

2020-2022 BIENNIAL REVIEW

Drug Free Schools and Campuses Act

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Introduction-Drug Free Schools and Campuses Act

The Drug Free Schools and Campuses Act Biennial Review Committee prepared the following report to meet the requirements of the 1989 amendments to the Drug-Free Schools and Campuses Act, as articulated in Part 86, the Drug-Free Schools and Campuses Regulations. The reporting period covers September 1, 2020 through August 31, 2022. As explained:

In order to certify its compliance with the Part 86 Regulations, an IHE (Institutions of Higher Education) must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the Regulations requires an IHE to do the following:

- (1) Prepare a written policy on alcohol and other drugs;
- (2) Develop a sound method for distribution of the policy to every student and IHE staff member each year; and
- (3) Prepare a biennial report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement

The Drug-Free Schools and Campuses Regulations require IHEs to review their AOD programs and policies every two years. The required review has two objectives: (1) to determine the effectiveness of, and to implement any needed changes to, the AOD program; and (2) to ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently. Because the Regulations do not specify what a biennial review should include or how it should be conducted, schools have considerable leeway in determining how to conduct and what to include in their biennial review.

McDaniel College has developed and updated a comprehensive written policy on alcohol and other drugs, as well as successfully distributing this policy to all undergraduate students. This report represents the Biennial Review of Alcohol and Drug Prevention Programs at McDaniel College as required by the Drug-Free Schools and Campuses Regulations. In this report, student alcohol and other drug surveys are evaluated, as suggested by the Department of Education, to help measure policy and program effectiveness. In addition, the prevention initiatives the College has implemented to minimize drug and alcohol problems are summarized.

Goals for the 2020-2022 Reporting Period:

- To increase students' awareness of the risks involved in high-risk drinking and drug use.
- To provide various AOD education programs to students throughout the academic year.
- To provide various alcohol-free late-night events as an alternative to drinking.
- To support an overall culture of responsible drinking at the college.
- To provide student groups opportunities to assist with or participate in the sponsorship of AOD education events.
- To expand the focus on environmental strategies as a best practice approach to prevention.
- To expand random drug screening to all safety sensitive positions throughout campus
- To increase communication regarding support/coping/treatment opportunities through EAP Provider, BHS.

Student Focused Alcohol and Other Drug (AOD) Prevention and Education Services

McDaniel College's Wellness Center and Counseling Services provides a range of services to assist students with alcohol and drug issues. Students are provided with caring and confidential services, which include screening, assessment, individual counseling, and referral to community substance abuse providers and self-help programs. All students seeking counseling through the Wellness Center complete the Alcohol Use Disorders Identification Test (AUDIT) and Cannabis Use Disorders Identification Test – Revised (CUDIT-R) screening tools as part of their intake process.

The Campus Life programming committee structure provides coordination for substance abuse prevention and education efforts at McDaniel College. The Wellness Center Counselor/Substance Abuse Education Outreach position works with the interdisciplinary team and members represent other departments from within Campus Life. Prevention programs are provided campus wide each semester to various student groups including student athletes, fraternities, and sororities, first year students, and students living on-campus. All students benefit from marketing campaigns and general wellness outreach programs.

Students who violate campus AOD policies are referred to the Associate Dean of Students through the Student Conduct process, and to the Wellness Center depending on the circumstances of their AOD violation. All student violators will receive education. Students assigned to meet with the Wellness Center Counselor/Substance Abuse Education Outreach position receive counseling if appropriate and warranted by the violation.

Description of the AOD Program Elements

During the 2020-2022 semesters, the college was implementing additional health and safety measures related to the ongoing COVID-19 pandemic. Campus offices arranged for evening and weekend programming on a smaller scale or focusing on virtual participation to avoid crowds of students being clustered together. Student organizations continued to meet and plan events as well, but also in a virtual format. Campus shuttles were focused on transporting students to medical care appointments, isolation/quarantine housing locations, or otherwise supporting students in isolation/quarantine during the reporting timeframe.

Alcohol-Free Options

McDaniel sponsors a wide variety of alcohol-free options for students that include year-round intramural programs, weekend and late-night programming (movies, music events, hypnotists, etc.), off-campus excursions to local attractions, museums, theater productions, and sporting events, and the opportunity to participate in over 80 student organizations. The college also provides a free bi-monthly shuttle service to local shopping venues as well as to mass transit hubs connected to Baltimore, Maryland and Washington D.C.

The college creates a social, academic, and residential environment that promotes the health and wellness of students by offering substance free living options and encouraging leadership opportunities for students such as resident assistants, first year peer mentors, orientation leaders, student organization leaders, fraternity and sorority members, the student alumni council and the student athletic advisory council. The health and counseling professionals provide information and programs related to healthy stress management, sleep hygiene, healthy relationships and safe sexual practices. Students are

challenged academically in and out of the classroom through interactions with faculty, participation in internships and externships, conducting faculty-student research projects, and traveling abroad with McDaniel faculty during the 3-week January term. First year students are required to attend the First Look Sessions during their first fall semester (in-person and virtual options). These sessions are affiliated with their academically required first year seminar course and provide critical information about topics such as academic expectations, time management, taking care of themselves emotionally and physically, diversity education, and how to select classes. All entering first year students are required to complete online courses prior to the fall semester. This includes content developed by the institution to educate students on the Code of Student Conduct as well as third-party courses through Safe Colleges. Safe Colleges courses cover alcohol, drug and sexual violence prevention initiatives. New students are required to complete online courses for Alcohol & Other Drugs, Prescription Addiction - Opioids, Bystander Intervention, and Sexual Violence Prevention for Undergrad Students.

Alcohol Availability

Alcohol is restricted on campus for individuals under the age of 21. Alcohol is prohibited in public locations, and multi-liter containers (kegs) and hard liquor are prohibited for everyone. The college works collaboratively with local law enforcement and arranges targeted off-campus patrols during historically active weekends to proactively confront any issues that may create disturbances in the local area surrounding the college. Additionally, local law enforcement officers consistently notify the Department of Campus Safety when they interact with a McDaniel student who is cited or arrested. The Code of Student Conduct specifies jurisdiction to address and sanction off-campus behavior the same as on-campus behavior. When local law enforcement confronts an incident that takes place at an off-campus student residence, the College is notified and a meeting occurs with the student tenants of the house. Representatives from the law enforcement agency, the McDaniel Department of Campus Safety, and the Dean or Associate Dean of Students attend the meeting and if the students are members of a sports team or student organization, an advisor or coach may also be present. The representatives provide information to the students regarding community expectations, future consequences for violations, local disorderly house ordinances, suggestions about being good neighbors and an opportunity to ask questions.

The social host element of the policy clarified and strengthened the expectations prohibiting any student from providing underage students with a location to consume alcohol and/or providing the alcohol to underage individuals. The clarifications also included information about the discipline sanctions for being found responsible for this type of violation. On the recommendation of the Maryland Collaborative to Reduce Underage Drinking, the initial fine for a social host violation is \$100 for each host and increases up to \$250 for subsequent violations.

Alcohol advertising is prohibited on campus. Signage regarding off-campus drink promotions, etc. are not permitted. Any posting must first be approved by the Office of Student Engagement or Residence Life and marked with a stamp signifying approval. If a posted flyer does not have an approval stamp it is removed. Digital advertisements are approved through the College's Communications and Marketing Department; alcohol references are banned.

Maryland Collaborative Information

Through McDaniel's work with the Maryland Collaborative to Reduce College Drinking and Related Problems, the Maryland College Alcohol Survey (MD-CAS), a campus-wide survey of alcohol use among McDaniel College students, was completed during the Spring semesters of 2014, 2016, 2018, 2020 and most recently during the Spring of 2022. The results of these surveys are utilized to guide programming and prevention efforts.

McDaniel data from the MD-CAS surveys have demonstrated significant reductions in key alcohol use statistics: "Past month binge drinking" percentages have steadily declined from 47% in 2014 to 36% in 2020. And "Very high-risk drinking" percentages have declined from 18% in 2014 to 9% in 2020.

Due to the COVID-10 pandemic, the recommended interventions, listed below, from the previous report were not implemented and many will be priorities during the upcoming two years.

1. Increased educational programming regarding marijuana use for the campus community
2. Senior-focused outreach efforts due to riskier alcohol use patterns compared to other cohorts
3. Technical assistance on how to reduce excessive drinking at Greek Life events
4. Reduce off-campus alcohol and other drug related incidents involving students.
5. Increase assessment opportunities for students in general and in response to policy violations.
6. Provide a robust offering of alcohol-free on and off campus events, including late night events.

Student Substance Abuse Prevention and Education Events

- **RA Training on Substance Use:** reviewed on-campus mental health resources, basic helping skills, effective communication, appropriate boundaries, recognizing and referring students in distress, substance abuse prevention, and bystander intervention. RAs completed a simulation on how to confront and address the usage of illegal drugs and alcohol in the residence halls with Campus Safety staff. (2020-2022)
- **Peer Mentor Training** reviewed on-campus mental health resources, basic helping skills, effective communication, appropriate boundaries, recognizing and referring students in distress, substance abuse prevention, and bystander intervention. (2020-2022)
- **Social Media post:** Wellness staff created a video that normalized the challenges of sheltering in place and promoted sober self-care strategies for managing stress during COVID-19 crisis. (Spring 2020)

Recommendations for AOD Programming

These Recommendations are supported by the empirical research of the Maryland Collaborative to Reduce College Drinking and Related Problems and are similar to the previous year's due to COVID-19.

- Addressing students' cannabis use and correcting students' and parents' misperceptions of harms caused by cannabis.
- Continuing universal screening for excessive alcohol use and cannabis use in Counseling Services and ongoing training for staff to maximize the integration and effectiveness of substance use assessment within general counseling services.

- Creating and implementing additional targeted efforts toward students involved in Greek Life to reduce their excessive alcohol and cannabis use.
- Continuing to work closely with local law enforcement to enforce the local noise ordinance and share information regarding citations issued to students with college administrators.
- Moving toward the best practice of posting all campus alcohol policies and consequences in one place on the school’s website and publicizing it to students.

Overview of Student Conduct Data

Covered Dates	College Alcohol Policy Violations	Alcohol and Other Drug Poisonings Transports	Illegal Drug Policy Violations	Off-Campus Violations
8/1/2020-7/31/2021	58	11	18	1
8/1/2021-7/31/2022	76	3	25	16

Alcohol Education Sanctions Overview

Academic Year	Education Program	Description	Number of Student Completions
20-21	Alcohol Education Level I	2-hour “Know the Facts” alcohol education class taught by Brianna Earomirski in fall 2020 as the Health Department was unable to staff the class due to pandemic related work load. Ms. Amy Laugelli, Substance Use Prevention Educator, Carroll County, MD Health Department returned to teach the class virtually beginning in spring 2021 semester.	22 referred; 14 completed
20-21	Alcohol Education Level II	Completion of “Before 1 More” Program: Substance Use Assessment and Psychoeducation at the Counseling Center that incorporates the Substance Abuse Subtle Screening Inventory (SASSI) and the Alcohol Use Disorders Test (AUDIT) assessments with BASICS brief intervention into the assessment. For only Level II: Everfi Alcohol Edu for Sanctions online course covered multiple topics related to alcohol abuse and prevention.	10 referred; 7 completed
21-22	Alcohol Education Level I	2-hour “Know the Facts” substance use (alcohol and drug) education class taught by Ms. Amy Laugelli, Substance Use Prevention Educator, Carroll County, MD Health Department.	36 referred; 31 completed

21-22	Alcohol Education Level II	Completion of “Before 1 More” Program: Substance Use Assessment and Psychoeducation at the Counseling Center that incorporates the Substance Abuse Subtle Screening Inventory (SASSI), The Cannabis Use Disorders Identification Test (CUDIT) and the Alcohol Use Disorders Test (AUDIT) assessments with BASICS brief intervention into the assessment.	6 referred; 4 completed
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Procedure for Distributing AOD Policy to Students

McDaniel College has a written alcohol and other drug policy that is widely distributed to students via student handbooks, semester course registration guides, websites and the undergraduate and graduate catalogues. These written policies are in compliance with federal guidelines.

Student Handbook Notifications

Students were informed of the online location of the Student Handbook in student wide campus announcements sent from the Campus Life Office.

An email batch was processed for Document STEHBOOK, with subject '2021/2022 McDaniel College Student Handbook Information', at 04:11PM on 08/23/2021.

The status report is being sent to this email address, because it belongs to the person recorded as the Document's author: 0666803, Mr. Michael L. Robbins

Dear Student:

I want to inform you of the location and content of the 2021-22 McDaniel College Student Handbook.

- The Student Handbook is online and can be accessed from the College website at: <http://catalog.mcdaniel.edu/index.php?catoid=46>. I strongly encourage students to bookmark this page!
- The Handbook contains information about the following topics:
 - Student Service Offices with contact information
 - The Code of Student Conduct
 - The Student Conduct Process
 - Residence Hall Policies
 - Drug Free Schools and Communities Act Policy
 -

It is very important that a student be familiar with the Handbook as it contains important information to assist you in your daily life on the campus.

If you have any questions about the Student Handbook and/or the information provided in the Handbook, please contact me at mrobbins@mcdaniel.edu.

Have a great semester!

Michael Robbins
(he, him, his)

Associate Dean of Students
mrobbins@mcdaniel.edu
McDaniel College

An email batch was processed for Document STEHBOOK, with subject '2022/2023 McDaniel College Student Handbook Information', at 12:04PM on 08/19/2022.

The status report is being sent to this email address, because it belongs to the person recorded as the Document's author: 0666803, Mr. Michael L. Robbins

Dear Student:

I want to inform you of the location and content of the 2022-2023 McDaniel College Student Handbook.

- The Student Handbook is online and can be accessed from the College website at: [McDaniel College - Acalog ACMST](#). Use the dropdown to select the 2022-2023 Student Handbook. I strongly encourage students to bookmark this page!
- The Handbook contains information about the following topics:
 - Student Service Offices with contact information
 - The Code of Student Conduct
 - The Student Conduct Process
 - Residence Hall Policies
 - Drug Free Schools and Communities Act Policy

It is very important that a student be familiar with the Handbook as it contains important information to assist you in your daily life on the campus.

If you have any questions about the Student Handbook and/or the information provided in the Handbook, please contact me at mrobbins@mcdaniel.edu.

Have a great semester!

Michael Robbins
(he, him, his)

Associate Dean of Students
mrobbins@mcdaniel.edu
McDaniel College

Faculty and Staff Substance Abuse Educational Activities

McDaniel College’s Office of Human Resources offers programming to faculty and staff empowering employees to take action to improve their overall health and well-being. Through flexible programming and community building, the committee provides access to activities, training, and education that support wellness. The Wellness Fairs that occur each fall were suspended due to covid concerns. Information was available on general health, alcohol and substance abuse information and treatment, smoking cessation, dealing with stress and depression, accessing care through the employee assistance program and health care insurance was available virtually.

Faculty and Staff Drug Testing Policy

The College is committed to maintaining a safe workplace free from alcohol and drug abuse. For this reason, the College prohibits its employees from possessing, using, distributing and/or working under the influence of alcohol or other intoxicant or illegal or prescription drug, other than one lawfully prescribed by a physician and taken in accordance with that prescription. This policy covers all employees of the College, including student employees. The context of the full policy can be found in Appendix II.

Random and For-Cause Employee Substance Screening Data

The following chart describes the number of random and for cause testing during 2020-2022 conducted by Carroll Occupational Health Services.

	Random Drug Screenings	Post- Accident Drug Screenings	For Cause Drug Screenings	Positive Test Results
9/1/2020-8/31/2021	29	2	0	2
9/1/2021-8/31/2022	23	6	2	0

Employee Assistance Program

McDaniel College collaborates with Business Health Services (BHS) to provide up to eight counseling sessions to employees at no cost. Counseling can be for a variety of issues including but not limited to mental health issues, stress, management consultations, marital challenges and substance abuse. Care for substance abuse may include assessment, referral and treatment. Recommendations for treatment vary by pervasiveness of issue. Further, managers have the option to do a 30-minute management consultation with a licensed professional if they have substance abuse concerns about an employee.

The following chart describes the number of employees who sought services through the Business HS employee assistance program. The far-left column represents employees who accessed services with a presenting problem related to substance abuse.

Plan Year	Number of Employees Accessing Services with BHS	Number of Employees Accessing Substance Abuse Services
9/1/2020-8/31/2022	338	2

Disciplinary Action Related to Employee Substance Abuse Issues

Staff Employees

The Staff Handbook provides a disciplinary process for staff employees. The college reserves the right to summarily warn, reprimand, suspend, or terminate employees without notice should severity of circumstances warrant. Such circumstances include, but are not limited to, the following:

- Harassment or discrimination on the basis of a protected class including race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, genetic information or any other protected characteristic.
- Insubordination, including any concerted or deliberate slowdown or delay or interference with one's own productivity or the work of others
- Working under the influence of, testing positive for, or participating in the illegal sale, purchase, use or possession of drugs, alcoholic beverages, other controlled substances or possession of weapons on campus.
- Unauthorized disclosure of legally protected information, including without limitation confidential or proprietary information.
- Poor work performance
- Workplace bullying
- Refusing to work hours required by essential employees
- Violation of published institution policies
- Excessive Absenteeism
- Failure to respond to emergencies as required by job duties
- Non-compliance with required training
- Malicious gossip and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; willfully restricting work output or encouraging others to do the same.
- Failure to report an accident involving company equipment or any damage to said equipment
- Any offense that occurs that warrants a corrective action if a previous corrective action is already in the employee file may qualify for immediate termination
- Theft or dishonesty including gambling, excessive waste, abuse, unauthorized use of or removal of college property from campus, or falsification of records and fraud
- Any behavior(s) included in the Workplace Violence policy upon persons or property whether on or off campus
- Other behavior which is potentially dangerous or harmful to persons or property and detrimental to work, including failure to adhere to safety rules and regulations
- Unprofessional conduct or other failure of appropriate behavior either during or outside working hours which is of such a nature that it destroys good will or otherwise causes jeopardy or serious discredit to the College
- Violating the rights of other employees, students, visitors, or volunteers Mishandling of college funds

Faculty Employees

The Faculty Handbook provides a process for any type of misconduct. Accordingly, faculty are expected to adhere to all institutional policies in effect including, but not limited to, policies related to non-discrimination, workplace bullying, whistleblowers' protections, and the establishment and maintenance

of a safe working environment. They are also expected to conduct themselves in accordance with AAUP's statement on Professional Ethics (Faculty Handbook 2.3.1). Should violations of the college's policy on Gender/Sex Based Anti-Harassment/Non-Discrimination Policy occur, the adjudication procedures outlined that policy shall supersede any procedures outlined in this section.

For most serious cases of policy violation or other kinds of faculty misconduct, section 2.8 of the Faculty Handbook outlines the grounds on which dismissal proceedings may be instituted. In other cases, violations of policy or instances of misconduct are important to address, but do not rise to the level of dismissal.

For matters that do not rise to the level of dismissal, the Provost will address the matter directly with the faculty member through oral and/or written notification. For sanctions more severe than a written letter of reprimand, both the faculty member and the Provost have the right to request involvement of the FAC. If FAC involvement is requested, the FAC will review the findings and proposed sanction and provide recommendations to the Provost. The Provost reserves the right to adjust the severity of the sanction. Sanctions will vary and will be related directly to the nature of the infraction. In determining a sanction, the Provost may consider a faculty member's past record of infractions. Examples of sanctions may include, but are not necessarily limited to, loss of research funds, loss of development funds, or the loss of additional teaching opportunities.

The faculty member will receive written notification of the Provost's decision relative to any sanctioning action.

A faculty members may elect to appeal a sanction in the following circumstances:

- The faculty member believes that insufficient evidence exists for the sanction to have been imposed.
- The faculty member believes that a sanction is too severe.
- New evidence emerges that the faculty member believes will alter the decision to sanction.
- The faculty member believes that a sanction is arbitrary or capricious.

In these cases, the faculty member's appeal is made to the President. Appeals must be made in writing within 30 days of the Provost's notification of the final decision.

Disciplinary Action Taken Related to Substance Abuse Issues 2020-2022

Dates	First Notice of Disciplinary Action	Second Notice of Disciplinary Action	Probation	Termination
9/1/2020-8/31/2021	1	0	0	0
9/1/2021-8/31/2022	0	0	0	0

Strengths of Employee Programming

- The College has a comprehensive policy and procedure that is garnering results.
- The random drug testing program pool creation protocols were reviewed in November 2019. Due to the small number of positions that are included in the pool, the randomness is sometimes

challenging. In partnership with the healthcare vendor, we became part of a larger consortium to expand the pool.

- There is a regularly scheduled communication of policy (upon hire and winter and fall semesters annually) that is raising awareness.

Annual Notice for Substance Abuse Policies and Procedures for Employees

The College's Drug and Alcohol Policy (see Appendix II) is supplied to employees upon hire during new employee orientation, at the start of each semester via email from the Provost to the faculty/staff list serve and available at any time on the Forms and Policies page of the McDaniel Portal.

Screen Shots of Annual Substance Abuse Policy Notification for all Faculty and Staff

Communicated via email on 8/14/2020 to all faculty and staff through the list serve:

From: faculty-staff-bounces@mcDaniel.edu on behalf of [Barbara Clinton](#)
Subject: [faculty-staff] 2020 Drug Free Notice
Date: Friday, August 14, 2020 1:03:19 PM
Attachments: [ATT00001.txt](#)

McDaniel College is committed to making a good faith effort on a continuing basis to maintain a drug-free campus and workplace.

Consistent with federal policy related to the College's eligibility to disburse federal aid to our students, McDaniel College provides a drug-free workplace, including—

- a drug-free awareness program that provides information to employees regarding the prevention of drug and alcohol abuse,
- a notice distributed annually to our employees of prohibited unlawful activities and the College's planned actions against any employee who violates these prohibitions, and
- a policy of notifying the Department of Education and taking appropriate action when it the institution learns of an employee's conviction under any criminal drug statute.

Communicated via email on 9/27/2021 to all faculty and staff through the list serve:

From: faculty-staff-bounces@mcDaniel.edu on behalf of [Kriss Hann](#)
Subject: [faculty-staff] Annual Drug-Free Notice
Date: Monday, September 27, 2021 8:21:42 AM
Attachments: [ATT00001.txt](#)

McDaniel College is committed to making a good faith effort on a continuing basis to maintain a drug-free campus and workplace.

Consistent with federal policy related to the College's eligibility to disburse federal aid to our students, McDaniel College provides a drug-free workplace, including—

- a drug-free awareness program that provides information to employees regarding the prevention of drug and alcohol abuse,
- a notice distributed annually to our employees of prohibited unlawful activities and the College's planned actions against any employee who violates these prohibitions, and
- a policy of notifying the Department of Education and taking appropriate action when it the institution learns of an employee's conviction under any criminal drug statute.

Communicated via email on 1/26/2022 to all faculty and staff through the list serve:

From: faculty-staff-bounces@mcdaniel.edu on behalf of [Kriss Hann](#)
Subject: [faculty-staff] Annual Drug-Free Notice
Date: Wednesday, January 26, 2022 8:42:24 AM
Attachments: [ATT00001.txt](#)

McDaniel College is committed to making a good faith effort on a continuing basis to maintain a drug-free campus and workplace.

Consistent with federal policy related to the College's eligibility to disburse federal aid to our students, McDaniel College provides a drug-free workplace, including—

- a drug-free awareness program that provides information to employees regarding the prevention of drug and alcohol abuse,
- a notice distributed annually to our employees of prohibited unlawful activities and the College's planned actions against any employee who violates these prohibitions, and
- a policy of notifying the Department of Education and taking appropriate action when it the institution learns of an employee's conviction under any criminal drug statute.

McDaniel College prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on the College's property, or as part of the College's activities.

Distribution Certification

I certify that the Drug and Alcohol Policies have been distributed in accordance with the Drug Free Schools and Campuses Act (DFSCA) to all employees and students. The Drug and Alcohol Policy is communicated to all employees upon hire in writing and semi-annually via email by the Provost of McDaniel College. The Drug and Alcohol Policy is communicated to all students semi-annually at the beginning of the fall and spring semesters by the Provost of McDaniel College. Additionally, the Dean of Students sends the Student Handbook at the beginning of each semester via email including a reference highlighting the Drug and Alcohol Policy. The Drug and Alcohol Policy is also posted on the Student Portal Page and the Human Resources Portal Page.

A handwritten signature in blue ink, appearing to be "J. [unclear]", written in a cursive style.

APPENDIX 1-STUDENT ALCOHOL AND DRUG POLICY

Introduction

McDaniel College is committed to the welfare of its students and the surrounding community. When individuals misuse alcohol academic performance, health, personal relationships and safety are compromised. McDaniel College neither encourages nor condemns the legal consumption of alcoholic beverages, however, the College recognizes that the majority of undergraduate students are below the legal drinking age. McDaniel College supports the strict enforcement of Maryland's liquor laws. No person may sell, furnish or give alcohol to any person under the age of 21. Consequently, alcohol will be permitted at McDaniel College only in those settings which comply with state and federal law, municipal county ordinances and this policy, and in no way inhibit the full participation of those who choose not to drink alcohol.

Campus student organizations must follow the Student Events with Alcohol Policy found in the Student Handbook at [http://catalog.mcdaniel.edu/content.php?catoid=20&navoid=969%23College Alcohol Policy%09#Student Organization Policy for Campus Events with Alcohol](http://catalog.mcdaniel.edu/content.php?catoid=20&navoid=969%23College%20Alcohol%20Policy%09#Student%20Organization%20Policy%20for%20Campus%20Events%20with%20Alcohol)

McDaniel College entrusts to its students the responsibility of compliance with state, county, and municipal laws concerning the purchase, possession, consumption and transport of alcoholic beverages. It is expected that alcoholic beverages will be used in moderation, at suitable times, and under decorous conditions. Public intoxication is prohibited.

Maryland Law in Brief

Under Maryland state law, persons 21 years of age can purchase, possess, and consume alcoholic beverages. Any underage individual drinking, purchasing, or possessing alcoholic beverages is subject to a fine. Borrowing or falsifying identification constitutes a crime. Purchasing and/or providing alcoholic beverages for underage persons is also prohibited by law.

Policy Violations

Failure to comply with state, county, or municipal alcoholic beverage laws may result in disciplinary action through the Student Conduct Process and/or legal action through the appropriate district court.

McDaniel College imposes the following additional restrictions regarding alcohol possession and use:

1. Hard liquor possession by students is prohibited on campus.
2. Drinking games and/or drinking contests are prohibited as such practices encourage the rapid and potentially dangerous consumption of alcohol.
3. Kegs and other multi-liter containers (full or empty) are prohibited anywhere on campus without permission of the Campus Life Office
Please Note: If a keg or other multi-liter container is found on the campus it will be confiscated by the Department of Campus Safety. Confiscated items will not be returned to students under any circumstances. Any loss of funds that a student may incur because a multi-liter container has been confiscated by the College is his/her own financial responsibility.
4. Behavior or noise by any person or group which is disturbing others is prohibited. The possession and consumption of alcohol shall not infringe upon the privacy and peace of others. In all situations, the use of alcoholic beverages is considered as aggravating rather than mitigating the

situation. Failure to follow the policies and laws could lead to student conduct action or proprietary action and/or civil arrest. Campus Safety and Residence Life staff will confront flagrant policy violations that come to their attention.

5. The total number of persons permitted in residence hall rooms will be restricted in accordance with Maryland State Fire Codes and McDaniel College policy (see Room Capacity in Residence Hall policies section).
6. Students should refrain from using alcoholic beverage containers as ashtrays, decorations or for other uses in campus residences.
7. Alcoholic beverages may not be sold at any McDaniel College event or function or by any organization using College property without a license.
8. Consumption of alcoholic beverages must comply with the Locations for the Use of Alcohol.

Locations for the Use of Alcohol

In addition to state laws, alcoholic beverages on McDaniel College campus will be limited as described below. In general, alcoholic beverages are limited to students' personal rooms and to spaces designed for social gatherings, such as the Forum and other facilities in Decker Center. It is not appropriate to consume alcoholic beverages or carry open alcoholic containers outside or in public areas designed for other purposes. Beer bongos are not permitted.

1. **Student's Room:** Students may, within state law and college policy, consume and possess beer and wine in residence hall rooms. Students who are 21 and over are prohibited from allowing any underage individuals present in their individual rooms to consume and/or possess alcohol.
2. **Public Areas:** Alcoholic beverages are not permitted in any public areas of the residence halls, defined as all hallways, stairwells, bathrooms, lobbies, lounges, porches, balconies, storage rooms, laundry rooms, elevators, or any other area outside a residential facility. In the Garden Apartments, North Village, college houses, Albert Norman Ward (ANW) suites and Daniel McLea (DMC) suites, the individual bedrooms are private space while the common areas of the residence are considered public space.
3. **Residence Halls:** Alcoholic beverages are prohibited anywhere in Rouzer, Whiteford, and Daniel MacLea, and designated substance-free residence halls and houses.
4. **Special Occasions:** Consumption and possession of alcoholic beverages in specified areas for special occasions is subject to approval by the Director of the Office of Student Engagement.

Acting as a Social Host

A social host is any individual who provides a location for and/or facilitates opportunities for others to violate the College Alcohol Policy. More specifically a social host is an individual who provides or shares alcohol with an underage guest in his/her residence or who hosts one or more guests in his/her residence who violate the College Alcohol Policy (i.e. living in a substance free residence hall, providing or consuming hard liquor, etc.).

Social Host Consequences

Additional consequences are in place for those who make the choice to host events in their residence where a violation of the college alcohol policy takes place. Hosts who provide a location for others students to engage in policy violations assume a greater level of responsibility for these incidents.

If a student is found responsible for acting as a social host as described above, the minimum fine for the violation begins at \$100 for a first offense and increases up to \$250 for subsequent violations. Fines will be assessed per social host, and will not be divided among the room/apartment/house residents.

Penalties

[Minimum Sanctions for College Alcohol Policy Violations](#)

Minimum Sanctions for College Alcohol Policy Violations

The minimum sanctions for violations of the College Student Alcohol Policy are as follows:

First Alcohol Policy Violation

1. Completion of a 2 hour alcohol education class
2. Disciplinary warning
3. Parental Notification
4. \$50 fine

Second Alcohol Policy Violation

1. Completion of the 3 hour online course
2. Payment of the \$35.00 fee for the course
3. Disciplinary probation
4. Parental Notification
5. \$65 fine

Third Alcohol Policy Violation (or a first violation that is more severe specifically when hospitalization occurs)

1. Disciplinary probation
2. Completion of at least three counseling sessions at the Wellness Center
3. Payment of any fees for substance abuse assessments used during counseling sessions
4. Parental notification
5. \$125 fine

*Additional sanctions for this level violation could include the following:

- Referral to off-campus substance abuse treatment
- Residence hall suspension
- Weekend suspension
- Suspension from McDaniel College

Student Organization Policy for Campus Events with Alcohol

This policy applies to all Student Organizations at McDaniel College planning an event where alcohol is to be served. Beer and wine are the only types of alcohol permitted at any McDaniel College student functions. Student organizations must meet with the Office of Student Engagement staff at least 3 weeks prior to the event in order for the event to be approved.

[http://catalog.mcdaniel.edu/content.php?catoid=29&navoid=1610#Student Organization Policy for Campus Events with Alcohol](http://catalog.mcdaniel.edu/content.php?catoid=29&navoid=1610#Student%20Organization%20Policy%20for%20Campus%20Events%20with%20Alcohol)

Third Party Vendor Guidelines

- 1) AVI Culinary Services is the only third party vendor allowed to serve alcohol on the campus of

McDaniel College.

- 2) Beer and Wine must be served by AVI Culinary Services as a third-party vendor.
- 3) Bartenders are contracted through AVI Culinary Services for a minimum of 2 hours at \$30.00 per hour.
- 4) A copy of the Vendor's Insurance is available in the Human Resources Office.
- 5) All sales of alcohol will be conducted by the vendor as cash sales only.
- 6) Alcohol may not be purchased through student organization funds.
- 7) Non- alcoholic drinks and food must be available at all events. Students must contact AVI Culinary Services first, to discuss the food at the event. If they give up the right to serve food, the group may then bring in their own food from off-campus.
- 8) The vendor will collect and remove any remaining alcohol from the premises at the end of the event.

Security is required at all events. During the approval process with the Office of Student Engagement, contact will be made with Campus Safety to determine the required amount of officers present. A minimum of \$25.00 per hour per officer for this service will be charged to the sponsoring student organization.

- 9) Only those of legal drinking age with McDaniel Student ID or valid State Identification will be served alcohol.
- 10) Upon entering the event, wristbands will be issued to those of legal drinking age by the security personnel at the event. Wristbands must be purchased by the student organization.
- 11) Alcoholic beverage service must end at least 1 hour prior to the close of the event.
- 12) Anyone who appears to be intoxicated will not be permitted into the function or served alcohol.
- 13) In addition to Campus Safety there must be an adult in an advisor role to deal with issues that may arise at the event. Office of Student Engagement staff are not considered advisors and will not participate in this capacity. The Office of Student Engagement reserves the right to require the listed advisor to be present at any RSO sponsored events.

Event Guidelines

- 1) All groups requesting to sponsor an event where alcohol is to be served must complete the appropriate form and submit it to the Office of Student Engagement at least 3 weeks prior to the event. The appropriate form is available in the Office of Student Engagement.
- 2) Events may last no longer than four hours in length.
- 3) The host group(s) cannot financially profit from the sale of alcohol.

For recognized Greek-lettered Organizations

McDaniel College endorses the Risk Management Policy of the Fraternal Information & Programming Group (FIPG) and chooses this policy as the minimum standard by which all McDaniel College fraternities and sororities will have their organizational risk management evaluated. Following FIPG guidelines, Greek Organizations may not host open events with alcohol.

Greek organizations must meet with all social event policy guidelines in accordance with their respective governing council and all events must be registered in order to be considered sanctioned.

The policy here described is a privilege extended to the campus community. It is hoped that these privileges will serve to facilitate and enhance the student's self-responsibility and his or her understanding of the values, beliefs, and laws of society at large. The privileges extended under this regulation may, however, be withdrawn from individuals or groups found to be in violation of College policy and/or state law.

Best Practices for Off-Campus Events for Fraternities and Sororities

Any Greek-lettered organization in Good Standing with the College holding a function at a location where consumption of alcoholic beverages is permitted, including sales, shall abide by the following regulations when conducting the function. Additional guidelines from national organizations must also be followed.

1. Alcoholic beverages may not be served or consumed at any social event held in conjunction with an organized drive to recruit students on campus.
2. The person or group(s) holding the event must establish precautionary measures at the function to ensure that alcoholic beverages are not served to persons under the legal drinking age, to persons who appear intoxicated or to persons known to be addicted to intoxicants.
3. At the function, a person (or persons) over the legal drinking age must be designated as the server(s). All alcoholic beverages to be served must be located so that access to them can be had only through the designated server(s). The server(s) may not consume alcoholic beverages.
4. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
5. A sufficient amount of non-salty, non “snack” food must be available.
6. The only alcoholic beverages that may be possessed or consumed at the function are those alcoholic beverages served at that location, and the alcoholic beverages must be consumed within the designated location.
7. Drinking contests or any other activities which encourage the rapid and/or excessive consumption of alcoholic beverages shall not be permitted.
8. The sponsoring group shall not allow any alcoholic beverages such as kegs or cases of beer to be provided as free awards, prizes or rewards to an individual(s) or group(s).
9. All announcement(s) or advertisement(s), including but not limited to flyer(s), notice(s), poster(s), banner(s), tee-shirt(s) and newspaper and radio announcement(s), concerning the function shall:
 - a. note the availability of non-alcoholic beverages as prominently as the availability of alcoholic beverages,
 - b. note that proper identification is required in order to be served or sold alcoholic beverages,
 - c. not make reference to the amount of alcoholic beverages, as, for example, the number of kegs of beer, available at the event, nor to any form of drinking contest,
 - d. not portray drinking as a solution to personal or academic problems or as necessary to social, sexual, or academic success. Promotion of alcoholic beverage brands at the activity must not encourage any form of alcohol abuse nor place emphasis on quantity and frequency of use.
10. As appropriate, the sponsoring group should contact the local police jurisdiction about events where alcohol will be served. The local police department will determine if a uniformed

member of, or a substitute approved by the police department, must be present during the function. In such cases, the police expense must be paid by the sponsoring group.

Zero-Tolerance Drug Policy

As noted in the Code of Student Conduct number 8, the College does not tolerate the possession, use, sale, or distribution of controlled substances (drugs). When staff become aware of the presence of drugs on campus, they are required to notify the Westminster Police Department. Law enforcement authorities follow legal police procedures in investigating such matters, including searches.

Penalties

Minimum Sanctions for College Illegal Drug Policy Violations

[Minimum Sanctions for College Illegal Drug Policy Violations](#)

The minimum sanctions for violations of the College Drug Policy are as follows:

First Drug Policy Violation

1. Completion of a 3 hour online illegal substance course, including payment for the course
2. Disciplinary Probation
3. Parental Notification
4. \$150 fine

Second Drug Policy Violation

1. Removal from Residence for the current semester and one additional semester
2. Extension of Disciplinary Probation
3. Parental Notification
4. \$300 fine

Option: If the student agrees to substantial off campus counseling, the conduct officer may allow the student to continue living in the residence halls as long as further violations do not occur.

*Additional sanctions for this level violation could include the following:

- Referral to off-campus substance abuse treatment
- Weekend suspension
- Suspension from McDaniel College

Third Drug Policy Violation (or a first violation that is more severe specifically involving the sale or distribution of illegal drugs)

1. Suspension or Expulsion from the College

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Alcohol can pose both short-term and long-term health risks. As a sedating, or depressant drug, alcohol slows functioning of the brain and central nervous system. In the short-term, how alcohol affects a person is dependent on how much and how quickly he/she consumes it. The gender, size, and other factors in the drinker impact how quickly alcohol is absorbed and eliminated from the body, as well. Even one or two drinks can impair one's reasoning. As more and more alcohol is absorbed by the body, impaired speech, loss of coordination, impaired sexual functioning, dysphoria, and loss of

inhibitions are exhibited. Alcohol use, particularly “binge-drinking” or high-risk use, can lead to serious short-term health consequences. These include falls, injuries, car crashes, fights, participation in risky behaviors, sexual assault, unwanted pregnancy, transmission of sexually transmitted diseases, suicidal thinking or behavior, and injury or death from alcohol poisoning. Consuming a large amount of alcohol in a short period of time (such as playing drinking games, taking shots of liquor, engaging in “power hours,” etc.) can lead to the fatal result of alcohol poisoning. Taking other medications while drinking alcohol can also be fatal. More regular, or chronic, alcohol use can lead to alcohol dependence and other long-term problems. Frequent, prolonged use can result in liver disease, ulcers, high cholesterol, heart disease, cognitive deficits, high blood pressure, damage to the pancreas, sexual and fertility problems, and increased risk of breast cancer and other cancers. Other drugs also cause serious health problems for a user. Marijuana is a hallucinogen that contains the same toxic and carcinogenic compounds found in cigarette smoke. It can also lead to deficits in memory and other cognitive skills, as well as reproductive problems. Abusing prescription drugs, or taking prescription medications that are not prescribed to you (such as Adderall, Ritalin, Xanax, Valium, Oxycontin, etc.) can also lead to increased heart rate and blood pressure, organ damage, addiction, heart attack, overdose, and death. Cocaine and other similar stimulants are highly addictive and can lead to seizures, cardiac arrest, and stroke.

For More Information

Students may seek free, confidential alcohol and drug screening and consultation at the Wellness Center in Winslow Center. Students can meet with a counselor to discuss their alcohol or drug use and obtain referrals to local substance abuse treatment programs, as well as other helpful resources. There are several of these treatment programs, as well as self-help groups, in the Westminster area. For a comprehensive list, please contact the Wellness Center at 410-857-2243.

APPENDIX II: FACULTY AND STAFF DRUG AND ALCOHOL POLICY

The College is committed to maintaining a safe workplace free from alcohol and drug abuse. It is expected that employees will follow all federal, state, and local laws related to alcohol and drug use. Employees, including student workers, are prohibited from:

- possessing,
- using,
- distributing and/or
- working under the influence of alcohol, other intoxicant(s), illegal drug(s) or prescription drug(s), other than ones that are lawfully prescribed by a physician and taken in accordance with that prescription without side effects negatively that impact an employee's ability to perform their duties.

In rare circumstances, there may be special events in which alcohol may be served at an on-campus event sponsored by the College that have been pre-approved by the respective senior administrator (President, Provost, Vice President, or his or her designated representative), who will provide clear guidelines for the event. Employees that are assigned specific duties during these special events are expected to maintain a professional image throughout the event.

Under no circumstances may alcoholic beverages be served or made available to any underage students at any time on or off campus. This includes all college sponsored events on-campus and off-campus as well as any informal circumstances such as casual dinners and community events not sponsored by the college. College personnel who observe what they believe to be underage drinking must report this to the appropriate office.

Information on serving alcohol through third-party vendors and the College's contractual obligations with the dining services contractor, AVI, is available through the Office of Student Affairs.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substance Act) is prohibited on college property and is cause for employee discipline up to and including termination from employment.

For purposes of this policy, "Substance Abuse" shall include reporting for duty, being on duty after having used, abused or ingested alcohol, illegal drugs, (e.g., marijuana, cocaine, crack, narcotics, PCP, hallucinogens, or other controlled substances), lawful drugs and/or medications taken without a valid prescription or not in accordance with the employee's prescription for that drug or medication. Possessing, distributing, or soliciting alcohol, illegal drugs, or other lawful drugs is also considered a violation of this policy. For purposes of this policy, whenever an applicant or employee tests "positive," they will be considered as using, abusing, or ingesting the prescribed substances in violation of this policy. "Possession" shall include possession in lockers, clothing, other property or vehicles parked or located on the College premises.

B. In compliance with the Drug-Free Workplace Act of 1988, and as a condition of employment with the College, all persons employed by the College are required:

1. To abide by the prohibition contained in Policy A, above; and
2. To notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring on college property no later than five days after such conviction.

C. Any employee whose use of controlled substances away from the College can reasonably be established to be the cause of poor attendance or performance problems is to be counseled to seek rehabilitation through the College's employee assistance program or community resources.

D. When notice of a criminal drug statute conviction of an employee for a violation occurring on college property is received, the Director of Human Resources will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988.

E. An employee convicted of the criminal drug statutes for crimes occurring on college property is subject, within 30 days of notice of such conviction, to disciplinary action up to and including termination, and/or, at the College's discretion, the employee will be required to complete treatment recommended by the employee assistance program.

F. The Office of Human Resources shall make available contact information for the employee assistance program which provides community resources for drug abuse assistance or rehabilitation programs. In addition, the Office of Human Resources shall provide employees with information about the dangers of drug abuse in the workplace.

G. Employees are subject to the following testing:

* Random Testing: All safety sensitive positions are subject to random substance abuse testing and will be selected in a manner as determined by the College. This includes all employees in Campus Safety, Physical Plant, Grounds, Steam Plant, Chemistry Lab Manager, Director of Risk Management/Environmental Health & Safety, Biology Lab Manager, Fire Safety Officer, Technical Director of the Theater and Purchasing. Employees in these safety sensitive positions must notify the Office of Human Resources when prescribed any medications that may impair their ability to perform their job duties safely. A fitness for duty exam paid for by the College may be required to evaluate the impacted employee's ability to safely perform their duties.

* Suspicion Testing: All employees may also be required to undergo substance abuse testing, if in the sole opinion of the College, the employee's behavior, work performance or other factors warrant such testing.

* Post Accident/Injury Testing: The College will require a substance abuse test for any employee incurring an on-the-job injury requiring medical attention and/or treatment. Employees damaging property by accident or carelessness may also be subject to testing.

3. Substance Abuse Testing Procedure

All testing will be conducted pursuant to the requirements of applicable law. In particular, the College will generally follow these procedures:

Reporting for Test: The applicant and/or employee will be directed to report immediately (within 1/2 of an hour) to the designated testing facility and/or a medical clinic. Transportation will be provided for the employee by the College, and the employee will remain "on-the-clock" during the testing procedure.

Conduct of the Test: A medical professional or other appropriate person will conduct the test in accordance with all applicable standards and/or regulations.

Test Results: In the event of a positive result, the applicant and/or employee will be given (1) a copy of the results, (2) a copy of this Policy, (3) written notice of the College's intentions.

Verification of test results. --(1) A person who is required to submit to job-related testing may request independent testing of the same urine or blood sample for verification of the test results by a laboratory that:

- (i) Holds a permit under Maryland law; or
- (ii) If located outside of the State, is certified or otherwise approved for use under Maryland law.

4. Positive Test Results

A substance abuse test shall be considered "positive" if it reveals the presence of illegal drugs, lawful drugs and/or medications taken without a valid prescription or not in accordance with the employee's prescription, or the presence of alcohol in a degree which, in the College's opinion, would impair the individual's ability to effectively perform their job or otherwise present a safety risk to the employee or others.

For any Employee with Less Than Five Years' Service: Any employee who receives a positive test result who has been with the College for less than five years or works in a safety sensitive position included in the random testing protocol will be subject to immediate termination.

For Any Employee with Five or More Years' Service: Employees that receive a positive test result who have been with the College for more than five years are subject to immediate termination in most instances. If the employee is not in a safety sensitive position included in the random testing protocol, then the division vice president and the director of human resources may delay the termination pending the employee having an evaluation completed with the employee assistance program. To maintain employment, the employee will be required to complete all recommended treatment. Treatment recommended beyond the employee assistance program will be paid for by the employee or the employee's health insurance coverage. If the employee fails to complete the treatment program, they will be subject to immediate termination. In the event the employee fails a subsequent substance test, they will be subject to immediate termination without any further treatment opportunity.

5. Refusal to Take a Requested Test

Any employee refusing to be tested upon request shall also be subject to immediate termination, regardless of the employee's tenure with the College.

Any employee who unreasonably delays taking a test, provides false or incomplete information in connection with the test or otherwise refuses to cooperate in taking the test will be considered as having refused to be tested and will be subject to immediate termination.

APPENDIX III: DRUG-FREE SCHOOLS ANNUAL NOTIFICATION

McDaniel College is committed to making a good faith effort on a continuing basis to maintain a drug-free campus and workplace.

Consistent with federal policy related to the College's eligibility to disburse federal aid to our students, McDaniel College provides a drug-free workplace, including—

- a drug-free awareness program that provides information to employees regarding the prevention of drug and alcohol abuse,
- a notice distributed annually to our employees of prohibited unlawful activities and the College's planned actions against any employee who violates these prohibitions, and
- a policy of notifying the Department of Education and taking appropriate action when it the institution learns of an employee's conviction under any criminal drug statute.

McDaniel College prohibits the unlawful possession, use or distribution of drugs and alcohol by students and employees on the College's property, or as part of the College's activities.

Students and employees who violate College policies, or local, state and federal laws related to possession, use or distribution of illicit drugs or alcohol face potential sanctions up to and including expulsion (for students), termination of employment (for employees), and referral for prosecution by local, state or federal authorities.

The use of illicit drugs and alcohol is accompanied by health risks. Research shows an association between drug use and [traffic crash deaths](#), [lost productivity](#) and [poorer academic performance](#). Illicit drug use also contributes to [HIV-transmission rates](#) and puts [children at risk](#) for abuse and neglect. McDaniel College makes available drug and alcohol counseling, treatment, and rehabilitation programs for students (through the department of student health and wellness) and employees (through the College's employee assistance program or EAP).

With regard to contracted employees, the College expects agencies' policies to meet or exceed those of McDaniel College related to maintenance of a drug-free workplace. McDaniel College reserves the right to take action as appropriate to ensure compliance with its workplace policies and procedures.

Policies Pertaining to McDaniel College Employees: Drug-Free Workplace and Substance Abuse Testing Policy

The College is committed to maintaining a safe workplace free from alcohol and drug abuse. It is expected that employees will follow all federal, state, and local laws related to alcohol and drug use. Employees, including student workers, are prohibited from:

- possessing,
- using,
- distributing and/or
- working under the influence of alcohol, other intoxicant(s), illegal drug(s) or prescription drug(s), other than ones that are lawfully prescribed by a physician and taken in accordance with that prescription without side effects negatively that impact an employee's ability to perform their duties.

In rare circumstances, there may be special events in which alcohol may be served at an on-campus event sponsored by the College that have been pre-approved by the respective senior administrator (President,

Provost, Vice President, or his or her designated representative), who will provide clear guidelines for the event. Employees that are assigned specific duties during these special events are expected to maintain a professional image throughout the event.

Under no circumstances may alcoholic beverages be served or made available to any underage students at any time on or off campus. This includes all college sponsored events on-campus and off-campus as well as any informal circumstances such as casual dinners and community events not sponsored by the college. College personnel who observe what they believe to be underage drinking must report this to the appropriate office.

Information on serving alcohol through third-party vendors and the College's contractual obligations with the dining services contractor, AVI, is available through the Office of Student Affairs.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substance Act) is prohibited on college property and is cause for employee discipline up to and including termination from employment.

For purposes of this policy, "Substance Abuse" shall include reporting for duty, being on duty after having used, abused or ingested alcohol, illegal drugs, (e.g., marijuana, cocaine, crack, narcotics, PCP, hallucinogens, or other controlled substances), lawful drugs and/or medications taken without a valid prescription or not in accordance with the employee's prescription for that drug or medication. Possessing, distributing, or soliciting alcohol, illegal drugs, or other lawful drugs is also considered a violation of this policy. For purposes of this policy, whenever an applicant or employee tests "positive," they will be considered as using, abusing, or ingesting the prescribed substances in violation of this policy. "Possession" shall include possession in lockers, clothing, other property or vehicles parked or located on the College premises.

B. In compliance with the Drug-Free Workplace Act of 1988, and as a condition of employment with the College, all persons employed by the College are required:

3. To abide by the prohibition contained in Policy A, above; and
4. To notify the Director of Human Resources of any criminal drug statute conviction for a violation occurring on college property no later than five days after such conviction.

C. Any employee whose use of controlled substances away from the College can reasonably be established to be the cause of poor attendance or performance problems is to be counseled to seek rehabilitation through the College's employee assistance program or community resources.

D. When notice of a criminal drug statute conviction of an employee for a violation occurring on college property is received, the Director of Human Resources will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988.

E. An employee convicted of the criminal drug statutes for crimes occurring on college property is subject, within 30 days of notice of such conviction, to disciplinary action up to and including termination, and/or, at the College's discretion, the employee will be required to complete treatment recommended by the employee assistance program.

F. The Office of Human Resources shall make available contact information for the employee assistance program which provides community resources for drug abuse assistance or rehabilitation programs. In addition, the Office of Human Resources shall provide employees with information about the dangers of drug abuse in the workplace.

G. Employees are subject to the following testing:

- * Random Testing: All safety sensitive positions are subject to random substance abuse testing and will be selected in a manner as determined by the College. This includes all employees in Campus Safety, Physical Plant, Grounds, Steam Plant, Chemistry Lab Manager, Director of Risk Management/Environmental Health & Safety, Biology Lab Manager, Fire Safety Officer, Technical Director of the Theater and Purchasing. Employees in these safety sensitive positions must notify the Office of Human Resources when prescribed any medications that may impair their ability to perform their job duties safely. A fitness for duty exam paid for by the College may be required to evaluate the impacted employee's ability to safely perform their duties.
- * Suspicion Testing: All employees may also be required to undergo substance abuse testing, if in the sole opinion of the College, the employee's behavior, work performance or other factors warrant such testing.
- * Post Accident/Injury Testing: The College will require a substance abuse test for any employee incurring an on-the-job injury requiring medical attention and/or treatment. Employees damaging property by accident or carelessness may also be subject to testing.

3. Substance Abuse Testing Procedure

All testing will be conducted pursuant to the requirements of applicable law. In particular, the College will generally follow these procedures:

Reporting for Test: The applicant and/or employee will be directed to report immediately (within 1/2 of an hour) to the designated testing facility and/or a medical clinic. Transportation will be provided for the employee by the College, and the employee will remain "on-the-clock" during the testing procedure.

Conduct of the Test: A medical professional or other appropriate person will conduct the test in accordance with all applicable standards and/or regulations.

Test Results: In the event of a positive result, the applicant and/or employee will be given (1) a copy of the results, (2) a copy of this Policy, (3) written notice of the College's intentions.

Verification of test results. --(1) A person who is required to submit to job-related testing may request independent testing of the same urine or blood sample for verification of the test results by a laboratory that:

- (i) Holds a permit under Maryland law; or
- (ii) If located outside of the State, is certified or otherwise approved for use under Maryland law.

4. Positive Test Results

A substance abuse test shall be considered “positive” if it reveals the presence of illegal drugs, lawful drugs and/or medications taken without a valid prescription or not in accordance with the employee’s prescription, or the presence of alcohol in a degree which, in the College’s opinion, would impair the individual’s ability to effectively perform their job or otherwise present a safety risk to the employee or others.

For any Employee with Less Than Five Years’ Service: Any employee who receives a positive test result who has been with the College for less than five years or works in a safety sensitive position included in the random testing protocol will be subject to immediate termination.

For Any Employee with Five or More Years’ Service: Employees that receive a positive test result who have been with the College for more than five years are subject to immediate termination in most instances. If the employee is not in a safety sensitive position included in the random testing protocol, then the division vice president and the director of human resources may delay the termination pending the employee having an evaluation completed with the employee assistance program. To maintain employment, the employee will be required to complete all recommended treatment. Treatment recommended beyond the employee assistance program will be paid for by the employee or the employee’s health insurance coverage. If the employee fails to complete the treatment program, they will be subject to immediate termination. In the event the employee fails a subsequent substance test, they will be subject to immediate termination without any further treatment opportunity.

5. Refusal to Take a Requested Test

Any employee refusing to be tested upon request shall also be subject to immediate termination, regardless of the employee’s tenure with the College.

Any employee who unreasonably delays taking a test, provides false or incomplete information in connection with the test or otherwise refuses to cooperate in taking the test will be considered as having refused to be tested and will be subject to immediate termination.

Policies Pertaining to McDaniel College Students:

Zero Tolerance Drug Policy

The College does not tolerate the possession, use, sale, or distribution of controlled substances (drugs). When staff become aware of the presence of drugs on campus, they are required to notify the Westminster Police Department. Law enforcement authorities follow legal police procedures in investigating such matters, including searches.

College Alcohol Policy

McDaniel College entrusts to its students the responsibility of compliance with state, county, and municipal laws concerning the purchase, possession, consumption and transport of alcoholic beverages. It is expected that alcoholic beverages will be used in moderation, at suitable times, and under decorous conditions. Public intoxication is prohibited.

Maryland Law in Brief

Under Maryland state law, persons 21 years of age can purchase, possess, and consume alcoholic beverages. Any underage individual drinking, purchasing, or possessing alcoholic beverages is subject to a fine. Borrowing or falsifying identification constitutes a crime. Procuring alcoholic beverages for underage persons is also prohibited by law.

Policy Violations

Failure to comply with state, county, or municipal alcoholic beverage laws may result in disciplinary action through the Student Conduct Process and/or legal action through the appropriate district court.

McDaniel College is committed to maintaining a drug-free environment. The Federal Drug-Free Schools and Communities Act Amendments of 1989 require that the College notify students and employees of College policies and sanctions, legal sanctions, health risks and community rehabilitation services associated with the use of illicit drugs and the abuse of alcohol. Students may seek further information and assistance at the Wellness Center, or the Campus Life Office.

Every two years, McDaniel College will review its drug free workplace policy to determine its effectiveness, implement any needed changes, and ensure that the student conduct sanctions described below are consistently enforced. The report includes review of the number of drug and alcohol-related violations and fatalities that occur on campus or as part of the College's activities, and that are reported to campus officials; and the number and type of sanctions that were imposed by the College as a result of drug and alcohol-related violations and fatalities on campus or as part of any of the College's activities. The most recent Drug Free Schools and Communities Act Biennial Review Report is available on the My McDaniel Portal on the Campus Life page.

Standards of Conduct

The College's prohibit the "possession, use, sale or distribution of controlled substances (drugs)." In addition, the Code of Student Conduct prohibit "violations of published rules governing College residence halls, traffic and any other regulations that may be enacted or published, and violations of municipal, state or federal laws ... [and] unauthorized possession of kegs or other multi-liter containers anywhere on campus or violation of alcohol policy." The College Alcohol Policy states that "under Maryland state law, persons 21 years of age can purchase, possess, and consume alcoholic beverages. Any underage individual drinking, purchasing, or possessing alcoholic beverage is subject to fine or imprisonment. Borrowing or falsifying identification constitutes a crime. Procuring alcoholic beverages for underage persons is also prohibited by law. Failure to comply with state, county, or municipal alcoholic beverage laws may result in referral to the Student Conduct Process and/or legal action through the appropriate civil authority." In addition to state laws, alcoholic beverages on campus are limited. Alcoholic beverages are not permitted in any public areas of the campus, nor is any alcoholic beverage permitted in the public areas of residence halls or in Rouzer, Whiteford, or Daniel McLea Halls or any housing designated as substance free. Hard liquor is prohibited on campus. Refer to the [College Alcohol Policy](#) for more details.

College Sanctions for Violation

Sanctions are imposed appropriate to instances of student misconduct, ranging from warning to expulsion. College policy requires that any illicit drugs found on campus be turned over to local law enforcement authorities, likely resulting in legal action. Minimum sanctions for possession of illegal drugs range from a \$150 fine, parental notification, disciplinary probation to expulsion. Minimum sanctions for violations of the college alcohol policy include fines, mandatory alcohol education, disciplinary probation, and suspension from the college.

Legal Sanctions of Unlawful Possession, Use, or Distribution of Illicit Drugs and Alcohol

Possession and/or distribution of controlled substances and illegal drugs can subject a student to fines that exceed \$25,000 and prison terms of as many as 20 years, depending on the type of drug and the circumstances of the criminal act or acts involved. Maryland State law provides for fines of up to \$1,000, again depending on the circumstances, when alcoholic beverages are provided to underage students by individuals over 21 years old.

Health Risks Associated with the use of Illicit Drugs and Abuse of Alcohol

Alcohol can pose both short-term and long-term health risks. As a sedating, or depressant drug, alcohol slows functioning of the brain and central nervous system. In the short-term, how alcohol affects a person is dependent on how much and how quickly he/she consumes it. The gender, size, and other factors in the drinker impact how quickly alcohol is absorbed and eliminated from the body, as well. Even one or two drinks can impair one's reasoning. As more and more alcohol is absorbed by the body, impaired speech, loss of coordination, impaired sexual functioning, dysphoria, and loss of inhibitions are exhibited. Alcohol use, particularly "binge-drinking" or high-risk use, can lead to serious short-term health consequences. These include falls, injuries, car crashes, fights, participation in risky behaviors, sexual assault, unwanted pregnancy, transmission of sexually transmitted diseases, suicidal thinking or behavior, and injury or death from alcohol poisoning. Consuming a large amount of alcohol in a short period of time (such as playing drinking games, taking shots of liquor, engaging in "power hours," etc.) can lead to the fatal result of alcohol poisoning. Taking other medications while drinking alcohol can also be fatal. More regular, or chronic, alcohol use can lead to alcohol dependence and other long-term problems. Frequent, prolonged use can result in liver disease, ulcers, high cholesterol, heart disease, cognitive deficits, high blood pressure, damage to the pancreas, sexual and fertility problems, and increased risk of breast cancer and other cancers. Other drugs also cause serious health problems for a user. Marijuana is a hallucinogen that contains the same toxic and carcinogenic compounds found in cigarette smoke. It can also lead to deficits in memory and other cognitive skills, as well as reproductive problems. Abusing prescription drugs, or taking prescription medications that are not prescribed to you (such as Adderall, Ritalin, Xanax, Valium, Oxycontin, etc.) can also lead to increased heart rate and blood pressure, organ damage, addiction, heart attack, overdose, and death. Cocaine and other similar stimulants are highly addictive and can lead to seizures, cardiac arrest, and stroke.

Drug and Alcohol Assessment and Treatment For Students

Students may seek free, confidential alcohol and drug screening and consultation at the Wellness Center in Winslow Center. Students can meet with a counselor to discuss their alcohol or drug use and obtain referrals to local substance abuse treatment programs, as well as other helpful resources. There are several of these treatment programs, as well as self-help groups, in the Westminster area. For a comprehensive list, please contact the Wellness Center at 410-857-2243.

Drug and Alcohol Assessment and Treatment for Employees

Employees may seek free, confidential alcohol and drug screening and consultation services through our Employee Assistance Program, Business Health Services. Business Health Services can be contacted directly at 800-327-2251, 24 hours a day, 7 days a week. After an assessment, Business Health Services will refer the employee to an appropriate level of care as needed. This may include outpatient, detoxification, intensive outpatient or inpatient services and other self-help groups.

Financial Aid Penalties for Drug Convictions

Federal financial aid regulations specify that eligibility for federal aid be suspended for students who are convicted under federal or state laws for the sale or possession of illegal drugs if the offense(s) occurred

during a period of enrollment for which the student was receiving federal financial aid under Title IV (grants, loans, and/or work-study).

Students who are convicted after they apply for aid must notify the McDaniel College financial aid office no later than five days after the conviction.

Additional information about federal aid policies may be obtained through the Federal Student Aid Information Center at 1-800-4-FED-AID or online at <http://studentaid.ed.gov/resources>.

A copy of the most recent McDaniel Drug Free Schools and Campuses Act report can be found on our McDaniel website, https://www.mcdaniel.edu/uploads/docs/HR/2014-16_DFSCA_Compliance_Report.pdf