



HIWASSEE

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**Biennial Review of Hiwassee College's
Alcohol and Other Drug Programs – 2012-2014**

HIWASSEE COLLEGE

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The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Hiwassee College to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by Hiwassee College students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Hiwassee College acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the college fulfills the requirements of the previously mentioned Federal regulations. The Office of Academic and Student Affairs of the college, under the leadership of the Vice President of Academic and Student Affairs, is responsible for conducting the review and reporting on the findings. Policies and procedures have been in existence for both students and employees and are so delineated in college publications and the attached *Drug and Alcohol Abuse Prevention Policy*.

The following campus units provide information for biennial reports:

- Residence Hall Directors
- Campus Security Officers
- Associate Dean for Enrollment Management
- College Chaplain
- Athletic Director and Coaches
- College Foundations Instructors (Freshman Orientation Class)
- Campus Judicial Board
- Human Resources Office

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Hiwassee College's campus during the 2012-2013 and 2013-2014 academic years.

The following materials and programs were examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided to incoming new and transfer students
- Course syllabi for the College Foundations 1001 and 1003 courses, which all freshmen and certain transfer students are required to take
- *Student Handbook* policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- *Employee Handbook* policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- *Hiwassee College Catalog – 2012-2013, 2013-2014* for the section dealing with student life on campus and expectations related to student behavior
- Various resources available to students and employees regarding drug and alcohol abuse
- Course syllabi for Health 2020 – Personal Health
- Campus health clinic services
- Incident reports in the Office of Academic and Students Affairs related to any possible infractions of the drug and alcohol policy presented to students

Compliance with Drug-Free Schools and Communities Act

Hiwassee College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the college's activities. Hiwassee has a written policy on alcohol and other drugs and distributes this to students during biannual student assemblies on safety and security, Welcome Week activities by providing access to the online *Student Handbook* and the *Hiwassee College Catalog*, College Foundation courses (IDSTU 1001 and 1003), and through various handouts and programs throughout the academic year. The *Employee Handbook* has been recently revised to include the Drug and Alcohol Abuse Prevention Policy (pg. 23). The written materials annually distributed contain the following:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of applicable legal sanctions under local, state or federal law;
- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The Federally Mandated Policy about alcohol and other drugs has been distributed by email to all entering freshmen, new transfer students, and returning students and will be discussed in more detail with students during orientation sessions and campus-wide required assemblies. Even though the policy has been in effect and is in the *Student Handbook*, more concerted efforts have been made to ensure that students have read and understand the policy as it is written. In addition, the alcohol and drug policy will be presented at the annual fall faculty and staff workshop which occurs in August. The college will also use Populi, the college management system, for posting notices about alcohol and drug awareness activities throughout the year.

Alcohol-and Drug-Free Campus Workplace Policy:

Hiwassee College is committed to providing students, faculty, staff, and visitors a safe and healthful campus and workplace. The college recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The college also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the college's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at Hiwassee College. All employees and students will be notified of this policy by publication and electronic delivery.

Student Life Summary:

All Hiwassee College students are responsible for complying with the Tennessee state laws. Attention is called to the Tennessee Alcoholic Beverages Law that states specifically:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Persons 21 or over may not make alcoholic beverages available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted in residential halls, at athletic events, at social events attended by students, and on the campus grounds.

Residence Hall Summary:

Hiwassee College employs Residence Hall Directors and Residence Hall Assistants who are trained to enforce the community standards regarding alcohol and drugs for the students residing in the two residence halls. Each resident is provided information on residence hall policies during Welcome Week in the fall and for new students who matriculate in the spring semester. The college's alcohol and drug policies are contained in the *Student Handbook* and include:

- Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior influenced by the use of alcohol.
- Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the *Student Handbook* and can include:

Campus Service Hours

Warning and/or probationary period

Contact with parent/guardian (when FERPA agreement permits contact)

Referral to an alcohol education program

Counseling services

Termination of the housing contract

Possible arrest, imprisonment, or fine according to state alcohol laws

Any type of recreational drug is strictly prohibited from use in college residence halls and property. Drugs that fall into this category include, but are not limited to, the following: Marijuana, hashish, cocaine, crack, LSD, inhalants, stimulants, depressants, hallucinogens, narcotics, designer drugs, anabolic steroids, and other substances that alter one's mental state. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of, or exhibiting disruptive behavior influenced by the use of the substances listed above. Anyone found in violation of this policy may have his/her housing contract terminated and may be subject to disciplinary action and possible arrest, imprisonment, or fine according to state and federal laws.

Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are the Security Officer(s), the Residence Hall Directors, and the Associate Dean for Enrollment Management. (For instances involving employees, the Office of Human Services, which reports to the Vice President for Business Affairs, is the unit responsible for handling interventions and/or sanctions.) It is the primary responsibility of the Associate Dean for Enrollment Management to assess instances of infractions by students and to determine sanctions or involve the Campus Judicial Board which will recommend any necessary sanctions. Hiwassee College is fortunate to have very little reported incidences of alcohol and/or drug abuse over the past two years. For the incidences reported below, they were all reported by the Campus Security and sanctions assessed included a semester of disciplinary probation and required counseling by on campus personnel or off campus professionals if there seemed to be more long term issues with student behavior.

Drug and Alcohol Incidence Report for 2012-13 and 2013-14

Academic Year	Liquor Violation	Drug Violation	Sanction	Fatalities
2012	2	0	First offense; one semester probation	0
2013	0	0		0

Intervention:

Hiwassee College has several options available for students and staff members who need to address alcohol and other drug abuse issues. Hiwassee College assists both students and staff with finding a professional counselor when it is needed. Referrals will be made by the Associate Dean for Enrollment Management or Vice President for Academic Affairs. At the time of the referral, the student or staff member will be assured of the strictest confidentiality, except in cases where the campus coordinator feels the individual is at risk of harming self or others.

Summary and Plans for the Future:

The very nature of Hiwassee College, its affiliation with the United Methodist Church, and the Christian mission of the college set the overall tone and attitude of students, faculty, staff, and administrators relative to alcohol and other substance use. Each of these individuals recognizes the nature of the code of conduct expected of students and personnel. While it would be unrealistic to expect that there would never be instances of alcohol or other substance use, the college has in place policies to address such occurrences.

It should be noted that there are many areas of improvement needed as far as intervention and more regularly scheduled campus-wide educational opportunities. Suggested improvements are listed on the following page along with a proposed calendar of campus-wide activities that are expected to be implemented immediately.

Proposed Activities for 2015-2016 Regarding Drug and Alcohol Prevention and Safety/Security

Date	Activity	Audience	Responsibility
March-15	Required Assembly Staying Safe on Campus Raising Awareness about Stalking and Sexual Assault	All Students	Associate Dean for Enrollment Management Guest Speakers
Aug-15	Welcome Week Sessions Discuss Campus Resources Residence Hall Meetings about campus safety Literature provided	New and Returning Students	Associate Dean for Enrollment Management Resident Hall Directors Resident Hall Assistants Student Life Coordinators
October-15	Discuss campus safety Packet of Information Poster Sessions Loop Videos in Student Center	All Students All Faculty and Staff	Associate Dean for Enrollment Management Guest Speakers Student Activities Director
Dec-15	Required Assembly Holiday Safety	All Students	Associate Dean for Enrollment Management Resident Assistants
Jan-16	Required Assembly Drug and Alcohol Policy Review Campus Safety and Security Policy Review	All New and Return- ing Students	Associate Dean for Enrollment Management
Mar-16	Required Assembly Simulated Campus Lockdown Disaster Preparedness and Safety	All Students, Faculty, and Staff	Dean of Students Guest Speakers-Emergency Personnel

**Hiwassee College
Drug and Alcohol Abuse Prevention and Policy**

Hiwassee College's people are its most valuable resource and their health and safety are matters of serious concern. The abuse of drugs and alcohol is potentially a grave danger to the college and its educational mission, and to the well being of the community as a whole. Because of our concern for the health and safety of our students and

employees, our desire for an efficient and effective workforce, and our intent to comply with applicable federal, state, and local laws regarding substance abuse, the college has formulated the following policy.

Hiwassee College is committed to a drug-free environment in accordance with current statutory provisions. Unlawful manufacture, possession, distribution, dispensation, sale, or use of controlled substances (illegal drugs) on the campus is prohibited and will not be tolerated. Alcoholic beverages cannot be brought into or consumed on the premises. The possession, sale, use, or distribution of alcoholic beverages is prohibited. Under no circumstances are alcoholic beverages to be served to any students on campus or at campus-related functions. The college strictly enforces these policies. Violators are subject to dismissal and/or arrest.

Individuals who violate this policy shall be subject to discipline, termination, dismissal, arrest or citation as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in the appropriate education or counseling programs provided by the college.

The President shall submit on a biennial basis to the Board of Trustees a report on campus activities related to illegal drugs for the preceding year. The reports shall include, as a minimum, the following:

1. a listing of the major education activities conducted during the year;
2. a report on any illegal drug-related incidents, including any sanctions imposed.
3. an assessment by the President of the effectiveness of the campus program;
and,
4. any proposed changes in the policy on illegal drugs.

Drug Free Work Place

As part of Public Law 100-690 the United States Congress passed the Drug Free Workplace Act of 1988 which became effective on March 18, 1989, as well as the Drug Free Schools Communities Act Amendment of 1989 (Public Law 101-226).

In accordance with said Law, the college hereby notifies all its students and employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and on the campus of Hiwassee College. Any violation of the above will be grounds for immediate dismissal from employment or expulsion from enrollment.

Appropriate disciplinary action shall be taken in all cases in which college employees or students are found guilty of controlled substance abuse. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken.

Sanctions may include any one or a combination of the following:

1. Recommended professional counseling
2. Letter of warning/admonition
3. Letter of probation
4. Mandatory participation in an organized drug treatment/rehabilitation program

5. Suspension from duty without pay
6. Termination from employment or enrollment
7. Other appropriate disciplinary action

The college will provide assistance, within the framework of existing policies to employees or students who elect to report an addiction to controlled substances and enter an approved treatment program. This offer of assistance is extended to all employees and students on a one-time basis. Repeated instances of addiction or abuse will be dealt with appropriately.

Hiwassee College has several options available for students and staff members who need to address alcohol and other drug abuse issues. Hiwassee College assists both students and staff with finding a professional counselor when it is needed. Referrals will be made by the Associate Dean for Enrollment Management or Vice President for Academic Affairs. At the time of the referral, the student or staff member will be assured of the strictest confidentiality, except in cases where the campus coordinator feels the individual is at risk of harming self or others.

Students and employees are required by this Legislation to notify the Business Office or the Office of Academic and Student Affairs any charges placed against them alleging controlled substance abuse. The college is required by law to notify federal grants or contact agencies of employee/student drug convictions within ten (10) days or notice of conviction. In addition the college offers drug education awareness through:

1. Courses within the curriculum
2. Residential programming
3. Educational programs provided through private or community organizations
4. Student athlete awareness and education

The most severe sanctions, loss of on-campus housing, suspension or expulsion, will be imposed for the most serious violations – offenses that are violent, dangerous, or repeated. If the Dean of Students sees justification for suspension or expulsion from the college, the Campus Judicial Board procedures as outlined in the *Student Handbook* will be followed. In the event of loss of residence, suspension, or expulsion, tuition and all other fees are non-refundable.

Federal Penalties:

Students and employees should be aware of the various federal penalties for drug-related convictions as outlined in the following documents:

- 21 U.S.C. 844(a)
- 21 U.S.C. 853(a)(2) and 881(a)(7)
- 21 U.S.C. 881(a)(4)
- 21 U.S.C. 884(a)
- 21 U.S.C. 883(a)
- 21 U.S.C. 922(g)

Health Risks and Effects:

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

The following chart lists some of the health risks associated with using/abusing various drugs. Dangers associated with substance abuse are not limited to these conditions.

Substance	Known Health Risks
Marijuana/Hashish	Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence.
Cocaine	Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, and death from overdose.
Stimulants	Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose.
Depressants	Infection, addiction, loss of appetite, death from overdose, nausea, and has severe interaction with alcohol.
Narcotics	Addiction with severe withdrawal symptoms, loss of appetite, death from overdose.
Hallucinogens	Anxiety, depression, impaired memory, emotional breakdown, death from overdose.
Inhalants	Drastic weight loss, brain damage, liver and bone marrow damage, high risk of sudden death.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are many resources on campus and in the community for assistance.

College resources such as the agreement for off-campus counseling are free to students and employees for a designated number of sessions. Non-campus resources in the community are also available through hotlines and other medical facilities. These include:

- Alcoholics Anonymous-<http://www.aa.org>
- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous
- CONTACT – 423-337-3800
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800-662-4357
- Veterans – Locate the closest VAMC or VA Regional Office: 1-877-222-8387