


CLARKSON COLLEGE

SECTION: Student Welfare	NUMBER: SW-15
SUBJECT: Drug and Alcohol	APPROVED DATE: Nov 2008
SUPERSEDES: SW-15; Aug 2016, Aug 2015, Aug 2013, Aug 2009, Sep 2006, Aug 2006 Feb 2005 Dec2004, Jun 2004	EFF. DATE: Aug 2017
	REVIEW DATE: Oct 2016
APPROVED BY: 	

Overview

Problems related to the use of alcoholic beverages and controlled substances lead to a loss of individual effectiveness and may interfere with the educational process. Clarkson College reaffirms its position of serious concern about and in opposition to the abuse of alcoholic beverages and use of controlled substances. Clarkson College complies with the Drug-Free School and Communities Act Amendments of 1989 through the publication of the Drug and Alcohol Policy and other written material distributed annually to students and employees. Clarkson College encourages members of the College community to participate in drug and alcohol abuse education, prevention, and treatment programs when appropriate. Clarkson College does not accept responsibility for the conduct of individuals while they are off campus and not participating in a College activity, however, students may be held accountable for the actions of their conduct. The College realizes it cannot regulate the sale of alcoholic beverages to members of the Clarkson College community by off-campus businesses.

Drug and alcohol offenses may result in academic and/or non-academic sanctions. Academic sanctions are directly related to the student's progression or termination within their program of study, and occur when the student violates the drug and alcohol policy within class/clinical/practicum settings. Non-Academic sanctions are actions taken at any time when the student violates the Drug and Alcohol policy.

Within the Clarkson College Community, the following regulations dealing with drug and alcohol apply.

1. Possession of and use of drugs and alcohol on campus property is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the use, sale, and distribution of drugs or alcohol.

2. Possession by minors is an infraction of Neb. Re. Statute 53-180.02 and is punishable by three months imprisonment, \$500.00 fine, or both. All offenses regarding possession of drugs and/or alcohol will also be subject to the disciplinary procedures set forth by Clarkson College.
3. The procurement of alcoholic beverages for minors is a violation of Clarkson College policy. The procurement of alcohol for minors, Neb. Rev. Statute 53-180, is punishable by a maximum of one year imprisonment, \$1,000.00 fine, or both. All offenses regarding procurement of alcohol for minors will also be subject to the disciplinary procedures set forth by Clarkson College.
4. No alcohol shall be served at any event sponsored by Clarkson College or a recognized Clarkson College organization, unless prior permission from Clarkson College administration has been obtained and the alcohol is sold off campus by a licensed, independent vendor via a “cash bar” and only to persons of legal age.
5. Possession, use, and sale of drugs or drug related paraphernalia on campus property or at College sanctioned events is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the possession, use, sale, and distribution of illicit substances.
6. Neither the College nor any group, which owes its existence to Clarkson College, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage.
7. Guests are bound by the same rules regarding alcohol and drugs as the students. Members of the College community and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of alcohol and/or other drugs. Violators will be asked to leave campus and/or be referred to local authorities.
8. Students who are suspected of intoxication from either drugs or alcohol during a theory class, laboratory course or clinical rotation are in violation of the drug and alcohol policy and will be subject to the procedures outlined in the section titled student violation categories.
9. Any Student on campus, including the Residence Hall and campus activities, whether of legal age or underage and suspected of intoxication is in violation of the Clarkson College drug and alcohol policy and will be subject to procedures outlined in the section titled student violation categories.
10. Containers that originally contained alcoholic beverages will not be allowed in the Residence Hall for any purpose. Said containers will be promptly removed and disposed of.
11. There will be absolutely no posted advertisement for alcoholic beverages in any College publication, private, or public area.
12. The Vice President of Operations, the Director of Facilities Residence Hall Coordinator or any Student Services counselor may notify parents of violations. Notification may occur if it is believed that the student is potentially a danger to themselves or to others, or is in danger of jeopardizing their academic career.

13. Clarkson College may take appropriate measures in emergency situations such as contacting parents or law enforcement in order to ensure the health and safety of the student.
14. Drug testing on minors may need parental or guardian consent. If consent is not obtained, so that drug testing cannot be completed, the minor student will be treated as though they were tested and the results were positive.
15. A positive test result will include the following: 1) positive drug test indicating the presence of drugs in the specimen, 2) failure to submit to a drug test within the requested timeframe, and/or 3) the finding of two consecutive “dilute” specimens.

MEDICAL AMNESTY

A Clarkson College student seeking emergency medical attention for self or for another person due to alcohol or drug consumption will not be charged with violation(s) of the Clarkson College Drug and Alcohol policy as long as the student fully cooperates with authorities involved and complies with any required formal drug and alcohol evaluation and treatment recommendations. Said evaluation will be conducted at the student’s expense. Failure to fully cooperate will invalidate the medical amnesty, and standard disciplinary action will be taken. Further, medical amnesty does not protect students from disciplinary action who are found to be in violation of other Clarkson College policies, such as destruction of property, assault, and/or theft. Medical amnesty will not be abused. Should a student who invokes medical amnesty have a subsequent drug or alcohol experience requiring emergency medical attention, he/she may be excluded from medical amnesty and be subject to disciplinary action.

Nebraska LB 439 outlines provisions for the reporting of persons who may be affected by acute alcohol poisoning due to severe intoxication. In such circumstances, these provisions allow for the person to report him/herself or another person to the authorities and be granted immunity from prosecution. The reporter must remain on the scene and fully cooperate with medical assistance and law enforcement personnel. LB 439 does not provide legal amnesty for drug-related offenses.

STUDENT VIOLATION CATEGORIES

The consequences of violating the Student Welfare Drug and Alcohol Policy vary according to the circumstances surrounding the violation. Thus, each of the following categories of student violations is separated out below.

Students requiring drug/alcohol testing for their academic program requirements will be given instructions on how to complete this testing. All testing expenses are the responsibility of the student. If the results are negative, the student will proceed academically. If the results of testing are positive, the student can only continue academically at the College if they meet the following requirements.

If positive result is due to a legally prescribed medication:

- 1) The student must have the form signed by the prescribing health care provider stating why he/she is prescribed that medication. (Appendix A, VPAA Form 1 – Prescribing Report)
- 2) A list of all the medications the student has been prescribed should be included on the form and returned within 7 business days after the student is notified of a positive test. The form will be sent to the Office of the VPAA who coordinates drug and alcohol results.
- 3) The medication list will be approved/disapproved by the Chair of the Student Support Team and /or the Student Counselor within 3 business days.
- 4) If the medication list is not approved by College designee it will be viewed as a positive drug screen.
- 5) Student will not be allowed to participate in clinical setting until the proof of treatment process is completed.

If positive result is due to other use:

- 1) The student must meet with a College approved Student Counselor and successfully complete the prescribed treatment plan; if the student is a licensed healthcare provider they must also follow appropriate regulations according to their state licensure.
- 2) The student will initially only be allowed to enroll in theory (didactic only) Courses (without co-requisite clinical courses) while completing drug/ alcohol treatment. The student will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a College approved Student Counselor;
- 3) The student will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College; at expense of the student.
- 4) The Student Counselor will notify the VPAA or designee via (form), that the student can progress in the course. The VPAA or designee will release information to the Program Director. (Appendix A, VPAA Form 2- Return to Course Form)
- 5) If the student does not comply with the treatment plan set forth by the counseling services provided by the College, refuses subsequent drug and or alcohol testing, or has a second positive drug test, the student will be administratively withdrawn from the College.

Currently Enrolled Students

Any currently enrolled student may be required to complete a drug/alcohol test (either scheduled or random timing).

Students in a theory/didactic course,(Theory/Classroom Settings), lab course(laboratory setting), and/or Clinical/Practicum Course(clinical setting) may be required to undergo random drug testing with or without cause.

PROCEDURE:

Procedure for Testing for Random/Cause:

1. If student is **on the College campus** during office hours (8:00am – 4:30pm):
 - a. The faculty/staff will notify the VPO at (402) 552-6109.
 - b. The VPO will assess the situation
 - c. If student appears to be non-threatening:
 - i. VPO will contact Security at (402) 559-5911 immediately and a BIT member with location information.
 - d. VPO and BIT member will remove the student from class/area and take to a private setting and wait for Security for further assessment.
 - i. VPO/BIT member will complete the checklist (Appendix C) for making reasonable cause determination.
 - e. VPO will place an order for testing if assessment requires it.
 - i. Go to <https://mycb.castlebranch.com>.
 - ii. “Place Order”, top right side of the screen, enter the package code LM51dt (Omaha Area Only) in the box and press “GO”.
 - iii. You will be prompted then to enter the student’s personal information to complete the order (Name, DOB, SSAN).
 1. Enter VPO/designee email (not the student’s).
 2. Enter College address (not the student’s).
 - iv. If requiring assistance to walk thru this setup contact CastleBranch by phone at 1-888-723-4263
 1. (Select 1) for student/faculty
 2. (Select 1) for assistance with a customer service representative.
 - f. After account is setup, the student will be given a paper chain of custody form to take to the lab for testing.
 - i. Lab in Omaha will be Quest Diagnostics at 10020 Nicholas Street, Ste 102, Omaha, NE 68114 (402)399-8365.
 - g. CastleBranch will bill the College for testing.
 - h. Student will then be billed for testing charges by Student Financial Services.
 - i. Following the testing, the VPO/BIT member will inform the student to contact a family member/friend for transportation. If needed, the VPO/BIT member will arrange taxi service (in Omaha see Appendix D) for the student at the student’s expense. If student appears to be impaired and refuses to be tested, VPO/BIT member will assist the student in contacting a family member/friend or as above have arrangements made for a taxi to take the student home. If the student tries to leave on their own, encourage the student to stay. If the student leaves on their own, the VPO/BIT member will document the incident.
 - j. Faculty/Staff will contact the Program Director or designee to report the incident.
 - k. The VPO will also schedule a debriefing with the Faculty/staff /VPAA/Program Director/BIT member the next business day to conclude the documentation on steps taken.
 - l. If the student appears to be a threat to self or others:
 - i. Contact local authorities’ immediately-Call 911!

2. If student is on campus after hours:
 - a. The faculty/staff will notify Security at (402) 559-5911 immediately and Program Director or designee with location information.
 - b. Security will remove the student from class/area and take to a private setting and wait for further assessment.
 - c. The faculty/staff will complete the checklist (Appendix C) for making reasonable cause determination.
 - d. The faculty/staff will discuss the checklist with the Program Director or designee.
 - e. After assessment, the faculty/staff will advise student that they will be contacted the next business day for the next steps.
 - f. The faculty/staff will inform the student to contact a family member/friend for transportation. If needed, the faculty/staff will arrange taxi service (in Omaha see Appendix B) for the student as above in vii at the student's expense. If student appears to be impaired and refuses to be tested, faculty/staff will assist the student in contacting a family member/friend or as above have arrangements made for a taxi to take the student home. If the student tries to leave on their own, encourage the student to stay. If the student leaves on their own, the faculty/staff will document the incident.
 - g. The faculty/staff will also schedule a debriefing with the VPO/VPAA/Program Director/BIT member the next business day to schedule the student meeting, testing if required, complete documentation on steps taken.
 - h. If the student appears to be a threat to self or others:
 - i. Contact local authorities' immediately-Call 911!

3. If student is at a clinical site or other College approved activity:
 - a. Faculty/Staff/Preceptor (or designated agency personnel) should follow the site specific policy.
 - b. Clinical agency supervisor will contact site Security or local authorities.
 - c. After Security or local authorities arrive, Security or local authorities will remove the student from immediate work area and make arrangements per the clinical site policy. The student is to remain in that location until process is completed.
 - d. Instructor will contact the Program Director or designee to report suspected student impairment and provide the following information – name and contact phone number of person reporting the incident, clinical site location (include full address for clinical site and department), student name and program.
 - e. The Program Director or designee will assess with the site if testing is warranted and review the site policy.
 - f. After assessment, if the student should be tested and the clinical site does not have a policy:
 - i. The instructor and site supervisor will phone conference with the Program Director or designee.
 - ii. The discussion/assessment will be documented.
 - iii. The instructor completes the Checklist (Appendix C) for Reasonable Cause Determination and submits this to the Program Director, who forwards to the VPAA as soon as possible.

- g. The instructor will advise student that they will be contacted the next business day for the next steps.
 - h. The instructor will inform the student to contact a family member/friend for transportation to be removed from the site. If needed, the faculty/staff/preceptor will arrange taxi service for the student. Taxi expenses will be the responsibility of the student.
 - i. If testing is required, the Program Director will place an order for testing as above and the student will be instructed on when and where to report for testing.
 - i. Quest Diagnostics is authorized to run Drug and Alcohol testing.
 - 1. Using the steps above for CastleBranch, but will use the package code for an electronic chain of custody form - package code CT07dt-Outside Omaha Area Only)
 - 2. After placing the order, an email with the **electronic chain of custody form needs to be requested for expedited use**. The form will need to be printed for the student to take to the lab. Labs location will be listed on electronic chain of custody form.
 - 3. ***IMPORTANT*** It is important for you to call the Quest Diagnostics Location listed on the electronic chain of custody form ahead of time to ensure that they accept electronic chain of custody forms. If they do not, you will need to locate an alternative Quest site that can accept the electronic form.
 - 4.
 - 5. To contact CastleBranch Service Desk please dial 888-723-4263 Select (1) for Student/Faculty member. Select (1) for to request the email of the electronic chain of custody.
4. Students who refuse testing or fail to comply with any step in the processes above will be considered a positive test result.
 5. The student will pay for all costs associated with the for-cause testing, including transportation costs.
 6. All specimens identified as non-negative/positive on the initial test shall be confirmed by the testing laboratory. Any positive test results will be reviewed by the Medical Review Officer (MRO), of the vendor
 7. Students with positive drug or alcohol screens will follow steps stated under violations in SW-15. All expenses are the students responsibility. Students are required to follow through with treatment recommendations. When the student is released, they will be informed that clinical placement will be based on availability and may not be guaranteed. This incident may significantly deter academic progression.
 8. Allow 3-5 business days for the test results to be sent to CastleBranch.
 9. Student confidentiality of all information relating will be maintained.

If the student tests positive for drugs/alcohol, the student:

- a) Will be immediately administratively withdrawn from all laboratory/clinical/practicum courses, but may be allowed to remain in theory classes (without co-requisite clinical courses) while undergoing required drug/alcohol treatment according to program requirements.
- b) Must meet with a College-approved Student Counselor and successfully complete the prescribed treatment plan.
- c) Will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a college approved counselor.
- d) Will be subject to random interval or scheduled interval drug/alcohol testing with or without cause for suspicion for as long as they are an enrolled student at the College;
- e) May be ineligible to continue in the program of study if clinical agency placement is not possible due to the student's positive drug testing history,
- f) May be administratively withdrawn from the College if the student does not comply with the treatment plan set forth by the College provided counselor refuses subsequent drug and or alcohol testing, or has a second positive drug test.

Residence Hall/Dorm Offenses

Students in College sponsored activities whether on College campus property or in College housing:

Within the disciplinary system for non-academic violations, the following procedures are considered as a guide for policy violations and represent the minimum sanction possible for the violations of the Drug and Alcohol policy. The Vice President of Operations (VPO) or administration may levy further sanctions on an individual case basis depending on the severity of the offense. All requirements of a sanction must be completed prior to the start of the next academic semester. Students will be ineligible for further program progression and registration will not be allowed for the following semester, if the sanction requirements are not completed.

The disciplinary sanctions for drug and alcohol offenses which occur during college sponsored activities or in college housing include the following steps.

1. The first offense of the Drug and Alcohol policy will result in the following (offenses for substances other than alcohol are considered an automatic second offense);
 - Required student completion of an alcohol use evaluation survey.
 - Completion of the Alcohol Skills Training Program (ASTP).
 - A fine of \$25.00.
2. The second offense of the Drug and Alcohol policy will result in the following;
 - Required student completion of an alcohol use evaluation survey.
 - Completion of Brief Alcohol Screening and Intervention for College Students (Basics) through four sessions with the Licensed Alcohol and Drug Addiction Counselor

(LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC), or Certified Master Addiction Counselor (CMAC), with any and all fees to be incurred by the student.

- A fine of \$50.00
3. The third offense of the drug and alcohol policy will result in the following;
- The student will undergo Formal Evaluation for Substance Abuse by a LADAC, PLADAC, or CMAC with any and all fees to be incurred by the student. The Counselor will provide documentation back to the College that the student is progressing with recommending treatment options.
 - If living in the College Residence Hall, the student will be placed on housing probation.
 - A fine of \$75.00.
4. The fourth offense of the Drug and Alcohol policy will result in the following;
- Immediate eviction from the College residence hall and possible academic sanctions.
 - The student will undergo a second drug and alcohol evaluation by a LADAC, PLADAC, or CMAC. The cost of evaluation and any further services will be incurred by the student.
 - The counselor will provide documentation back to the College of a monitoring plan if needed based on screening results.
 - If the counselor recommends a treatment plan, documentation of progression will be sent back to the College.

Responsible Department:

VPAA, VPO, Clinical Education Compliance Office

Prescribing Health Care Provider Report

Name (Print Patient's full name/Birthdate):

Diagnosis/problem being assessed:

List prescribed medications for diagnosis:

Release by physician for patient to attend Clarkson College clinical experience in health care and/or other clinical agency.

Physician Name (printed):

Physician Signature:

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Filed in the Office of the VPAA

Please fax form to: VPAA Office
(402)552-6058

VPAA Form 1 – Prescribing Form

Approval Form: Student to Return to Course

Name (Please Print): _____

- Report(s) reviewed.
- Counseled.
- Supporting documentation received and attached, if needed.

Chair, MARC Committee/Student Counselor Signature:

Program Director Signature:

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