

# **Paris Junior College Substance Abuse Policy and Procedures**

**Faculty and Staff:** New hires (part-time and full time) on the initial date of employment with other payroll forms are informed and required to sign acknowledgment of the policy. All full time employees annually read, sign and return acknowledgement to Human Resources.

## **GENERAL STATEMENT**

Paris Junior College is committed to maintaining a safe, healthy, lawful, and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale, and damage to the College's reputation.

The intent of this policy is to make Paris Junior College a better place to study and work through upgrading the mental and physical health of the total College community. It acknowledges the freedom of choice for those individuals who require or seek assistance and/or referral. The intent is not to restrict individual freedom but rather to encourage students and employees, principally through education and information efforts, to make intelligent choices about drug, controlled substance, and alcohol use and abuse. As caring and concerned educational leaders, administrators, faculty, and supervisors must exercise sound and reasonable judgment when administering this policy. The appropriate dean is expected to supervise the enforcement of this policy while protecting the rights of individual students, employees, and other personnel. Reason and common sense must be guidelines in the execution of the policy.

1. Definition of Legal Drugs: A "legal drug" is a prescribed drug or over-the-counter drug which has been legally obtained and is being used for the purpose for which it was prescribed or manufactured.
2. Definition of Illegal Drugs: An "illegal drug or controlled substance" is any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. Illegal drugs include, but are not limited to: marijuana, hashish, cocaine, PCP, LSD, heroin, dilaudid, quaaludes, and methamphetamine.

## **TRAINING**

The subject of drug and alcohol abuse shall be included in College-sponsored student and employee training programs.

1. The College shall inform its students of this policy and referral services through various means, such as freshman orientation, brochures/fliers/posters, the Counseling and Advising Office, club meetings, and other "drug-free" related activities each semester.
2. Employees shall be informed of the College's referral services and of this policy through various means, such as divisional and departmental meetings, staff development, wellness clinics, new employee orientation process, and a campus-wide public information document.

## **APPLICABILITY AND SCOPE**

This policy applies to all students and employees of Paris Junior College and all organizational elements which occupy space in/on conveyances, offices, building, facilities, or grounds which Paris Junior College has custody and control, including but not limited to rentals and leasing of any College property. This policy does not cancel or supersede other laws, orders, instructions, or regulations which make the use, possession, and/or distribution of controlled substances illegal.

## **POLICY**

The use, possession, and/or distribution of controlled substances which are not medically necessary and prescribed by a licensed physician are prohibited on campus. It is further the policy of the College to prohibit the possession, consumption, or distribution of alcoholic beverages on its campuses. The following guidelines apply:

1. The College recognizes that alcoholism, drug and/or controlled substance dependency are illnesses or "disorders", and the College will seek to provide channels of referrals for help; but it is the student's or employee's responsibility to seek help.
2. Students and employees are prohibited from reporting to class or work under the influence of alcohol, drugs, or controlled substances.
3. As outlined in the College's leave policy (DEC), employees may utilize accumulated sick leave or a reasonable leave of absence without pay for the purpose of treatment or rehabilitation as in any other illness.
4. If an indefinite suspension or termination of employment is contemplated because of alleged drug or alcohol possession, distribution, or use on campus, and evidence of such allegation is not clearly established, then grounds for an indefinite suspension or termination should be poor performance and strictly a work-related or academic issue as opposed to alleged drug or alcohol use.
5. An employee or student need not be legally intoxicated to be considered "under the influence" of a controlled substance.

## **REFERRAL**

When personal or behavioral problems begin to affect a student's academic performance or an employee's work as a result of substance and alcohol abuse, the individual should be referred to the Counseling and Advising Office (students) or the Director of Human Resources (employees) for assistance and/or referral to local community professionals. The following guidelines apply to all referrals:

1. The student or employee is responsible for any cost and/or fees incurred for professional services outside the Counseling and Advising Office.
2. Information concerning a student's or an employee's diagnosis, referral, treatment, and medical records will be kept strictly confidential.

## **ENFORCEMENT**

Failure to comply with this policy may subject students and employees to administrative action, which may include dismissal from current classes or termination of employment. Violators other than student or employees may be removed from the campus or any of its activities.

## **SOURCE**

The above policy comes from *Paris Junior College Policy DH* and the *Paris Junior College Employee Procedures Handbook*. These sources may be accessed through the College's web site: <http://www.parisjc.edu/index.php/pjc2/staff>.

**Student Substance abuse policy and procedures:** Distributed to every student through the *Paris Junior College Calendar and Student Handbook* the first week of every semester in every class. On-line students are electronically provided the handbook.

## **Drug/Substance/Alcohol Abuse and Usage Penalties**

The penalty for the use, sale, and/or possession of illicit drugs for students is as follows:

1. The possession/use of any controlled illegal drug as defined by Texas statutory law on the campus of the College or at any College-sponsored or-sanctioned activity may result in disciplinary probation for at least one calendar year. Previous major infractions of the code of student conduct of the College on the part of the student may warrant suspension for the student for one calendar year. The student's disciplinary file shall reflect the probation. Any student found guilty of possession/use of any illegal drug and placed on disciplinary probation shall be referred to a professional counselor as a condition of remaining in the institution on disciplinary probation. The counselor will provide an opportunity for a credible counselor-client relationship.
2. The second possession/use of any controlled illegal drug on the campus of the College or College-sanctioned activity may result in suspension for one calendar year.
3. The first offense for selling and/or distributing any illegal drug as defined by Texas statutory law on the campus of the College or at a College-sanctioned activity or event may result in expulsion. Criminal charges may be filed by the institution. Expulsion bars readmission to the institution. Penalties for alcohol usage are as follows:
  - a) The first possession/use of alcohol in any form by a student on the campus of the College may result in the student being placed on disciplinary probation.
  - b) The second possession/use of alcohol on the campus of the College or at a College-sanctioned event may result in suspension for one calendar year with referral to a professional counselor.
  - c) The first offense for selling and/or distributing alcohol may result in suspension for one calendar year.

The Vice-President, President, and the Board, upon application of the disciplined student within 30 days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.