to and including any combination of the aforementioned sanctions:

18. Alcohol-related activity: Probation, Fine (\$50 minimum), Evaluation and/or Personal Counseling and/or referral, Community Retribution (25 hours minimum);
19. Damage to University property or equipment: Probation, Restitution, Community Retribution (20 hours minimum);
20. Failure to comply with directions: Probation;
21. Failure to return reserved space to proper condition: Probation, Loss of Privilege(s), Restitution;
22. False Alarms: Fine (\$200 minimum), Suspension, Dismissal, Expulsion;
23. False testimony: Suspension;
24. Forgery of signatures or fabrication of documents: Suspension;
25. Hazing: Probation, Community Retribution (15 hours minimum);
26. Lewd conduct: Probation, Behavioral Requirement, Evaluation and/or Personal Counseling and/or referral, Community;
27. Misuse of computer resources and/or e-mail accounts: Probation, Loss of Privilege(s), Restitution, Suspension;
28. Misuse of ID card: Warning;
29. Misuse of telephone or long distance service: Probation, Restitution;
30. Non-compliance with community retribution or other discretionary sanctions: Fine (\$5 minimum per hour of unperformed service);

31. Physical abuse, verbal abuse, harassment or sexual assault: Suspension
32. Possession or use of firearms or other weapons: Probation, Confiscation of Weapon(s), Community Retribution (15 hours minimum);
33. Possession or use of incense, fireworks, candles or other open flamed devices in residence halls: Confiscation and Disposal of Items, Community Retribution (10 hours minimum);
34. Possession or use of narcotics or controlled substances: Probation, Fine (\$50 minimum), Drug Assessment, Evaluation and/or Personal Counseling and/or referral, Community Service, hours will be determined;
35. Smoking indoors and in designated smoke-free areas: Probation, Community Retribution (10 hours);
36. Theft of property: Restitution, Suspension;
37. Unauthorized residence hall room change: Fine (\$35 minimum);
38. Violation of overnight guest policy in residence halls: Probation, Loss of Privilege(s);
39. Violation of quiet hours in residence halls: Warning, Probation; Violation of visitation policy in residence halls: Warning, Loss of Privilege(s).

APPENDIX C - Code of Ethics for Student-Athletes

The purpose of intercollegiate athletics is to provide an opportunity for student-athletes to develop their potential as a skilled athlete in an educational setting. Student-athletes are viewed as role models for the university community among others, and it is important that personal conduct be exemplary at all times.

Athletes will be in the public spotlight in the competitive arena and the media make student-athletes one of the most visible groups in the community. OLLU student-athletes are ultimately responsible for their own behavior. They are expected to obey the city, state and federal laws, as well as university policies and procedures and all governing body regulations and be prepared for the penalties that may be imposed for violating them.

Behavior has a definite impact on the reputation of the athletics department and on the attitude that the community may take toward the athletics program. Conduct will be closely scrutinized in the classroom, in practice and competition, and while traveling.

Expectations:

1. Dress appropriately always. As representatives of the University, student-athletes must exhibit conduct and appearance that is respectful and appropriate and take into consideration how their appearance and behavior reflect on the athletic program and university as a whole.
2. Academic success is of the utmost importance for student-athletes. Attend all classes and be on time. Time management is imperative. Plan time well by preparing for assignments early throughout the semester and not waiting until the last minute. It is important to keep perspective that the main priority and responsibility as a student-athlete is academic success followed by commitment to their sport. Student-athletes are responsible for all class work missed during team travel.
3. Willfully abide by all local, state and federal regulations as well as all OLLU and NAIA policies and procedures throughout all games and practice.
4. Respect and accept all decisions of OLLU faculty and staff including coaches or the athletic department staff.
5. Familiarize yourself with the mission and core values of Our Lady of the Lake University, the Student Code of Conduct and disciplinary procedures as outlined in the Student Handbook and OLLU catalog. The Student Handbook provides a more comprehensive list of policies and regulations and sanctions.
6. Student-Athletes that live in residence should obey all resident hall policies and procedures.
7. Maintain a disciplined and consistent schedule regarding sleep habits, study time, diet and personal grooming habits.
8. Exert responsibility by communication respectively with the Office of Financial Aid to utilize every resource available regarding educational expenses. Be aware of deadlines of financial aid forms.
9. When appropriate, engage in campus and community activities and be willing to lend a "helping hand" on campus and/or at sponsored events.

10. Always maintain a professional demeanor and keep personal disagreements away from practices and athletic events. Control emotions during athletic competition. Avoid arguing with officials, teammates or members of the opposing team. Profanity will not be tolerated. It reflects poor judgment in sportsmanship, attitude of sport and negatively affects the institution.
11. Be open-minded and able to accept and respect differing points of view.
12. Be a team player and contribute to the effort to make each practice a success and exert maximum effort in all games and athletic events.
13. Be a loyal member of the team.
14. Be respectful of OLLU property. Treat all athletic equipment and facilities with respect. Facilities are well maintained and in the process of being upgraded. Be proud of the facilities and display pride by assisting in keeping them in top shape.
15. Maintain a positive attitude which is a characteristic essential for success on or off the field.
16. Strive for the highest degree of excellence, learn daily and put forth the best effort always.
17. Set a goal to work hard to improve physical and psychological conditioning to be successful in respective sport.
18. Uphold the Champions of Character Core Values: Respect, Responsibility, Integrity, Sportsmanship and Servant Leadership.
19. Familiarize yourself with the Title IX policy and procedures for reporting as well as the resources associated with this policy.

APPENDIX D - Athletics Drug Testing Policy

OLLU Athletics Department Drug Testing Policy

Our Lady of the Lake University (OLLU) recognizes a responsibility to ensure each student a safe, healthy, and supportive educational environment. Part of the administration's responsibility is to periodically take necessary precautions which provide for the welfare and safety of our student-athletes, coaching staffs, athletic training staff, administration, and support personnel. It is our desire to discourage the use of illegal drugs, both on and off campus, and to provide a learning environment that is drug free at every level of the educational and athletic process. OLLU student-athletes are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the OLLU and external communities. Leadership brings additional responsibilities. While off campus, student-athletes represent the University and depict its character, therefore it is expected that individuals at OLLU exhibit leadership qualities and respectable character while off campus, as well as on campus.

Please read the following policy and sign the Drug Testing Policy consent form (which must be signed by parent or legal guardian if the student-athlete is under the age of eighteen). All student-athletes agree to be subject to oral fluid or urine specimen testing throughout their tenure as a student-athlete at OLLU. If you have any further questions concerning any part of this policy, please contact Adrienne Rodriguez, Senior Women's Athletic Administrator (SWAA), at 210-431-4154 or Shane Hurley, Athletic Director, at 210-431-3902.

Definitions

- 1. Controlled substance** – any substance including but not limited to the substances as defined by the NAIA List of Banned Substances. The list consists of substances generally purported to be performance enhancing as well as other illegal drugs. and/or potentially harmful to the health and safety of the student-athlete.
- 2. Positive Test** – The drug test shall be an oral fluid or urine test that will be collected by either OLLU qualified Athletic Trainer or Health Services provider or testers that are contracted by Drug Free Sport and will be sealed and sent to Drug Free Sport contracted laboratory for analysis. A positive test is defined as a test which indicates, in the opinion of the outside laboratory performing the testing, that an eligible student-athlete has used a prohibited or controlled substance based on traces of that substance detected in the student-athlete's test. A drug screening will also be considered positive if it is discovered by the outside laboratory that the provided sample has been altered or where foreign substance have been added to the sample to destroy or disguise traces of prohibited substances.
- 3. Eligible Student-Athletes** – any student-athlete participating in intercollegiate athletics and club sports at OLLU. This also includes any student-athlete who is ineligible by NAIA guidelines, but is still listed on the roster of any team.
- 4. Reasonable Suspicion** – is defined as the quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based on specific contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors

of the student-athlete. The observations may include indications of the chronic and/or withdrawal effects of prohibited substances or any of the following.

- a. Reduced quality of academic or athletic performance;
- b. Patterns of unexcused absence from academic classes or athletic meetings;
- c. Inability to get along with others; excessive withdrawal or isolation;
- d. Frequent tardiness to academic classes or athletic meetings;
- e. Decreased manual dexterity;
- f. Impaired short-term memory;
- g. Periods of unusual hyperactivity, irritability, or drowsiness;
- h. When a denoted administrator, coach, or support staff has suspicion through the sense of smell, sight or sound, or;
- i. Presence or possession by a student-athlete of illegal or controlled drugs or drug related paraphernalia.
- j. Information received regarding student-athletes' misconduct relating to the use of illegal drugs or controlled substances outside of the University or the University setting.

5. **Incident** – Shall be defined as a positive drug test, or a situation where a student-athlete covered under this policy is determined to be using or in possession of a controlled substance at an event as defined under this policy.

6. **Refusal to Submit to Testing** – shall include any or all the following:

- a. Failure to provide adequate oral fluid or urine for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for oral fluid or urine testing; or
- b. Engaging in conduct that obstructs or interferes with the testing process; or
- c. Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing; or
- d. Failure to be readily available for requested testing; and/or
- e. Failure to report to, and undergo prohibited substances testing as required;
- f. Any refusal to submit to testing will be considered to be a positive drug test and all appropriate action will be taken.

7. **Events** – this program applies to the following events:

- a. All on campus activities whether during or after normal school hours, and including those between and within semesters;
- b. All school related trips, activities, athletic events and other extracurricular events, whether such activities are on or off campus, or:
- c. Student-athletes' misconduct relating to the use of illegal drugs or controlled substances outside of the University or the University's athletic setting.

Periodic Random Drug Screening

OLLU may periodically perform random drug screening on a select number of eligible student-athletes. Several, not to exceed four per athlete, drug screening tests may be conducted during the academic year. Additionally, the NAIA may also require a mandatory drug screening test during each semester of the academic year. The NAIA may also require a drug screening test if a team is selected for post-season championship play. The drug screening test may include, but is not limited to, any drugs on the NAIA Banner Substance list as well as any other legal or illegal drugs deemed necessary. The drugs

included in the testing procedure may be increased or decreased at the discretion of the Athletic Director or their designee.

Reasonable Suspicion Drug Screening

OLLU reserves the right to test any eligible student-athlete for the use of prohibited drugs and controlled substances when actions of said individual student-athletes are such to provide reasonable suspicion of the use of prohibited drugs or controlled substances. Any coach, administrator, support staff, faculty, or parents may report reasonable suspicion to the SWAA or their designee who will, along with the referring party, decide on the need for drug screening. Reports should be in writing stating the facts, times, dates and involved parties. (Coaches or others initiating a reasonable suspicious drug screening should use designated Reasonable Suspicion Form to document the request.)

Costs

Costs associated with the drug screening program will be covered as follows:

1. The initial drug screening cost will be assumed by OLLU.
2. The cost for a second drug screening of the same specimen if available, to be used for confirmation of the first "positive" test, will be assumed by OLLU. If needed the student will submit a second sample for the second screening.
3. A challenge by the student-athlete of the drug screening, where subsequent drug screening is required by an outside private laboratory, will be the financial responsibility of the student-athlete or his/her parent(s) or guardian(s).
4. Any additional testing required or requested will be the responsibility of the student-athlete or his/her parent/guardian.

OLLU Drug Testing Procedure

OLLU may randomly test all its student-athletes for the use of illegal drugs and substances banned by the NAIA. OLLU mandates that all student-athletes sign an OLLU Drug Consent Screening form that allows for their random selection for drug testing throughout their tenure in the OLLU Athletics Program. The NAIA also mandates that all students sign a Drug Testing Consent form to participate in any NAIA Championship competition. (If the student is under the age of 18, both consent forms must also be signed by a parent or guardian).

One or more student-athletes from each sport sponsored by OLLU in both the fall and spring semesters may be randomly selected for testing. There will be no prior notice of the date or time of such testing. Once the student-athlete is notified that he or she is to be tested, he or she will then be required to sign a statement denoting that he/she was informed concerning his/her selection for testing, testing time, and date of the test. Signed statements will be kept in the athlete's medical file.

The method of testing will be either an oral fluid or urine sample which will be collected by OLLU qualified Athletic Trainer or Health Services provider or testers that are contracted by Drug Free Sport and sent out to Drug Free Sport contracted laboratories for analysis. The collection and coding of specimen samples will be executed in a manner to protect confidentiality and done in accordance with Drug Free Sport collection practices.

Specimen samples will be identified by number only. Prescription or over-the-counter medications shall be disclosed to OLLU qualified Athletic Trainer or Health Services provider or testers contracted by Drug Free Sport prior to providing an oral fluid or urine sample. Medications disclosed after the drug screen procedure might require written confirmation from the prescribing physician or pharmacist if requested

by Director of Health Services or their designee or testers contracted by Drug Free Sport. It is recognized that some legal, acceptable medications may result in a “positive” test result and with verification of this, this should not cause disciplinary action if appropriately validated by Director of Health Services or their designee.

The site of the drug test will be determined by the testers contracted by Drug Free Sport, or OLLU Health Services or Athletic Trainers. Once the student-athlete has reported and signed in for the sample collection, he/she must remain until an adequate oral fluid or urine sample has been acquired. The results of the drug screening will be reported to the SWAA or their designee. The SWAA reserves the right to notify the Athletic Director, Provost and/or President of the University, head coach of that sport, the student-athlete's parents or guardian, the athletic training staff or other necessary administrators or individuals of the drug screening results.

All initial positive tests can be challenged. If the initial test (oral fluid or urine sample) is positive, a second test on the same specimen will be done by the laboratory to make sure that no error has occurred. The laboratory will analyze the specimen and will return the results to the SWAA or their designee. Student-athletes or their parent/guardian are extended the option to obtain an additional confirmation test(s) from a laboratory of their choosing at their own expense. Such additional confirmation test(s) are considered solely to satisfy parent/guardian concerns and will have no bearing on changing the outcome of the initial “positive” test result. Disciplinary procedures will be administered based on the results of the initial test or the subsequent test conducted by OLLU and/or Drug Free Sport.

Safe Harbor Program (allows for self-reporting of substance problem without penalty). A student-athlete eligible for the OLLU Safe Harbor Program may refer himself or herself to the Program for voluntary evaluation and counseling. A student is not eligible for the program after he or she has been informed of an impending drug test or after having received a positive OLLU University, Red River Conference or NAIA drug test.

OLLU University will work with the student-athlete to prepare a Safe Harbor treatment plan, which may include confidential drug testing. If the student-athlete tests positive for a banned substance upon entering the Safe Harbor Program, that positive test will not result in any administrative sanction unless the student-athlete tests positive in a subsequent retest or the student-athlete fails to comply with the treatment plan. Director of Health Services may suspend the student-athlete from play or practice if medically indicated. A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period, not to exceed thirty days, as determined by the treatment plan. A student-athlete will not be permitted to enter the Safe Harbor Program thirty days prior to NAIA or Conference postseason competition.

If a student-athlete tests positive for any banned substance after entering the Safe Harbor Program or fails to comply with the Safe Harbor treatment plan, the student will be removed from the Safe Harbor Program, the initial Safe Harbor positive test will be treated as a first positive and a subsequent positive as a second positive test which will then be subject to the sanctions explained in this policy.

The SWAA and the student-athlete's head coach and assistant coaches may be informed of the student-athlete's participation in the Safe Harbor Program. The student-athlete's parents or guardian may also be informed with the permission of student-athlete and in accordance with FERPA. The SWAA or other

administrators should consult with the Compliance Officer or Registrar before sharing information with parents or guardians. Other University employees may be informed only the extent necessary for the implementation of this policy.

APPENDIX E - Athletics Disciplinary Procedures Sanctions

Disciplinary Procedures

Any student-athlete receiving a confirmed “positive” drug test will be treated in the following fashion.

1. First positive test:

- a. The SWAA will be notified in writing by the Athletic Trainer of the positive test. The SWAA will notify all staff she deems appropriate or necessary (this shall include, but is not limited to the head coach, head athletic trainer, and faculty athletic representative).
- b. The SWAA may notify the parent(s)/legal guardian of the student-athlete’s positive test in accordance with FERPA.
- c. The SWAA will hold a meeting of all the involved parties (including, but not limited to, the head coach of the student-athlete’s sport, head athletic trainer, parent(s)/legal guardian, and faculty athletic representative).
- d. Any student-athlete at OLLU who receives a “positive” drug test will be required to attend intervention and counseling through the OLLU University Counseling Center Community Counseling Center or other outside agency. The service provided by the University Counseling Center are at no cost to the student-athlete. The number of counseling sessions needed by the student-athlete will be at the discretion of the provider. Failure to attend a mandatory session will result in the student-athlete being suspended from the next scheduled contest of their sport. Student-athlete are required to provide a release to their Head Coach for the provider to provide limited information to the coach regarding attendance only.
- e. Additional sanctions will be left to the discretion of the Head Coach including game suspensions and possible release from the team for drugs that are illegal by state and federal law. Coaches may be required to release student-athletes from a team if they are also in violation of the Red River Conference or NAIA rules and regulations. The student-athlete will be tested every time the sport conducts a random test of that team until his/her eligibility has expired or the student-athlete is no longer with the team, whichever occurs first.

2. Second positive test:

- a. The student-athlete will immediately be suspended from competition for 25% of all team related activities including practices and contests in that season for his/her sport. The suspension will be served immediately following the positive results. If there are not 25% of all contests remaining in the season, the suspension will carry over to the next season.
- b. The SWAA may notify the student-athlete’s parent(s)/legal guardian of the second “positive” test in accordance with FERPA.
- c. The SWAA will schedule a meeting of all involved parties.
- d. The student-athlete may participate with his/her team’s practices or activities at the head coach’s discretion.
- e. The student-athlete must continue mandatory counseling, as deemed appropriate by the University Counseling Center.

3. Third positive test:

- a. The student-athlete will be suspended for one year from the date of the positive test and his or her athletic scholarship will be removed immediately. There will be no renewal of his/her scholarship, and any further punishment will be left to the discretion of the student-athlete’s head coach.

Appeals

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Athletic Director or his/her designee prior to the imposition of any sanction. Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Athletic Director. The Athletic Director must schedule the hearing within 5 business days. The student-athlete remains ineligible to compete during the period of appeal. The decision of the Athletic Director is final.

General Principles

A positive test by the NAIA or Red River Athletics Conference will be considered as an offense against this policy. Sanctions will be implemented by the appropriate governing policies of the NAIA and OLLU. Once the student-athlete's eligibility has been restored, he/she will be subject to drug testing by OLLU or the NAIA at any time during the rest of their career at OLLU. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a controlled substance.

If a student-athlete misses a mandatory counseling session after testing "positive", they will be suspended from the next scheduled game(s) for every unexcused counseling absence they have (excused absences will be determined by the University Counseling Center, Community Counseling center or outsider providers information). Student-athlete are required to provide a release to their Head Coach for University Counseling Center, Community Counseling Center or outsider provider to provide limited information to the coach regarding attendance only.

If a student-athlete misses a scheduled drug test or refuses to submit to testing, they will be treated as "positive", unless the absence has extenuating circumstances. Extenuating circumstances will be determined by a committee composed of the Head Athletic Trainer and two head coaches of different sports of the student-athlete. If the absence is ruled extenuating by the committee, the student-athlete will have week (1) weeks to make up their drug test.

Any student-athlete found selling, in the possession of any illegal drug or drug paraphernalia shall be reported immediately to the proper law enforcement authorities. The student-athlete may lose athletic grant in aid or scholarship privileges and be removed from all participation, along with any other sanctions required by the University under the Student Code of Conduct.

Mandatory Requirements of Each Student-Athlete

Each student-athlete must sign an OLLU Drug Consent Form and an NAIA Consent Form. Both must also be signed by a parent or legal guardian if the student-athlete is under the age of eighteen (18).

Effective Date: This policy is effective as of the Fall Semester 2018

APPENDIX F - Residential Handbook: Regulations and Requirements

Regulations and Requirements for Resident Students

In addition to obeying all local, state, and federal laws, resident students must obey all University policies, procedures, rules, and regulations. Residence Life staff members are not authorized to grant exceptions to these regulations. As University employees, Residence Life staff members may not ignore violations of University regulations. Resident students will be asked to make suggestions for policy changes directly affecting the residence halls. Resident students are expected to be knowledgeable of the contents of this handbook and any other notices and publications of policy. The University reserves the right to change and/or delete any policy and will notify students of any changes thereof. In situations not covered by specific regulations, resident students should use common sense to ensure their conduct at all times reflects conduct expected of mature, responsible individuals with high ethical standards in accordance with the mission and values of the University.

Abandoned Items

Any personal property left in the residence halls at the end of a resident's housing agreement or at the end of the spring semester will be considered abandoned. Residence Life staff members will dispose of such property at their discretion.

Alcohol Possession and Consumption

The Residence Life Office is extremely concerned about the manner in which alcohol use may affect the behavior and academic performance of resident students. Research indicates that college-age students are more likely to abuse alcohol than any other age group in the United States. Such abuse often results in alcohol poisoning, addiction, and death. Alcohol use is frequently associated with inappropriate and sometimes illegal behavior and has been shown to impair judgment in many situations, often with unfortunate consequences. The Residence Life Office is especially concerned with behaviors that violate or interfere with the rights of others and the dignity of self. Regarding the consumption of alcohol by students of legal drinking age, local, state, and federal laws must be observed at all times. Of primary importance to the University community are the following regulations:

- Alcoholic beverages are prohibited to persons younger than twenty-one (21) years of age.
- Persons twenty-one (21) years of age and older are prohibited from providing alcoholic beverages to minors.
- Intoxication, disorderliness, and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.
- Students engaging in self-destructive behavior, that which impedes a student's ability to enjoy the privileges of education and to fulfill one's obligations as an educated member of society, should seek assistance from applicable resources. It is the entire University community's responsibility to respond to such behavior.

The following guidelines apply to possession and consumption of alcohol in the residence halls:

- Alcoholic beverages are permitted in Providence Hall. Resident students of this hall aged twenty-one (21) or over are permitted to possess and to responsibly consume alcohol in their residence hall rooms, provided all individuals present are aged twenty-one (21) or older.

- Alcoholic beverages are prohibited in Ayres, Centennial, Flores, Pacelli, and St. Ann's Halls. Residents of these halls, even if aged twenty-one (21) or older, are prohibited from possessing and/or consuming alcohol in their rooms.
- Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) inside and outside the residence halls except at those events approved by the Student Leadership and Development Office and the Office of Residence.
- Kegs and party balls, alcohol/liquor bottles, and beer cans with or without alcohol, are prohibited in the residence halls. This includes empty kegs or party balls brought on campus for storage purposes or to be used as furniture or decoration.
- Refer to the "Policy on Alcohol Distribution" for additional information.

Swimming Pool

Resident students may use the Pacelli-Ayres pool from 10:00 a.m. to dusk, seven (7) days a week while classes are in session. Alcoholic beverages are prohibited in and around the pool area and patio.

Swimming alone and horseplay are prohibited. Pool access is limited to resident students and one (1) adult guest per resident student only. Minors are prohibited. The pool is not staffed with a lifeguard.

- *Swimming Pool Events.* Individuals wanting to host a pool gathering must contact the Office of Residence Life for permission to reserve the swimming pool. Groups of fifteen (15) or more will require *at least* one certified lifeguard to be available throughout the event.

APPENDIX G - Statement on Drug Free Schools

OUR LADY OF THE LAKE STATEMENT ON DRUG-FREE SCHOOL

Our Lady of the Lake University expresses its commitment to the complete educational development of the individual: intellectual, moral, social and spiritual. It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students.

Flowing from its purpose as well as its commitment to comply with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), Our Lady of the Lake University promotes an environment to prevent the use of illicit drugs and the abuse of alcohol by employees. OLLU's personnel policies clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on OLLU property or as part of any of OLLU's activities.

OLLU contends that the abuse of substances can have devastating effects on an abuser's physical health and spiritual well-being. Even those substances which one might consider mild can derail an abuser's personal, academic, and professional life.

According to a 1989 publication on Drugs of Abuse issued by the U.S. Department of Justice, low to moderate use of alcohol contributes to an increased incidence of violent behavior, including spouse and child abuse. Continued use of marijuana can result in fatigue, paranoia, and possible psychosis. Prescription depressants, such as Phenobarbital and Valium, can result in addiction, and withdrawal from these drugs produces anxiety, insomnia, convulsions, and possible death.

The effects of harder drugs are disastrous. Cocaine and its derivatives can be highly addictive, prompting increased pulse rate and blood pressure, insomnia, and loss of appetite during use and apathy, irritability, depression, and disorientation during withdrawal. Heroin, considered highly addictive, can cause respiratory depression and nausea during use and tremors, cramps, nausea, chills, sweating and panic during withdrawal. Overdoses of both drugs can result in convulsions and death.

Any employee of OLLU desiring counseling, treatment or rehabilitation for drug and/or alcohol abuse may go to the Office of Human Resources for confidential referral for assessment and treatment at a local community agency or treatment facility.

Any employee found to be in violation of OLLU's policies pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol will be subject to the disciplinary sanctions imposed by the University.

- A. Employees may be required to complete an appropriate rehabilitation program;
- B. Employees will face disciplinary sanctions, from warning up to and including expulsion or termination of employment and referral for prosecution.

Following are some examples of legal penalties in the State of Texas:

The Texas Controlled Substance Act stipulates the following for possession of marijuana: Less than 2 oz. is a Class B Misdemeanor with penalties of 0-180 days and/or up to \$1,000 fine. Two oz. to less than 4 oz. is a Class A Misdemeanor with penalties of 0-365 days and/or up to \$2,000 fine. Four oz. to less than 5lb. is a Third Degree Felony with penalties of 2-10 years in TDC or confinement in a community correctional facility for up to 1 year and a possible fine up to \$10,000.

In the cases of possession of other controlled substances the penalties range from Class C Misdemeanor, fine from \$0-\$200, to Felony First Degree, 5-99 years, or life and a possible fine from \$10,000-\$100,000.

The Texas Traffic Code for DWI stipulates: First offense; fine \$300-\$2,000 and confinement 72 hours to 2 years. Second offense; fine \$300-\$2,000 and confinement 15 days to 2 years. Third offense; fine \$500-\$2,000 and jail confinement 30 days to 2 years or confinement in TDC 60 days to five years.

The Texas Alcoholic Beverage Control Act stipulates for providing alcohol to a minor: Class B Misdemeanor, 0-180 days confinement and/or \$0-\$1,000 fine. It also stipulates for possession of alcoholic beverages by a minor: Class C Misdemeanor, \$1-\$200 fine.

I have read this policy and agree to comply with it.

Signature

Printed Name

Date



EMPLOYEE CONDUCT AND JOB PERFORMANCE RULES

AD-HR-PO-007

POLICY OVERVIEW

The purpose of this policy is to establish a system of corrective actions for managing employee behavior.

POLICY SCOPE

This policy applies to faculty, staff, and University affiliates (collectively referred to as “employees”) on the OLLU San Antonio, Rio Grande Valley, and Houston campuses and any satellite properties controlled by OLLU. This policy applies to all employees who have completed the probationary period of employment; employees within the probationary period of employment are subject to discharge for violation of work rules at any time.

POLICY

Our Lady of the Lake University's rules concerning every day conduct and job performance are simple, common-sense guidelines that are necessary to ensure that all are able to work in an orderly, effective, and efficient manner, free from disturbances which hinder job training, job production and job enjoyment. The rules apply to all employees for whom disciplinary terminations may only be carried out for cause. These are employees who have completed the 90 day probationary period up through the level of Director. It is the responsibility of each employee to know what University and departmental rules and regulations exist and to observe them at all times.

Rules are grouped so that corrective action can be consistently administered. The grouping of rules is intended to be a guideline to good judgment and fair treatment. In addition to rules listed below and in University documents and communications, it is necessary for employees to know and understand specific departmental rules and regulations discussed by the supervisor.

GROUP I

All employees must adhere to the following University rules. Violation of any one of these rules will be cause for immediate discharge:

1. Fighting on University property or creating disturbances, which adversely effect morale, productivity, academic studies or discipline.
2. Threatening, abusive, or intimidating behavior or obstruction of the activity of other employees.

3. Use or possession of an illegal or controlled drug or intoxicant. (See University Drug Policy Section F8 for further information.)
4. Reporting to work under the influence of intoxicants, narcotics, or drugs which could have an adverse effect on the safety of other employees. (See University Drug Policy Section F8 for further information.)
5. Changing or otherwise falsifying or forging any University records, permits, time cards, or time sheets, licenses, certifications, passes, badges, or the approving signature thereon.
6. Deliberately restricting production output and/or University operations and concealing of defective work.
7. Conviction of a felony committed outside the University.
8. Stealing and/or misappropriation of Our Lady of the Lake University funds or property.
9. Intentionally defacing or damaging University property or the property belonging to other employees.
10. Sleeping while on duty.
11. Inappropriate fraternizing with University students during working hours.
12. Any other acts not listed in 1 through 11 above but considered by the University as constituting major misconduct, insubordination, gross negligence, or gross disregard of an obligation to the University as an employee.

GROUP II

Employees violating any of the rules or job performance standards listed in Group II, except where circumstances are extremely aggravated, will be given a formal oral or written warning. If rule or standard violation persists, a final warning will be issued advising that repetition of the violation or further violation of the University rules and standards generally will result in discharge. These written warnings will be filed in the employee personnel file:

1. Failure to meet minimum acceptable level of job performance.
2. Continually or intentionally disregarding any appropriate departmental or University rules.
3. Refusing to obey reasonable and necessary supervisory orders or carry out job assignments.
4. Use of abusive or threatening language.
5. Indulging in horseplay or malicious mischief in any form.
6. Disregarding University security or fire regulations.

7. Leaving University premises prior to the end of any normal work period without prior notice or approval.
8. Failing to return to work at the end of any authorized leave period unless the supervisor has been advised of the reason for the delay.
9. Continued excessive unexcused absenteeism or tardiness.
10. Failure to report a work-related accident to the supervisor and Office of Human Resources immediately.
11. Instituting a grievance without cause, falsification and or fabrication of information contained in a grievance or other abusive use of the University's Grievance Procedure.
12. Failure to utilize the time reporting system as prescribed (See Time Cards Policy).
13. Any other acts not listed in 1 through 12 above but considered by the University to be serious policy violations.

GROUP III

Employees violating any one of the rules listed below, except where circumstances are extremely aggravated, will be given a formal oral or written warning. If violation persists, a final warning will be issued advising that future policy infractions could result in discharge.

1. Disregarding normal safe work practices.
2. Contributing to poor housekeeping or unsanitary practices.
3. Distracting or annoying other employees while they are performing assigned duties.
4. Damaging University property and equipment through improper use or lack of care.
5. Failing to notify the supervisor each day of any absence from scheduled work one hour after scheduled time to begin work.
6. Making statements of references on current or prior employees without following University procedures.
7. Use of illegal or pirated software on University computers.
8. Other incidents of a similar nature.

REFERENCES

Work Performance Improvement and Expectations Plan



ALCOHOL DISTRIBUTION POLICY

SA-SA-PO-001

POLICY SCOPE

Student

POLICY

Our Lady of the Lake University's alcohol policy, as well as the laws of the State of Texas, govern the use of beer, wine, distilled spirits and any alcoholic beverages on the University campus and at activities sponsored or sanctioned by the University on adjacent properties owned by the Congregation of Divine Providence. The specific guidelines concerning alcoholic beverages at the University have been expanded for the following reasons:

1. To be in direct compliance with the laws of the State of Texas, including those prohibiting the sale of alcohol to persons less than 21 years of age and the purchase or consumption of alcohol by persons of such age;
2. To diminish the University's liability in case of injury or accident;
3. To maintain control of the distribution and consumption of alcohol on University premises;
4. To provide greater awareness among the University community of alcohol use and abuse.

Alcoholic beverages are permitted only at functions registered with and approved by the Vice President for Student Life or designee. Local, state and federal laws governing the use of alcoholic beverages must be observed at all times. Of primary importance to the University community are the following regulations:

1. Alcoholic beverages are prohibited to persons younger than 21 years of age.
2. Persons 21 years of age and older are prohibited from providing alcoholic beverages to minors.
3. Intoxication, disorderliness and offensive behavior on University premises and adjacent properties owned by the Congregation of Divine Providence are unacceptable and subject to disciplinary action.

Only under the following conditions are the possession, distribution and consumption of alcoholic beverages by students 21 years of age and older permitted. This permission, albeit conditioned, should not be interpreted to imply that the University encourages and endorses the use of alcoholic beverages.

1. Individuals or organizations intending to serve alcohol must register their events with the Student Life Office.
2. Individuals or organizations must contact the Vice President for Student Life or designee a minimum of three weeks prior to their event to review alcohol policies and receive final approval. Approval will be based upon the event's audience, the event's purpose, the event's procedure for distribution and consumption of alcohol, and event supervision. At this meeting, an "Alcohol Distribution Form" will be completed. Failure to comply may result in disciplinary sanction.
3. Individuals and organizations must guarantee alcohol will not be purchased or consumed by anyone under the age of 21 by implementing one or more of the following procedures:
 - Hand stamps or markings distinguishing those aged 21 and older
 - Wristbands distinguishing those aged 21 and older
 - Cups distinguishing alcoholic from non-alcoholic beverages
 - Prohibition of those under the age of 21 to attend
 - Designated non-alcoholic area(s) for those under the age of 21
4. Regardless of the aforementioned method, all individuals will be required to present a valid driver's license or college, university or state identification card when purchasing alcohol.
5. The sale and distribution of alcohol is prohibited during the following times, unless done so as part of a sanctioned religious worship service: Monday through Friday 8 a.m. to 5 p.m. The sale and distribution of alcohol must cease a minimum of 45 minutes prior to the end of the event. The sale and distribution of alcohol is prohibited beyond 11:15 p.m., Monday through Sunday. With approval from the Vice President for Student Life or designee, the aforementioned hours may be revised.
6. Individuals and organizations must produce proof of insurance for the event, naming the University as an insured party. The University's insurance carrier does not cover the sale and distribution of alcoholic beverages, or injuries or harm resulting thereof.
7. Events closed to the University community and/or general public (thus, by invitation only) require event sponsors to monitor the sale, distribution and consumption of alcohol at all times, in all venue spaces.
8. The following are prohibited in all University venues: uncontrolled alcohol sampling, drinking contests, the sale of reduced-price alcohol ("happy hour drinks") and kegs of beer.
9. Non-alcoholic beverages and food of sufficient quantity and appropriate type must be available for the duration of alcohol sales and distribution.
10. Security is required for all events at which alcohol is sold or distributed. Only University Police may be contracted for providing this service. One officer per every 100 people is required for such events.
11. Alcohol must not be provided as awards or rewards for individuals and organizations.
12. Promotion of events may not encourage any form of alcohol abuse nor may such promotion place emphasis on quantity and frequency of alcohol use. Publicity may not portray drinking as a solution to personal, academic or other problems or as being necessary to social, sexual, academic or other success. Publicity must avoid demeaning sexual or discriminatory portrayal of individuals. Publicity must mention the availability of food and non-alcoholic beverages if mention is made of the sale and distribution of alcohol.
13. All promotion by off-campus alcoholic beverage marketers, distributors and their agents must adhere to the aforementioned guidelines. Alcohol marketers, distributors and their agents should also support alcohol education programs that encourage informed and responsible use of or abstinence from beer, wine and distilled spirits.

14. All servers of alcoholic beverages will complete an approved training program as approved by the Vice President for Student Life or designee.
15. Alcoholic beverages are permitted in Providence Hall. Resident students in these hall aged 21 or over are permitted to possess and to responsibly use alcohol in their residence hall rooms, provided all individuals present are aged 21 or over. Alcoholic beverages are prohibited in Ayres, Centennial, Flores, Pacelli, and St. Ann's Halls. Residents of these halls, even if aged 21 or older, are prohibited from possessing and consuming alcohol in their rooms. Regardless of age and residence hall location, consumption of alcohol is prohibited in public areas (e.g. lounges, hallways, patios) except at those events approved by the Student Life Office and the Residence Life Office.



Smoking Policy

Our Lady of the Lake University is committed to providing a healthy learning and working environment for all university community members and campus guests. While the university acknowledges that individuals may freely choose to smoke, such action will not be permitted to endanger the health of nonsmokers or cause unreasonable discomfort or annoyance. The preponderance of medical research findings indicate that the health of non-smokers is endangered by exposure to secondary smoke.

The following guidelines regulate smoking, including cigarettes, cigars, pipes, ecigarettes and vaping and chewing tobacco:

- a. Smoking and tobacco products, including chewing tobacco are prohibited inside all university buildings. This includes common work areas, classrooms, conference and meeting rooms, private offices, residence halls, hallways, elevators, lounges, stairs, restrooms, the cafeteria and all other enclosed facilities.
- b. Smoking in the court yard or parking lots is also prohibited.
- c. Smoking is prohibited inside all university owned or leased vehicles.
- d. Students, faculty and staff may smoke in their personal vehicles, but must be completely contained within the vehicle.

This policy applies to all employees, students, consultants, contractors and customers. Failure to comply with all of the components of this policy may result in disciplinary action.

The university will allow smoking and tobacco products in designated areas. Please view the university map for those locations.

Employees who choose to use these designated areas do so at their own risk. No individual may smoke along pathways or walkways leading to or from the designated smoking areas.

Individuals must dispose of tobacco remains in the proper containers. This helps to keep a neat and clean environment for all including our visitors, partners and customers.

Smoke breaks – no additional breaks are allowed to any employee who smokes.



HAZING POLICY

SA-SA-PO-011

POLICY SCOPE

Students

DEFINITIONS

Definitions

1. Educational institution - includes a public or private high school or college, university or other post-secondary educational establishment
2. New member - means any person who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in an organization
3. New member education - means any action or activity related to becoming a member of an organization
4. Student - means any individual meeting one or more of the following criteria:
 - a. Is registered in or in attendance at an educational institution
 - b. Has been accepted for admission at the educational institution where the hazing occurs
 - c. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation
5. Organization - means an association, corporation, order, society, corps, cooperative, club or service, social or similar group, whose members are primarily students at an educational institution
6. Hazing - means any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution. The term includes, but is not limited to, the following:
 - a. Any type of physical brutality, such as whipping, beating, striking, branding, electric shock, placing of a harmful substance on the body or similar activity
 - b. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics or other activity that subjects the student

to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student

- c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student
- d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student, that discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection

Personal Hazing Offense

- 1. A person commits an offense if the person performs one or more of the following acts:
 - a. Engages in hazing
 - b. Solicits, encourages, directs, aids or attempts to aid another in engaging in hazing
 - c. Permits hazing to occur intentionally, knowingly or recklessly
 - d. Has firsthand knowledge of the planning of a specific hazing incident involving student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President for Student Life or other appropriate University official
- 2. The offense of failing to report the hazing offense is a misdemeanor punishable by a fine, confinement in county jail for not more than 180 days, or both such fine and confinement
- 3. Any other offense under this section which does not cause serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than 90 days nor more than 180 days, or both such fine and confinement
- 4. Any other offense under this section which causes serious bodily injury to an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than 180 days nor more than one year, or both such fine and confinement
- 5. Any other offense under this section which causes the death of an individual is a misdemeanor punishable by a fine, confinement in county jail for no less than one year or more than two years, or both such fine and confinement
- 6. Except when an offense causes the death of an individual, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail

Organization Hazing Offense

1. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, new members or alumni of the organization commit or assist in the commission of hazing.
2. An offense under this section is a misdemeanor punishable by a fine, or if a court finds that the offense caused personal injury, property damage or other loss, the court may sentence the organization to pay a fine or expenses incurred because of such injury, damage or loss.

Consent Not a Defense

It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Immunity from Prosecution Available

In the prosecution of an offense under this policy, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the Vice President for Student Life or designate or other appropriate official of the institution is immune from liability, civil, or criminal, that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

Offenses in Addition to Other Penal Provisions

This policy does not affect or repeal any penal law of this state. Nothing in this policy will limit or affect the right of an educational institution to enforce its own penalties against hazing. If any provision of this act or its application to any person, entity or circumstance is held invalid, the invalidity does not affect other provisions or applications of this act that can be given effect without the invalid provisions or application, and to this end the provisions of this act are declared to be severable.

Reporting by Medical Authorities

A physician or other medical practitioner treating a student who may have been subjected to hazing activities has the following rights:

1. The physician may report the suspected hazing activities to police or other law enforcement officials.
2. The physician is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

POLICY

The University's policy on hazing is consistent with the Texas Education Code (Title II, Subtitle G, Chapter 37, Subchapter F, §§ 37.151 through §§ 37.157), as adapted. In an effort to

encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any individual who reports a specific hazing event to the Vice President for Student Life or designate and immunizes that person from participation in any judicial proceeding resulting from that report. The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing, however.



VEHICLE USAGE POLICY

SA-SA-PO-024

POLICY SCOPE

Students

POLICY

1. Only University employees aged 25 and older are permitted to reserve and drive University vehicles.
2. Transporting passengers in excess of vehicle seating capacities is prohibited.
3. University vehicles may be driven only within a 300-mile radius of San Antonio. University vehicles may not be driven or otherwise transported across state and national borders.
4. All passengers must complete "Field Trip/Retreat Release Forms" before being transported in University vehicles. Such completed forms should be retained during trips and filed afterwards as appropriate.
5. The use of alcohol and illegal drugs is prohibited while traveling in University vehicles. Failure to comply will result in loss of vehicle reservation privileges, in addition to prosecution in compliance with local, state and federal laws.
6. Vehicles must be returned in the same condition in which they were received. Penalty fees will be assessed for non-compliance.
7. Individuals and organizations are responsible for all vehicle damages resulting from anything other than routine wear and tear. Any negligence while using University vehicles will result in the immediate suspension of reservation privileges. Individuals and organizations whose negligent behavior damages University vehicles will be subject to sanction or will jeopardize their official recognition.
8. Individuals and organizations will be billed for all vehicle mileage charges.
9. Individuals and organizations failing to report departure and return mileage will be assessed charges.
10. Any accidents or injuries occurring while traveling must be reported immediately to the Director of Physical Plant. When filing accident reports with police or law enforcement officers, insurance information located in the glove compartment of University vehicles should be used.

11. Vehicle keys are available immediately prior to departure times. If individuals or organizations are departing outside of normal business hours (Monday through Friday, 8 a.m. to 5 p.m.), special arrangements must be made for key pick-up.
12. If individuals or organizations are returning to campus outside of normal business hours, vehicle keys must be submitted to University Police officers on duty.

Dear OLLU Student:

Our Lady of the Lake University (OLLU) expresses its commitment to the complete educational development of the individual: intellectual, moral, social and spiritual. It attempts, moreover, to create a person-centered learning environment in which both academic and co-curricular programs and services provide creative alternatives responsive to the needs of individual students.

Flowing from its purpose, OLLU is committed to complying with the Drug-Free Schools and Communities Act of 1989, which requires OLLU to notify students and employees annually of certain information. This information must include: the standards of conduct prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a list of applicable sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol; a description of the health risks associated with the abuse of alcohol or use of illicit drugs; a list of drug and alcohol programs (counseling, treatment, rehabilitation, and re-entry) that are available; clear statement that the University will impose disciplinary sanctions for violations of the standards of conduct and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution.

OLLU contends the abuse of substances can have devastating effects on an abuser's physical health and spiritual well-being. Even those substances which one might consider mild can derail an abuser's personal, academic and professional life. The following information is from the Drug Enforcement Agency publication regarding Health Risks of Controlled Substances. Additionally, the following OLLU departments/programs provide educational awareness, resources, and referrals or assessments to treat such abuse of alcohol and other drugs:

Counseling Services

Health Services

OLLU Cares

OLLU promotes an environment to prevent the use of illegal drugs and the abuse of alcohol by students and employees. The OLLU Student Handbook provides policies clearly prohibiting the unlawful possession, use or distribution of illegal drugs and alcohol on OLLU property or as part of any University activities. Range of sanctions for initial incident: fines, community retribution, substance abuse assessment(s) and counseling, loss of on-campus housing privilege, University probation, co-curricular suspension, expulsion and referrals for prosecution. Final decisions about sanctions will depend on the nature of each individual incident.

Texas Law

- **Possession of Marijuana**

Minimum: Confinement in jail for a term not to exceed 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 5 years and a fine not to exceed \$50,000

- **Possession of Controlled Substances (drugs)**

Minimum: Confinement in jail for a term not to exceed 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$250,000

- **Delivery of Marijuana**

Minimum: Confinement in jail for a term not more than 180 days and a fine not to exceed \$2,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 10 years and a fine not to exceed \$100,000

- **Manufacture or delivery of controlled substance (drugs)**

Minimum: Confinement in jail for a term of not more than 2 yrs. or less than 180 days, and a fine not to exceed \$10,000

Maximum: Confinement in jail for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000

- **Public Intoxication**

Minimum: Class C Misdemeanor: A fine not to exceed \$500, alcohol awareness class, 8 to 12 hours community service, 30 days suspension of driver's license

Maximum: Fine of \$250 to \$2,000, confinement in jail for up to 180 days, 180 days suspension of driver's license

- **Possession of alcohol in a motor vehicle (Open container)**

Minimum: Class C Misdemeanor: A fine not to exceed \$500

Maximum: 180 days of jail confinement and a \$2,000 fine if a DWI conviction is involved

- **Driving while intoxicated (includes intoxication from both alcohol and/or drugs)**

Minimum: Class B Misdemeanor: A fine not to exceed \$2,000, 3 days in jail, or both, 90 days suspension of driver's license

Maximum: A \$10,000 fine, two years in jail, two years suspension of drivers' license, required Ignition Interlock Device for personal vehicle

- Texas alcohol related laws for minors

Federal Law

- **Possession of drugs (including Marijuana)**

Minimum: Fine in an amount not to exceed \$1,000, up to one year in jail

Maximum: A jail term of not more than more 20 years or not less than five years, and a fine of not less than \$5,000 plus costs of investigation and prosecution.

- **Manufacture, distribution, dispensing drugs (includes Marijuana).**

Minimum: A jail term of up to five years and a fine of up to year and a fine of \$100,000 (for individual) or \$250,000 (if other than an individual)

Maximum: A jail term of life without release (no eligibility for parole) and a fine not to exceed \$20,000,000 (for individual) or \$75,000,000 (if other than an individual)

- **Operation of common carrier under the influence of alcohol or drugs**

Maximum: A jail term of up to 15 years and a fine not to exceed \$250,000

- Federal Drug Penalties

Be well,

George A. Williams, Jr., Ph.D.

Interim Vice President of Student Affairs

Our Lady of the Lake University

210-431-3966 (main)

[Schedule an appointment](#)

CONFIDENTIALITY NOTICE: This e-mail message , including all attachments, is intended for the designated recipient(s). Do not forward this e-mail message in whole or in part without the approval of the sender. It may contain information that is confidential, proprietary, privileged or otherwise protected by law. If you are not the intended recipient(s), please notify the sender of this information and delete your copy at once. Your cooperation is appreciated.

The Student Affairs Division would like to remind you...

Hazing Is A Crime.

Word cloud terms: drugs, humiliation, confinement, mental, stress, mental-harm, electronic-shocking, striking, Unreasonable risk, Harmful food, whipping, beating, branding, shame, sleep-deprivation, Physical harm, calisthenics, unreasonable-risk, Criminal activity.

It is a crime to haze, encourage it, direct it, aid in it, attempt to aid someone who is hazing, or permit hazing. Having firsthand knowledge of the planning of a hazing event or having knowledge of an event that occurred and not reporting it is also a violation.

 Failure to report hazing incidents = **Class B Misdemeanor**

A hazing offense causes serious bodily injury = **Class A misdemeanor**

A hazing offense causes death = **State jail felony**

If a group condones or encourages hazing or if a member of the group assists in or hazes = **Misdemeanor punishable by a large fine.**

Even if the person who was hazed consented to the activity, it is still a crime.

What is Hazing?

"Hazing" means any intentional, knowing, or reckless act, occurring on or off campus ... by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization."

Examples of Hazing

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

- any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
- any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Have You Broken the Law?

A person commits an offense if the person ...

- (1) engages in hazing;
- (2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- (3) recklessly permits hazing to occur; or
- (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Vice President of Student Affairs or other appropriate official of the institution.

What Happens if You Break the Law?

- The offense of failing to report is a Class B misdemeanor.
- Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.
- Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.
- Any other offense under this section that causes the death of another is a state jail felony.
- Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

If You Report Hazing Incidents, You're Immune From Liability

A person who reports a hazing incident involving a student "is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section."

More Information

The Texas law informing this message can be found at the following link:
<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.37.htm>. If you have questions or need to report something, feel free to contact any of the following OLLU Offices:

Student Affairs Office

104 Providence Hall
411 S.W. 24th Street
San Antonio, TX 78207-4689
Phone: 210-431-3954

Office of Student Leadership and Development

25 Worden Building
411 S.W. 24th Street
San Antonio, TX 78207-4689
210-431-3931

University Police Department

Walter Center G-04
411 S.W. 24th Street
San Antonio, TX 78207-4689
210-431-4022

*** This message is being sent to you as per Section 51.936 of the Texas Education Code. All of the previous information is taken from the Texas Education Code.*

APPENDIX O - Ongoing Educational Events

“Student Health 101” Electronic Magazine

Dates: Available 24/7

Audience: All campuses, all students, faculty and staff

Description: A 24/7 electronic magazine that covers a verity of topics. A new magazine comes out monthly. Available for reading 24/7. <https://ollusa.readsh101.com> Features articles on dangers of alcohol and drug abuse. Available all of 2017.

HIV/HCV Testing at OLLU

Dates: March 28 and 29, 2017

Time: 9:30 a.m. – 3:30 p.m.

Audience: Open to all OLLU students, faculty and staff. Event at San Antonio campus.

Description: Free testing, education materials, and swag. Courtesy of the DALE Grant: Beat AIDS and San Antonio AIDS Foundation.

Texan’s Standing Tall Screening and Brief Intervention Project

Date: March 28 and 29, 2017

Time: 9:30 a.m. – 3:30 p.m.

Description: Open to all OLLU students. Event took place on San Antonio campus. Students were invited to participate in the screening and brief intervention events. An audit sheet calculated a number associated to the student’s thoughts on alcohol or drugs. The student would then go into a private tent and share their audit number with a motivational interviewer. The interviewer would reinforce positive behavior and/or have more inquisitive interview based on the audit score. The student would then complete a post survey/evaluation sheet. Motivational Interviewing is not counseling. It is a method of asking inquisitive questions so the student would think about their relationship with alcohol. OLLU Counseling Center had a table present to handle more in-depth service.

Project DALE! Training for Intervention ProcedureS (TIPS) Program

Date: Fall 2018

Audience: Open to all OLLU students

Description: Project DALE! trained students enrolled in SOCI 1301 to deliver the Training for Intervention ProcedureS (TIPS) program to their peers. TIPS is designed to prevent intoxication, drunk driving and underage drinking by enhancing the fundamental skills of servers, sellers, and consumers of alcohol.

Project DALE! Marketing Campaign

Date: Fall 2017

Audience: All OLLU Students

Description: Project DALE! embarked on a marketing campaign aimed at educating students about the risks of drinking. More specifically, the campaign used social media and posters to help students make more informed choices.

Student-Athlete Handbook Review Mandatory Meeting

Date: Fall 2017

Audience: Student-athletes

Description: Coaches were required to review handbooks with teams. Student-athletes must provide signed consent they have reviewed the athletic handbook. Athletic trainers require student-athletes to sign a consent for random drug testing and provide educational resources on illegal drug use and banned substances.

RA Fall 2017 Training

UPD Presentation

Date: Wednesday, August 16, 2017

Time: 12:30 p.m.

Audience: Resident Assistant Staff

Description: University Police officers presented to the Resident Assistant staff during their Fall RA Training. Officers taught RA's how to identify and recognize the effects of different controlled substances including alcohol. In addition, University Police officers conducted a controlled marijuana burn demonstration to train the RA staff how to recognize the smell of marijuana.

Bystander Intervention Training

Date: Wednesday, August 16, 2017

Time: 3-5 p.m.

Audience: Saints Orientation Leaders

Description: The University of Arizona C.A.T.S. Life Skills Program, along with the National Collegiate Athletic Association (NCAA) and national leading experts, have developed the Step UP! Be a Leader, Make a Difference program. Teaching people about the determinants of prosocial behavior makes them more aware of why they sometimes don't help. As a result, they are more likely to help in the future in regard to situations or behaviors with alcohol, drugs, sexual assault, consent, hazing, bullying, etc. The Saints Orientation Leaders mentor the incoming freshman students during Welcome Weekend, Welcome Week, in the Applications of Learning Freshman Course and possibly in the Leadership Institute for Freshman Excellence program.

The Hook Up Presentation

Date: Saturday, August 19, 2017

Time: 2-3 p.m.

Audience: New Freshman Students during Blue Nation Orientation

Description: Interactive, research-supported, and SaVE Act compliant education that works to bring educational awareness about relationships, consent, alcohol and drug dangers. All new students are encouraged to attend to learn about OLLU resources, services, policies, procedures and laws that must be followed as a student of OLLU.

Drug Free Sport Partnership

Date: Available 24/7 to all student-athletes in 2017

Audience: Student-athletes

Description: Student-athlete resource center providing information on health and wellness topics. DFS offers information on NAIA's drug education efforts and testing, banned substances, and mental health issues. DFS provides access to drug-use deterrence programs and sport drug education. The resource provides athletes access to educational information to make informed decisions regarding health and wellness.

Awakening Retreat

Date: November 17-19, 2017

Time: All day

Audience: Open to all OLLU students

Description: Led by student leaders, the "Everything Skit" during the Awakening Retreat depicts how drugs and alcohol can pull one away from Jesus. The skit is followed by a discussion period during which student leaders guide discussion.

"Student Health 101" Electronic Magazine

Dates: Available 24/7

Audience: All campuses, all students, faculty and staff

Description: A 24/7 electronic magazine that covers a verity of topics. A new magazine comes out monthly. Available for reading 24/7. <https://ollusa.readsh101.com> Features articles on dangers of alcohol and drug abuse. Available all of 2018.

Water Pong and Pizza

Date: February 7, 2018

Time: 6 p.m.

Audience: Resident Students

Description: This program discussed alcohol awareness with resident students. RAs played a version of the popular party drinking game Beer Pong, but using water instead of alcoholic beverages. Throughout the game, RAs shared the effects of alcohol and tips on how to drink responsibly.

Walk the Line

Date: March 8, 2018

Time: Day long

Location: OLLU Mall area

Description: Students were invited to wear "beer goggles" and walk a straight line drawn on the ground simulating how alcohol can impair a person while attempting to drive. Counselor Rocio Portales and Active Mind members (organization dedicated to raising mental health awareness among college student) presented information on the dangers of alcohol abuse. Sponsored by Counseling Services and Active Minds.

Awakening Retreat

Date: March 23- 25, 2018

Time: All day

Audience: Open to all OLLU students

Description: During the Awakening Retreat, the “Everything Skit” dramatizes how drugs and alcohol can pull one away from Jesus. After the skit there is time for discussion. A skit titled “Peer Pressure” was also presented at the retreat. The skit focused on the perils of drinking and was followed by a group discussion which identified

Take the Keys DUI/Alcohol Awareness Simulation Event

Date: Tuesday, April 17, 2018

Time: Noon-2p.m.

Audience: Open to all San Antonio OLLU Campus students

Description: DUI Simulator has been developed with the latest DUI research and data points. The system allows the participant to experience the effects of driving while under the influence within in a safe environment. Campus participants can learn about the effects of alcohol and drugs while driving through simulation and receive resource and service information.

Opioids and Narcan Training: Provost Development Days

Date: August 14, 2018

Times: 3-3:30 p.m. and 3:40-4:10 p.m.

Location: Library Circle

Audience: Open to all OLLU students, faculty and staff. RA’s attended per Mark Center.

Description: Opioids explanation and Narcan training presented by Dr. Julie C Stuckey with OLLU’s Office of Health Services and Lt. Burts of OLLU’s Campus Police. A power point supported the explanation of the effects of opioids and how to use Narcan in an overdose event. The City of San Antonio provided Narcan to be on campus and that is located in each AED unit around campus. Training was provided as to where the Narcan is located if needed, how to administer Narcan and why and when one would do so.

RA Training Fall 2018

UPD Presentation

Date: Monday, August 13, 2018

Time: 10 a.m.

Audience: Resident Assistant Staff

Description: University Police officers presented to the Resident Assistant staff during their Fall RA Training. Officers taught RA’s how to identify and recognize the effects of different controlled substances including alcohol. In addition, UPD officers conducted a controlled marijuana burn demonstration to train the RA staff how to recognize the smell of marijuana.

Bystander Intervention Training

Date: Wednesday, August 15, 2018

Time: 2-4:00 p.m.

Audience: Saints Orientation Leaders

Description: The University of Arizona C.A.T.S. Life Skills Program, along with the National Collegiate Athletic Association (NCAA) and national leading experts, has developed the Step UP! Be a Leader, Make a Difference program. Teaching people about the determinants of prosocial behavior makes them more aware of why they sometimes don't help. As a result they are more likely to help in the future in regard to situations or behaviors with alcohol, drugs, sexual assault, consent, hazing, bullying, etc. The Saints Orientation Leaders mentor the incoming freshman students during Welcome Weekend, Welcome Week, in the Applications of Learning Freshman Course and possibly in the Leadership Institute for Freshman Excellence program.

The Hook Up Presentation

Date: Saturday, August 18, 2018

Time: 2-3:00 p.m.

Audience: New Freshman Students during Blue Nation Orientation

Description: Interactive, research-supported, and SaVE Act compliant education that works to bring educational awareness about relationships, consent, alcohol and drug dangers. All new students are encouraged to attend to learn about OLLU resources, services, policies, procedures and laws that must be followed as a student of OLLU.

Project DALE! Training for Intervention ProcedureS (TIPS) Program

Date: Fall 2018

Audience: Open to all OLLU students

Description: Project DALE! trained students enrolled in SOCI 1301 to deliver the Training for Intervention ProcedureS (TIPS) program to their peers. TIPS is designed to prevent intoxication, drunk driving and underage drinking by enhancing the fundamental skills of servers, sellers, and consumers of alcohol.

Project DALE! Marketing Campaign

Date: Fall 2018

Audience: All OLLU Students

Description: Project DALE! embarked on a marketing campaign aimed at educating students about the risks of drinking. More specifically, the campaign used social media and posters to help students make more informed choices.

Student-athlete Orientation (Mandatory Handbook Review)

Date: Fall 2018

Audience: Student-athletes

Description: In 2018, the department revitalized the student-athlete orientation and invited constituents from the university to share available resources for student-athletes. Administrators reviewed AOD standards and the athletic drug testing policy was presented. Students athletes were required to sign acknowledgement of the drug testing policy.

Drug Free Sport Partnership

Date: Available 24/7 to all student-athletes in 2018

Audience: Student-athletes

Description: Student-Athlete resource center providing information on health and wellness topics. DFS offers information on NAIA's drug education efforts and testing, banned substances, and mental health issues. DFS provides access to drug-use deterrence programs and sport drug education. The resource provides athletes access to educational information to make informed decisions regarding health and wellness.

National Recovery Month Speaker

Date: September 5, 2018

Time: 6:30 p.m.

Audience: Open to all students, faculty, staff and the public

Description: Center for Students in Recovery presented an inspirational speaker to spread awareness. Community member spoke about their recovery journey.

National Recovery Month Speaker

Date: September 12, 2018

Time: 6:30 p.m.

Audience: Open to all students, faculty, staff and the public

Description: Center for Students in Recovery presented an inspirational speaker to spread awareness. Community member spoke about their recovery journey.

National Recovery Month Speaker

Date: September 19, 2018

Time: 6:30 p.m.

Audience: Open to all students, faculty, staff and the public

Description: Center for Students in Recovery presented an inspirational speaker to spread awareness. Community member spoke about their recovery journey.

National Recovery Month Speaker

Date: September 26, 2018

Time: 6:30 p.m.

Audience: Open to all students, faculty, staff and the public

Description: Center for Students in Recovery presented an inspirational speaker to spread awareness. Community member spoke about their recovery journey.

National Collegiate Recovery Conference Student Leadership Academy

Date: October 2018

Time: Daylong

Audience: Two student leaders

Description: Training opportunity for OLLU student leaders spearheading OLLU's Center for Students in Recovery.

HIV/HCV testing at OLLU

Dates: October 24 and 25, 2018

Time: 9:30 a.m.-3:30p.m.

Audience: Open to all OLLU students, faculty and staff

Description: Free HIV and HCV testing. Services offered by Alamo Area Resource council and University Health System. Education materials and swag distributed to attendees. Presented through Project NEXT/SMASH grant from University Health.

Divine Hearts Meeting

Date: November 6, 2018

Time: 2 p.m.

Audience: All OLLU students

Description: Support group for all OLLU students in recovery.

Divine Hearts Meeting

Date: November 13, 2018

Time: 2 p.m.

Audience: All OLLU students

Description: Support group for all OLLU students in recovery.

Divine Hearts Meeting

Date: November 27, 2018

Time: 2 p.m.

Audience: All OLLU students

Description: Support group for all OLLU students in recovery.

Divine Hearts Meeting

Date: December 4, 2018

Time: 2 p.m.

Audience: All OLLU students

Description: Support group for all OLLU students in recovery.

Divine Hearts Meeting

Date: December 11, 2018

Time: 2 p.m.

Audience: All OLLU students

Description: Support group for all OLLU students in recovery.

NAIA/My Playbook and Champions of Character

Date:

Time:

Audience: Mandatory for all student-athletes.

Description: My Playbook consists of a series of educational modules student-athletes must complete as a NAIA certified student-athletes. My playbook offers supplemental educational models covering topics on drug use and athletic performance, sexual assault, and other important topics.