



# CLARENDON COLLEGE

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Since 1898

**TO:** Texas D. Buckhaults  
Vice President of Student Services

**FROM:** Debra Lamb, MBA  
Director of Student Life

**RE:** Biennial Review Alcohol and Other Drugs (AOD) / Email 11-25-14

**DATE:** December 29, 2014

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**NOTE:** Students, currently enrolled, are emailed a copy of the Student Handbook. Each semester a mandatory All-Student Meeting is held to discuss the Student Handbook which includes the AOD college policies/awareness and student assistance.

**Standard Code of Conduct:** 2014-15 Student Handbook (SH) provides:

**Prohibited Activities: (SH Page 34, Items 2 and 3)**

*2. Illegally possessing, using, selling, or being under the influence of dangerous drugs or narcotics.*

*In an effort to maintain a drug-free environment on campus the college has the campus inspected with a certified Drug Dog that covers all areas of the campus from buildings to parking lots which includes the residence hall rooms.*

*3. Possessing, using, selling, or being under the influence of alcoholic beverages. Alcohol is strictly prohibited anywhere on Campus. A student in violation is subject to a \$250 fine and successful completion of an alcohol awareness class for the first offense. A student will be subject to suspension for a second offense.*

**Serious Infractions: (SH Page 35)**

*Although the listing below is not an all-inclusive list, engaging in the following and other similar activities may result in severe disciplinary sanctions which includes but not limited to fines, community services and a contract outlining future expectations. For serious infractions such as those listed below, the College may take actions up to and including suspension from the College, even on the first offense. A person participating in such activities may also be subject to arrest by local Law Enforcement Agencies (LEAs):*

*1. Alcohol or other drugs and illegal selling*

## **Sanctions / Penalties (SH Pages 39-41)**

*Supervision of student conduct at Clarendon College is the direct responsibility of the Vice-President of Student Services. At the Clarendon Campus the Director of Student Life is the authorized designee, who operates under the authority of the Vice-President of Student Services. At the Pampa Center, the Associate Dean is the authorized designee, who operates under the authority of the Vice-President of Student Services with regard to student discipline. At the Childress Center, the Director of the Childress Center is the authorized designee, who operates under the authority of the Vice-President of Student Services with regard to student discipline. These individuals shall investigate and gather information concerning a reported incident of student misconduct. After investigating the incident and considering the evidence (its accuracy, credibility, and sufficiency), the Director may administer any of the penalties listed below in dealing with student misconduct.*

**NOTE:** Each student is read their 'student rights' and each confirms understanding their rights by their signature. A written incident report is provided which confirms violation (evidence) and/or requires additional research. The college policy is then read to the student for their understanding, commitment and at which time the student can speak on their own behalf regarding the violation. Afterwards, one of the following occurs:

- 1. Warning or reprimand.*
- 2. Discipline Improvement Plan*
- 3. Referral to Enrollment Services Counselor*
- 4. The imposing of specified restrictions and/or fines.*
- 5. Campus work assignments or community service.*
- 6. Disciplinary probation (with or without other restrictions).*
- 7. Suspension. (upon review by the Vice-President of Student Services)*
- 8. Expulsion. (upon review by the Vice-President of Student Services)*

*A **warning** is usually oral, but may be written. This is a first level disciplinary step which is to caution an individual to consider the consequences of his/her actions and the possible repercussions which could result.*

*A **reprimand** is sterner than a warning and usually is in written form. A reprimand may include, but is not limited to, counseling the student and documenting the incident in the student's official records. The actions are cumulative and are considered official College actions recorded in the office of the Director of Student Life.*

***Specified restrictions and or fines**, such as community service or fines, may be assigned to a student who has violated a portion of the student code of conduct. Supervision of the community service hours is delegated by the Director of Student Life based on Campus and community needs. Students facing punitive action will not be allowed to choose their supervisor. Students who find themselves unable to complete community service hours may choose to pay a fine equal to the number of hours assigned, multiplied by the*

current minimum wage amount. Students who are assessed fines and are unable to pay the amount may be allowed to work for the college to pay the fine. The fine will be considered paid when the student works the hours required to pay the entire fine based on the current minimum wage amount. Students will not be allowed to register, obtain their final grades, or obtain an official transcript until all specified restrictions have been satisfied.

**Referral to Associate Dean (ESC)** occurs prior to more stringent sanctions.

**Disciplinary probation** results from an accumulation of minor offenses, or from what is regarded as a major offense that does not warrant immediate suspension. Probation is for a stated period of time with or without specified restrictive conditions, community service hours, restrictions and/or fines may be imposed. Restrictive conditions may include, but are not limited to, removing the right of the student to: (1) receive any College awards or scholarships (includes revocation of a scholarship already received); (2) occupy any position of leadership in any College or student organization or activity; or (3) to operate a motor vehicle on Campus. It is expected that the student will demonstrate appropriate changes in attitudes and behavior during the probationary period. Disciplinary probation may accompany specified restrictions if the Director of Student believes it is warranted.

**Disciplinary suspension** results from an accumulation of other offenses, from what is regarded as a major offense, or a single violation of disciplinary probation. Suspension is normally for a stated period of time, but in no case less than the remainder of the semester in which the offense is committed. During suspension, the student is not permitted to: (1) attend classes; (2) participate in any College-related activity; (3) be on Campus for any reason except to apply for readmission. Should the student request a copy of his/her transcript during suspension, his/her status of suspension will appear on the transcript. Readmission on probation may be granted at the end of the suspension period.

**NOTE:** The College offers Student Disciplinary Appeal Processes accordingly.

### **Suspension / Drugs: (SH Page 32)**

The District has adopted a “no tolerance” policy for drugs.

*Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students. A student’s enrollment is subject to and implies acceptance of the standards of conduct which are developed and published in the Student Handbook, the College Catalog, and/or the Policy Manual, and which may be explained and clarified in other codes or statements prepared and published by the College. Non-compliance with these standards will be sufficient cause for suspension from the College. Authority for suspension of a student is vested with the Vice-President of Student Services.*

## **ADO Statement (SH Pages 37-38)**

### ALCOHOL AND OTHER DRUGS REFERRAL (AOD)

*Students wanting confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problems may self-refer for that assistance by making an appointment with the Associate Dean at either Clarendon or Pampa. Faculty, staff, or other students may wish to counsel a student to seek assistance through a voluntary referral to the Associate Dean if a perceived problem with alcohol or substance abuse exists. No record regarding the contact with the Associate Dean, the referral to an outside agency or actions taken as an outcome of that referral will be entered as part of the student's permanent record. A student who is disruptive of the academic process, or ordinary functions of the College, and/or who is verbally or physically abusive to students, faculty, or staff, and who exhibits symptoms which suggest the possibility of alcohol or drug-related causes of this behavior, may receive a referral to the Associate Dean. The Associate Dean will meet with the student, and should circumstances so indicate, discuss with the student the possibilities for self-referral to seek assistance for any problem of alcohol or drug abuse which may exist. The student will choose whether to seek this assistance which shall be on the same basis as a "voluntary referral" described above. Should the student choose to seek assistance, the College may consider this action as a mitigating circumstance in the deliberations regarding the student's status at the institution due to the alleged violation of the Code of Conduct.*

*It is important to note that Clarendon College may proceed simultaneously with disciplinary action and the Student Assistance Program Referral if the student has violated the Clarendon College Student Code of Conduct which specifically prohibits the possession or use of drugs or alcohol.*

### Alcoholic Beverages

*State and federal statutes concerning alcoholic beverages will be strictly enforced on the Clarendon College Campus and at off-campus Clarendon College-sponsored events. In addition to these statutes, the College prohibits possession or consumption of alcoholic beverages on Campus or in College public buildings and public areas unless otherwise authorized. Possession of alcoholic containers (cans, kegs, and/or bottles), packaging, marketing or other advertising material is also prohibited. Failure to report alcohol consumption on campus or at off-campus college sponsored events is a violation of the code of student conduct.*

### Illicit Drugs

*Possession, distribution, consumption and/or use of illicit drugs or narcotics on College property or property under the control of Clarendon College or at any event sponsored by the College or any College student organization, whether or not conducted on College property, is prohibited. This rule also applies to all illegal paraphernalia utilized in conjunction with the consumption and/or use of prohibited substances. Failure to report illicit drug use on-campus or at off-campus college sponsored events is a violation of the code of student conduct.*

## **Health Risks: (SH Pages 47-48)**

### High Risk Alcohol Intake

*People who consume large amounts of alcohol (Binge-drink) over a short period of time can reach very high blood alcohol levels before they pass out. This can lead to decreased breathing and death.*

### Health Risks of Alcohol

*Health hazards associated with excessive use of alcohol or alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than for nonusers of alcohol. Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination.*

*Damage to the liver often results in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to nerves and organs is usually irreversible.*

## **Students - Available Services:**

The District core values is to treat all students with dignity and respect. Students with AOD problems are reviewed individually, however the disciplinary processes remains consistent for student equality. Students with an alcohol Summons Violation meet with the Director of Student Life and received a written disciplinary letter. They are also fined \$250.00 per incident, however if a second offense occurs the student is referred to Associate Dean of Enrollment for semester dismissal (suspension). The District takes great pride in the importance of student safety and if the student incident/violation is drug-related, the process remains the same, however it becomes an immediate dismissal (suspension). The District provides an open-door policy for students to meet with qualified counseling personnel. The on-site counseling staff provides referrals with local health services as indicated in the AOD Statement.

In September (2014), Student Government Association (SGA) 'the voice of the student body' attended a Peer-to-Peer Impaired Driving Prevention Symposium at Southern Methodist University in Dallas. The program sponsored by the Texas Department of Transportation ('Save a Life' initiative) provides information regarding impaired driving (drinking, drugs, texting, etc.), peer-to-peer outreach methods and education. SGA students returned to the campus to share their knowledge, ideas, and dispensed awareness posters. During the Alcohol Awareness Week, SGA designed a "You in the Drive Seat – Be the Dude" Poster with a commitment pledge which obtained over 100 student signatures promising to be responsible and keep "the drive alive".

## **Staff - Available Services: (District Policy Manual, pages 185 and 191)**

### DRUG AND ALCOHOL SCREENING/TESTING 3226 / Adopted: Board of Regents 8-14-2014

*The primary purpose for drug or alcohol screening shall be to ensure that public safety and the personal safety of College employees and students are not endangered as a result of drug or alcohol use by College employees. The College has determined that a healthy and productive workforce and safe working conditions free from the effect of drugs and alcohol are important to employees, students of the College, and the general*

*public. College policy therefore balances the interests of its students and employees together with the welfare of the general public in administering fair and equitable drug and alcohol testing procedures in accordance with this policy in the best interest of all parties. The College is committed to maintaining a drug- and alcohol-free environment.*

#### Voluntarily and Rehabilitative Treatment

*After or prior to detection of drug or alcohol abuse as provided under this policy, all employees who admit they have a substance abuse problem and who agree to go through a drug or alcohol rehabilitation program may be conditionally reinstated to their previous positions after successfully completing a College-approved substance abuse rehabilitation program and maintaining the preventive course of conduct prescribed by the employee's drug or alcohol counselor or physician including, but not limited to, regular attendance at Alcoholic Anonymous (AA) or Narcotics Anonymous (NA) meetings and rehabilitation aftercare programs.*

### **AOD Disciplinary Sanctions: (Student Count)**

#### 2014-2015 Academic Year (Reporting Fall 2014)

Alcohol: 7  
Drug / suspension: 1

#### 2013-2014 Academic Year

Alcohol: 15  
Drug / suspension: 1

**NOTE:** No report available from Student Government due to winter break, however can review in January 2015 as needed/requested.

### **Recommendations:**

Several AOD ideas were recommended: Campus cameras for parking lots to protect students from vehicle binge-drinking and/or drug use/sell; full-time on-site designated security; active AOD Awareness in the classrooms and orientations; college directives/notifications on all academic-course syllabus; more on-campus posters; add "Don't Drink & Drive" information to building TV monitors and college TV channel-16, assign a SOD ambassador for each athletic/college team; speakers affected by AOD accidents; theater production of a One-Act-Play, Mock Crash; TXDOT simulators with mock crash/awareness programs; and any safety activities where students can actively be involved (taken seriously) and realize that poor judgment/ behavior/actions can have severe life-changing consequences.