

Administrative Series - 2000

ALCOHOL AND OTHER DRUG ABUSE

In May of every odd numbered year, the Alcohol and Other Drugs Committee will review the college's program on alcohol and other drugs. All recommendations will be forwarded to the Executive Dean.

Sanctions:

1. Students who violate the standard of conduct are subject to sanctions as outlined in the Student Rights and Responsibilities document.
2. Student employees who violate the standard of conduct are subject to sanctions as outlined in the Student Rights and Responsibilities document or the Drug-Free Workplace Procedures, dependent upon the nature of their employment or the nature of the violation.
3. Staff who violate the standard of conduct are subject to sanctions as outlined in the Drug-Free Workplace Procedures.
4. Campus visitors who violate the standard of conduct will be referred to the Security Department, and are subject to sanctions as outlined by state and federal laws.

Educational Programs:

1. Alcohol and drug educational programs will be provided by the college for students. In addition to courses that are offered that include alcohol and other drugs education, co-curricular programs will also be provided.
 - 1.a. The Office for Student Life, in cooperation with the Alcohol & Other Drugs Committee, will plan and conduct an annual program of Alcohol & Other Drugs awareness activities.
 - 1.b. The college will provide student activities and entertainment that are free of alcohol and other drugs.
 - 1.c. The Office for Student Life and the Associated Students of Chemeketa will take an active part in promoting the prevention of alcohol and other drug abuse.

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Educational Programs
(Continued):

- 1.d. Students and the community will receive Alcohol & Other Drugs information required under federal law through the schedule of classes.
2. All student employees will receive Alcohol & Other Drugs information distributed through the Financial Aid Office.
3. Staff development activities will be provided which equip and motivate staff to recognize, intervene, and make referrals when drug or alcohol problems are apparent among fellow staff members or students.
 - 3.a. College departments and standing committees, in cooperation with the Alcohol and Other Drugs Committee, will plan and conduct an annual program of Alcohol and Other Drugs awareness activities for staff.
 - 3.b. All staff will receive a copy of the Drug-Free Workplace Procedures for Staff annually. Copies will also be provided to each employee association and referenced in other documents; i.e., supervisors' handbook, employees' handbooks, etc.
4. Some Alcohol and Other Drugs educational programs provided for students may be open to the community.
5. For special classes relating to growing/harvesting grapes/hops, etc. or the production/marketing of wine/beer, limited consumption of, or tasting of, alcoholic beverages by students/staff may be an integral part of such classes.
 - 5a. Permission for appropriate consumption of alcohol by students/staff which is considered an integral part of these special classes shall be included as a part of the approval for scheduling such special classes.

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Educational Programs
(Continued):

- i. Approval for offering the initial class requires the normal process plus the prior written approval of the Vice president of Academic Services and President. Justification for why/how limited consumption of alcohol is an integral part of such classes must be given. Forms for such approval shall be developed by Academic Services.
 - ii. Approval for subsequent offering of these special classes shall require the prior written consent of the academic dean responsible.
 - iii. If serving permits are required on-campus, then PRO #2251 must be followed.
 - iv. If serving permits are required off-campus, then instructor of record must work with site coordinator at off-campus location to assure legal requirements are honored.
- 5.b. All federal and state statutes must be honored in any service, use, or transportation of such alcoholic beverages related to these classes.
- 5.c. All course outlines/syllabi for these special classes must include notice that tasting of alcoholic beverages is strictly prohibited to students under the legal age limit, and some classes may restrict enrollment, whenever appropriate, to only students of legal age and those students able to taste alcoholic beverages as needed to successfully complete the class. All these special classes shall distribute copies of the College's Drug-Free Workplace Procedures #2252 along with College Procedure #2250.

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Educational Programs
(Continued):

6. Designated drivers must be assigned for any tours or field trips using college vehicles and involving classes where alcoholic beverages may be consumed. These designated drivers are prohibited from any consumption of alcohol before or during these tours.

6.a. Appropriate waivers must be signed in advance of any tour, field trip, or class function where alcohol may be consumed. The waivers shall be required if students choose to use their own vehicles, ride in other personal vehicles, or utilize college provided transportation.

Assessment and
Referral Services:

1. Assessment and referral services may be provided for students.

1.a. The college may provide an alcohol and other drug assessment or off-campus community resource referral service to students who seek help with alcohol or other drug problems. These trained peer counselors will be available to provide preliminary assistance to other students.

Students who have a substance abuse problem may voluntarily seek assistance and information on a confidential basis by contacting the college Advising and Counseling Department.

Students may also be referred to the Advising and Counseling Department for assistance by their academic advisor, instructor, or other appropriate personnel when there is evidence of a pattern of deteriorating academic performance suspected to be due to substance abuse.

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Assessment and
Referral Services
(Continued):

The service provided by the Advising and Counseling Department will be primarily diagnostic. Limited counseling will be provided; students will be encouraged to seek additional help through professional or self-help programs.

It will be the responsibility of the student to follow through with the referral for assessment of his or her problem and to cooperate with and follow the recommendations resulting from the assessment.

Referrals for ongoing individual or group counseling will be made to off-campus service providers. Students will participate in the selection of the treatment provider and modality. Every attempt will be made to refer students to providers whose programs best match their treatment needs and financial circumstances. Students will also be encouraged to participate in on-campus self-help groups and/or self-help classes when they terminate formal treatment.

- 1.b. Advising and Counseling Department will work with selected students to strengthen those students' listening, identification, and referral skills.
2. The same services provided to students for assessment and referral will be available to student employees. Supervisors and co-workers may encourage student employees to utilize these services.

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Assessment and
Referral Services
(Continued):

3. The college may provide assessment and referral services for staff.
 - 3.a. The college may provide an off-campus community resource referral service to staff who seek help with alcohol or other drug problems.
 - 3.b. College staff who perceive a colleague to have an alcohol or other drug problem shall encourage that individual to seek assistance.
 - 3.c. The process for making referrals is outlined in the Drug Free Workplace Procedures document.

Alcohol Special Use
Permit:

1. The college may allow a “special use permit” for alcoholic beverage use according to the procedures outlined in the Special Use Permit—Alcoholic Beverages document. (Procedure No. 2251.)

September 18, 1991

Adopted College Council

June 10, 1998; November 8, 2000

Revised