



TITLE: Substance Abuse Policy	ORIGINAL EFFECTIVE DATE: 10/24/2022	
	REVISION DATE: 5/20/2024	VERSION: 2

(This policy rescinds any previous publication covering the same material.)

I. Purpose:

To assert that the college is committed to maintaining a safe and healthy environment free from substance abuse and to establish the expectation that those representing the college (on or off campus) conduct themselves professionally at all times.

II. Policy:

The college opposes substance abuse and will enforce its rules regarding alcohol, marijuana, and illegal drugs. It also supports and will cooperate at the local, state, and federal levels regarding regulation of alcohol and drugs. The college will not protect students or employees who violate the law from prosecution under federal, state, or local law. The college will not provide protection from the law, nor are students/employees immune from legal investigation or arrest by civil authorities.

The following rules represent the college's policy concerning substance abuse:

- Students are prohibited from attending class, labs, clinicals of any nature, or college-related activities under the influence of alcohol, marijuana, or illegal drugs.
- Underage drinking, illegal drug use, and inappropriate behavior caused by drunkenness or drug use are prohibited.
- All employees are prohibited from working under the influence of alcohol, marijuana, or illegal drugs.
- The manufacture, sale, possession, distribution, or use of illegal drugs, alcohol, or marijuana on Aultman property or while engaged in official college educational activities is strictly prohibited and is cause for dismissal.
- If alcohol is available at a college sponsored event, a licensed vendor must provide the alcohol service.
- Individuals are responsible for being aware of relevant college policies (ie. Student Code of Conduct, Aultman Employee Handbook, etc.).

- If a college group travels off campus for activities/events, individuals who are of legal drinking age are expected to act responsibly and to adhere to the following guidelines:
 - No abusive, illegal, or irresponsible use of alcohol/marijuana and/or illegal drugs will be tolerated.
 - Hotel or other off-campus establishment management will be encouraged to deal with disruptive individuals and/or their illegal activities as they would with any other guests, which may include involvement of law enforcement or legal intervention.
 - No alcohol/marijuana or illegal drug use is permitted on buses or in any other means of public or private transportation when associated with a trip, event, or tour sponsored by or involving a college-related activity.

Student Testing

Students whose programs require *clinical* experiences must complete and pass a background check with fingerprinting, drug screen, and immunization verification prior to clinical placement. Students who fail to meet these requirements will not only be ineligible to participate in clinical experiences but also may be ineligible to complete the program.

Students whose programs require *fieldwork* experiences may be required, at the discretion of the field site, to complete and pass a background check with fingerprinting, drug screen, and immunization verification prior to field placement. Students who fail to meet these requirements are subject to program rules stipulating eligibility requirements for field placement and program completion.

Whether a student passes is determined by the college's Medical Review Officer using federal guidelines in resulting.

Annual Testing: Some students must pass an annual drug and alcohol screening test as a program requirement. Whether a student passes is determined by the college's Medical Review Officer using federal guidelines.

Reasonable Cause: Students may be subject to drug and alcohol testing for reasonable cause when evidence indicates it is more likely than not that a student is under the influence of alcohol, illegal drugs, or marijuana in violation of college policy.

Students who test positive for illegal drugs and/or alcohol/marijuana will be dismissed from the college. Appeals may be made through the appeals process as detailed in the Student Code of Conduct policy.

Readmission after a Positive Drug Test: A student who is dismissed from the college due to a positive drug test may be considered for readmission if the student submits to an evaluation for substance abuse by a college-approved evaluation or treatment agency, completes a prescribed treatment program, and submits to and passes a college-approved drug test prior to readmission.

- A positive drug test will result in ineligibility for readmission.

Employee Testing and Procedure for Drug Testing

All college employees must follow the policies and procedures as defined in the Aultman Employee Handbook.

Legal Sanctions for Use or Possession of Drugs & Alcohol

Various federal, state, and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends on several factors, which include the type and amount of controlled substance involved, the number of prior offenses, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Penalties also could impact federal student aid.

III. Definitions:

Illegal drugs—Commonly used illegal drugs include but are not limited to heroin, cocaine, amphetamines, methamphetamines, and club drugs. For this policy, “illegal drugs” include any prescription drug for which the individual does not have a valid prescription. The employee/student must use the prescription drug only in the manner and quantity prescribed.

Reasonable cause— Evidence which could give rise to reasonable cause includes but is not limited to:

- observable phenomena, such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug, alcohol/marijuana including but not limited to erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or inappropriate responses to stimuli while the student is attending class, clinical, or any college related activities,
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional, or where a student shows signs of impairment after any accident or occurrence that results in a significant injury or damages while performing college-related activities,
- indication that the student has tampered with a previous drug test, or
- arrest, conviction, or acceptance of responsibility for being in possession of or being found guilty of a drug, alcohol/marijuana, or controlled substance-related offense.

IV. Procedure:

College Procedure

Biennial reviews of the college’s alcohol/marijuana and other drug programs are conducted in even numbered years and published on the college website.

- These reviews may be requested by the U.S. Secretary of Education for monitoring.

Student Procedure for Drug Testing

Drug testing required for clinical or fieldwork experiences and annual health requirements: Students selected for admission are notified and required to follow college-established procedures for drug testing and should not obtain a drug test prior to being notified.

Drug testing for reasonable cause: Students are asked to submit to drug testing upon reasonable cause as described above.

Drug testing: Testing follows guidelines used by Aultman Health Services. Tests are conducted by a qualified laboratory using established methods and procedures. Confidentiality of the student, the integrity of testing procedure, and the results will be protected. A student will be requested to sign an informed consent to be tested before a specimen is collected. Students who refuse to submit to drug and alcohol testing if required to do so under this policy will be dismissed.

Faculty/Staff Procedure for Suspicion of Alcohol/Marijuana and/or Illegal Drugs

Faculty or staff members with reasonable suspicion to believe a student is using alcohol/marijuana and/or illegal drugs while in the classroom, clinical setting, or at a college-sponsored event must:

- Follow the protocols of the clinical site for handling reasonable suspicion.
- Inform the appropriate program director of the suspicion.
- Request that the student submit to alcohol/drug testing with Aultman Health Services or the Emergency Department when Health Services is closed. (Aultman Security will escort the student when at an Aultman facility. If off-site, contact Aultman Security to see if someone is available or utilize a taxi company.).
- The student may not continue in class, clinical, or college events during the investigatory process.
- See Student Code of Conduct for additional information.

When a college activity/event is scheduled

The organization advisor or student services coordinator meets with the students to clarify the requirements of this policy.

- When meeting with the students, the advisor or student services coordinator distributes this policy and the Student Activity/Event Travel policy to the individuals attending. These students complete and return: Aultman College Off-Campus Activity Release; Release, Hold Harmless, and Indemnification agreement; and the Participant Information form.

When faculty are assigned as advisors to students attending college activities

- Verify with the student services coordinator if the required meeting has taken place.
 - If a faculty advisor must meet with the participating students, they must distribute this policy and the Student Activity/Event Travel policy to the individuals attending. These students complete and return: Aultman College Off-Campus Activity Release; Release,

Hold Harmless, and Indemnification agreement; and the Participant Information form.

- Be aware of the parameters of this policy.

If a student violates this policy

The formal student conduct violation procedure will be initiated by the advisor or student services coordinator upon returning to campus.

- Depending on the severity of the violation, the group advisor or student services coordinator may immediately (at the time and location of the activity/event) impose one or more of the following sanctions at their discretion:
 1. The student may be suspended from participation in one or more activities during the remainder of the travel period.
 2. The student may be immediately dismissed from the event and may have to travel home at their own expense.
 1. If a student is under the influence of alcohol/marijuana or drugs to the extent that they cannot travel safely, transportation arrangements may be made for the student at their expense.

Violation of this policy by any student, including one of legal age, is grounds for dismissal.

If an employee violates this policy

The formal conduct violation procedure will be initiated by the appropriate personnel upon returning to campus.

When disciplinary action is necessary, consideration will be given to the seriousness of the employee's behavior, offense or violation, the previous conduct/disciplinary record of the employee, the employee's length of service, and any other relevant or extenuating circumstances (Aultman Employee Handbook).

V. Approvals:

Administrative Council: October 24, 2022, May 20, 2024

Student Services Council: September 14, 2022

Legal Review: 8.23.2022

VI. Location: [Please name the sections to be provided in the following publications]

- **Catalog:** [entire policy]
- **Website:** [entire policy]
- **Faculty Handbook:** [entire policy]

Related References:

Student Code of Conduct policy
Annual Requirements
Clinical/Fieldwork Requirements policy