

WALLACE STATE

H A N C E V I L L E



Drug and Alcohol Prevention Program Biennial Review

Wallace State Community College

Biennial Review of WSCC's Alcohol and Other Drug Programs – 2011-2013

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Wallace State Community College-Hanceville to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by WSCC students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Wallace State Community College acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the college fulfills the requirements of the previously mentioned Federal regulations. The Executive Vice President's Office along with the Security Office, is responsible for conducting the review and reporting on the findings. The Executive Vice President serves as the leading student affairs officer, also known as Dean of Students. As a result of the establishment of a campus police force in early 2013, a thorough biennial review has not been completed prior to 2011. However, policies and procedures have been in existence for both students and employees and are so delineated in college publications and the attached *Drug and Alcohol Prevention Program*. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The following campus units provide information for biennial reports:

- Residence Hall Directors
- Campus Security Officers
- Student Activities Director
- Heads Up Counseling Services (Third Party)
- Athletic Director and Coaches
- College Orientation Instructors
- Disciplinary Review Committee
- Human Resources Office
- Health Programs

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Wallace State Community College's campus during the 2011-2012 and 2012-2013 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided students
- Athletic Policies related to Drugs and Alcohol
- *Student Handbook* policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- *Employee Handbook* policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- *Wallace State Community College Catalog – 2011-2012, 2012-2013* specifically the section dealing with student life on campus and expectations related to student behavior
- Health Program Policies related to Drug and Alcohol Testing
- Various resources available to students and employees regarding drug and alcohol abuse
- Residence Life policies related to drugs and alcohol
- Incident reports in the Vice President's Office related to any possible infractions of the drug and alcohol policy presented to students
- Postsecondary policies and guidelines
- Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

Wallace State Community College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the college's activities. WSCC has a written policy on alcohol and other drugs and distributes this to students during orientation courses and Lions Pride information sessions, through access to the online *College Catalog/Student Handbook*, through campus signage and through various handouts throughout

the academic year. The *Employee Personnel Manual* also contains the Drug and Alcohol Abuse Prevention Policy. The written materials annually distributed contain the following:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of applicable legal sanctions under local, state or federal law;
- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be distributed to all students via email and will be discussed in more detail with students during orientation sessions and Lions Pride information sessions. In addition, the alcohol and drug policy will be presented via email to all employees with the distribution of the Employee Personnel Manual each fall. WSCC also posts notices about alcohol and drug awareness activities throughout the year on campus bulletin boards.

Alcohol-and Drug-Free Campus Workplace Policy:

Wallace State Community College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The college recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The college also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the college’s ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at WSCC and monitored by the Human Resources Department. All employees and students have been notified of this policy by print publication and electronic delivery.

Human Resources incident reports for staff:

Year	Incidents in Workplace	Outcome
2011-2012	0 Incidents	Not applicable
2012-2013	0 Incidents	Not applicable

Student Life Summary:

All Wallace State Community College students are responsible for complying with Alabama state laws, PostSecondary Board Policies and policies of WSCC. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a

- violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted in residential halls, at athletic events, at social events attended by students, and on the campus grounds.

Residence Hall Summary:

Wallace State Community College employs Residence Hall Directors and Residence Hall Assistants who are trained to enforce the community standards regarding alcohol and drugs for the students residing in the two residence halls. Each resident is provided information on residence hall policies upon completion of dorm agreement, item #6.. The college’s alcohol and drug policies are contained in the *Student Handbook/College Catalog* and include:

- Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior.
- Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the *Student Handbook/College Catalog* and can include:
 - ✓ Warning and/or probationary period (Dorm and Disciplinary)
 - ✓ Contact with parent/guardian
 - ✓ Referral to an alcohol education program
 - ✓ Counseling services
 - ✓ Termination of the housing contract
 - ✓ Suspension from WSCC
 - ✓ Possible arrest, imprisonment, or fine according to state alcohol laws

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited unless the student has a valid prescription for the use of the controlled substance is strictly prohibited by the WSCC Code of Conduct. Furthermore, intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the WSCC campus is prohibited. This includes the presence of empty or full alcoholic beverage containers.

Drug and Alcohol Incidence Report for 2011-12 and 2012-13 Academic Year
Alcohol/ Drug Violations/Sanctions for Housing:

Year	Number of Offenses in Dorms	Outcome
2011-12	7 Alcohol/Drug Related	1 Warning 4 Probations 2 Expulsions
2012-13	6 Alcohol/Drug Related	3 Warnings 2 Probations 1 Expulsion

Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are the Security Office, the Housing Director, and the Executive Vice President’s Office. For instances involving

employees, the Office of Human Resources works with the Office of the Vice President to handle interventions and/or sanctions. It is the primary responsibility of the Vice President to assess instances of infractions by students and to determine sanctions or involve the Disciplinary Review Committee which will recommend any necessary sanctions. For 2011-12 and 2012-13 no referrals were made to the Disciplinary Review Committee for Drugs and/or Alcohol violations.

Wallace State Community College has the following first offenses that were reported by Campus Security for drug and alcohol related offenses and sanctions were assessed on each by the as appropriate by the Student Code of Conduct.

Campus incident reports (does not include housing reports):

Year	Number of Offenses	Outcomes
2011-12	6	1 Probation 2 Suspensions 3 Expulsions
2012-13	1**	Written Order to Vacate Campus

**On Campus but was not current WSCC Student

Intervention:

Wallace State Community College has several options available for students and staff members who need to address alcohol and other drug abuse issues. The college has an agreement with a local community health organization, Cullman Mental Health, to provide, at discounted rates, counseling for students and staff members through referrals through the Heads Up Program. Annually, the Head Up Program conducts online anonymous surveys to monitor drug and alcohol perceptions and usage.

Year	Number of survey responses by students and/or staff	% of Binge Drinkers (Sample question #2 and response from survey)
Fall 2011	280	27%
Fall 2012	297	10.2%

Drug-Free Workplace Policy:

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Wallace State Community College and published in the *Personnel Handbook* and *WSCC Catalog* each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by WSCC on any property owned, leased, or controlled by WSCC or during

any activity conducted, sponsored, authorized by, or on behalf of Wallace State Community College. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 2-2-1. Et seq.)

2. Wallace State Community College has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - a. The dangers of drug abuse in the workplace
 - b. Maintenance of a drug-free workplace
 - c. Drug counseling and rehabilitation programs
 - d. Possible penalties for drug-abuse and rehabilitation violations.
3. Any employee who is convicted by any Federal or State Court on an offense that constitutes a violation of paragraph one shall notify the President of WSCC in writing of said conviction within five (5) days after the conviction occurs. Conviction, as defined in P.L. 100-690 shall mean a finding of guilt (including plea of nolo contendere) or imposition of sentence or both. Any employee who has been convicted by any Federal or State Court of an offense that constitutes a violation of paragraph one since completing his or her initial application shall notify the President immediately to avoid possible future complications.
4. In the event of a report of a conviction pursuant to paragraph four providing that the employee is working in a project or a program funded through a Federal contract or grant, Wallace State Community College shall notify in writing within ten (10) days any Federal agency to whom such notification by Wallace State Community College is required under P.L. 100-690.
5. In the event that an employee violates the provisions of paragraph one or receives a conviction as described in paragraph four, the respective employee shall be subject to appropriate disciplinary action which may include, but is not limited to, termination of employment. Wallace State Community College shall also reserve the right to require that an employee as a condition of continued employment, to complete a drug treatment or rehabilitation program of a reasonable duration and nature, at the employee's own expense.
6. Wallace State Community College shall make a good faith effort to ensure that paragraphs 1-6 are followed.
7. Each employee at Wallace State Community College shall receive a copy of this policy.

Omnibus Transportation Employee Testing Act Policy:

In conjunction with its Drug-Free Workplace Policy, the College also complies with the Omnibus Transportation Employees Testing Act of 1991. The act relates to those employees possessing or required to possess a Commercial Driver's License (CDL). Any employee in or applicant for such a CDL position has special obligations to notify the College that he or she has special obligations to notify the College that he or she has recently or is currently using certain physician prescribed drugs or other medication that may affect that person's test results or ability to perform his or her duties. Current CDL employees are subject to the following rules:

1. When reasonable suspicion exists that an employee has used a controlled substance or has otherwise violated the substance abuse rules, he/she may be tested.
2. The College may conduct unannounced random testing.
3. When an employee is involved in any accident resulting in injury or damage to College property, he/she must notify the Drug Program Coordinator or Chief of Security.

4. When an employee returns from substance abuse rehabilitation, the College may require that he/she submit to follow-up testing.
5. All affected employees may be required to undergo urinalysis or oral testing as part of a re-certification physical exam.

The complete policy and pertinent procedures are available in the office of the Director of Human Resources. This policy and procedures cover Testing Procedures, Collection Sites, Collection Procedures, Occasions when the Collection Personnel Should Directly Observe the Specimen Being Provided, Evaluations and Return of Results to the College, Request for Retest, Release of Test Results, Discipline, and Investigations, and Searches. This policy is published annually in the *WSCC Catalog*.

The chart below depicts the number of random drug testing collections were made by transportation office.

Year	Incidents in Workplace resulting in drug testing	Outcome
2011-2012	0 Incidents	Not applicable
2012-2013	0 Incidents	Not applicable

Athletic Drug Policies:

Wallace State Community College complies with State Board Policy 806.02 and associated guidelines for drug testing and drug education of student athletes. These policies are published on the WSCC website as well as distributed to all athletes at Athletic Orientation via the *Athletic Handbook* and a presentation. All athletes sign for these manuals and a record of this is kept in the Athletic Coordinator's Office. Additionally, any random testing that results in the necessity of this policy, is coordinated through the Vice President's Office to ensure compliance. Heads Up staff conduct the random testing as a third party representing Cullman Mental Health.

GUIDELINES FOR ALABAMA STATE BOARD POLICY 806.02: DRUG TESTING OF STUDENT ATHLETES

1. Persons to be tested

Any student who desires to participate in intercollegiate athletics at any institution of the Alabama Community College System will be required to submit to appropriate drug testing as determined by the Chancellor.

2. Types of tests to be performed

A. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in intercollegiate athletics, and all student athletes will be required each year to complete a mandatory drug test before each school year begins. A student will be required to authorize a drug test result to be provided to the Athletic Director, head coach, or other designated representative. The student's specimen must have been collected and tested within the two-week period prior to eligibility determination and prior to the beginning of each year thereafter. The institution will not be responsible for the initial testing of the student although an institution may elect to pay for the initial screening with external funds.

B. After the initial drug test has been provided, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an on-site testing device. All testing following the initial test will be controlled by and the responsibility of an assigned member college employee who is both disassociated with athletics and who is at least at the Dean level a dean level college employee. The individual who conducts all random drug testing must be an employee of a recognized provider who is certified to do drug testing and not an employee of a member college. The on-site testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletic Director, head coach, or other designated representative may request a test at any time. Random individual and/or random team testing will be done at least four times per year. Each college will test at least ten percent of its total athletes at each random testing, and this testing can be conducted outside of the student athlete's particular competitive season. For random testing, all student athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by each institution by utilizing random number selection computer software. Each institution shall be responsible for maintaining an updated listing of student athletes to provide an accurate random selection pool.

3. Drugs to be tested

The following panel of five (5) drugs shall be tested. Additional drugs may be added to the panel on the recommendation of the Athletic Director and with the approval of the president.

- A. Amphetamines
- B. Cocaine
- C. THC
- D. Opiates
- E. PCP

4. Consent to drug testing

A. Each student athlete is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under eighteen (18) years of age, the student athlete's parent or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletic Director, head coach, or other designated representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

B. Student athletes have the right to refuse to consent to drug testing under this program; however, student athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.

C. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletic Director, head coach, or other designated representative.

5. Specimen collection

A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Athletic Director, head coach, or other designated representative to obtain a copy of these guidelines before any specimen collection is performed.

A. The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other employee.

B. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

C. When the student athlete arrives at the collection site, the collection site person shall ensure that the student athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized institution representative. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.

D. The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student athlete's person.

E. The student athlete may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated representative shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.

F. If the student athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated representative should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletic Director, Head Coach, or other designated representative is responsible for ensuring that the student athlete returns to the collection site within the same day or, if not possible, no later than the following day.

G. Once the specimen has been collected, the student athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student athlete will complete the necessary information on the custody and control form. The student athlete will sign the custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the

presence of the student athlete. The student athlete's participation in the specimen collection process is complete. (June 2008)

6. On site testing to be used

A. Regular and random testing by the institution shall be performed by utilizing an on site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.

B. Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test results log book. The log book shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test results log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

7. Drug testing laboratory

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

8. Medical review of positive drug test results

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student athlete's medical history, or review of any other relevant biomedical factors.

2. Review all medical records made available by the tested student athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly to discuss the results of the test or if unsuccessful in contacting the student athlete directly, the MRO shall contact the designated representative who shall have the student athlete contact the MRO as soon as possible.

9. Reporting of drug test results

A. Reporting of drug test results shall be made to the Athletic Director, head coach or other designated representative. Test results will not be released to any individual who has not been authorized to receive such results.

B. A written notification of the test results shall be provided to the Athletic Director, head coach, or other designated representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to representatives. Drug test results can be received by U.S. mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the institution to receive such results.

C. Any institution of the Alabama Community College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.

D. When drug test results are received by the Athletic Director, head coach, or other designated representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student athlete, without first obtaining a specific written authorization from the student athlete.

E. Any positive drug test results are to be communicated by the Athletic Director, head coach, or other designated representative within three business days to the college President.

10. Penalties for a confirmed positive drug test or refusal to be tested

A. First Positive Test:

- Student athlete will be temporarily suspended from athletic competition for a minimum two-week period.
- Student athlete will be required to participate and successfully complete a substance abuse program before the student athlete will be permitted to return to participation in the athletic program.
 - a. The Athletic Director, head coach, or other designated representative will assign and/or refer the student athlete to a substance abuse program. The length of the substance abuse program will be determined by the program counselor. The student athlete must inform the designated representative of athletics regarding the expected completion date of the substance abuse program and whether or not the student athlete successfully completes the program. The student athlete will be responsible for any costs associated with the counseling and treatment in the substance abuse program. Any referrals to any substance abuse program shall be confidential.
 - b. A refusal and/or failure to successfully complete the assigned substance abuse program will require immediate suspension from the athletic program, as well as notification to the ACCC and parents/guardian of the student athlete of the positive drug test result and suspension.
 - c. If a student athlete does not successfully complete the assigned substance abuse program within two (2) weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.

1. Student athlete must receive a negative follow-up drug test before the student athlete will be permitted to return to participation in the athletic program. A failure to receive a negative follow-up drug test within a reasonable time will require immediate and permanent suspension from the athletic program, as well as notification to the ACCC and parents/guardian of the student athlete of the positive drug test result.

2. Student athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to twelve (12) months while in the athletic program.

B. Second Positive Test:

- Permanent suspension from athletic competition and forfeiture of any athletic scholarship.
- Notification of the permanent suspension to the student athlete's parent/guardian as a result of the second positive test result.

Notification of the permanent suspension to the ACCC by the member college President as a result of second positive drug test result.

C. Prohibition from Enrolling at Other Member College

Students who are suspended, whether temporarily or permanently, from a member college for failing to comply with the drug policy will be prohibited from enrolling at any other member college until such student is in compliance with the drug policy.

D. Refusal To Be Tested

A student athlete who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated representative shall be notified of any refusal to be tested.

E. Failure to Appear

A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student athlete agrees to be tested, another collection will be scheduled. If the student athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated representative shall be notified of any failure to appear.

F. Interference With the Collection Process

The student athlete designated to provide a specimen shall not be interfered with in any manner, by any person, other than those properly and specifically authorized by collection site personnel in order that the collection process shall be conducted within these guidelines. Any other student or student athlete who interferes or in any way attempts to alter the results of the designated student athlete's specimen shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship. Any student athlete designated to provide a specimen, who voluntarily participates in this interference, shall be subject to discipline, including suspension from the institution, suspension from the athletic program, and forfeiture of any athletic scholarship.

11. Education program

A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletic Director, head coach or other designated representative. Attendance is mandatory for all student athletes at Athletic Orientation. An attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

- A. Discussion of drug testing policy for student athletes; and
- B. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and
- C. Distribution of education materials concerning the use and abuse of illegal drugs.

12. Publication of Policy

The institution shall include the Drug Testing of Student Athletes policy in the student athletic handbook and other appropriate institution publications, to ensure adequate notice and distribution.

Athletic Department report of random drug testing:

Year	Drug Screens Administered	Number Positive Results/Percentage	Number of 2nd Time Positive Results
2011-12	99 Screens	4 (4%)	0
2012-13	78 Screens	3 (3.9%)	0

Health Programs Drug Policy:

Policy on Drug and Alcohol Testing of Students Enrolled in Health Programs

Wallace State Community College supports the concept of a Drug Free Workplace and prohibits the unlawful manufacture, distribution, possession or use of a controlled substance on any property owned, leased, or controlled by the college or during any activity conducted, sponsored, authorized by or on behalf of Wallace State Community College. The college prohibits any form of on-campus (or campus affiliated) use and/or possession of illegal drugs, drug paraphernalia, or alcoholic beverages by students, which is in direct violation of local, state, and federal law. Students found to be involved in any of these activities are subject to disciplinary action including program dismissal.

Education of health profession students at Wallace State Community College requires collaboration between the college and clinical agencies. Education of these students cannot be complete without a quality clinical education component. The College shares an obligation with the clinical agency to protect, to the extent reasonably possible, the agency's patient due to students who are under the influence of illegal drugs or alcohol while in the clinical agency.

The College wishes to ensure that the health and safety of students and patients are not compromised, and that clinical affiliation agreements exist to provide students

with quality clinical education experiences. Therefore, it is the policy of Wallace State Community College-Hanceville that students enrolling in health profession programs submit to drug testing. This testing can be announced or unannounced and will occur upon admission and annually thereafter, for cause or at random intervals. This policy authorizes drug testing of students who voluntarily choose to enroll in health profession programs at the college. Any student enrolling in a health profession program will be required to submit to such testing.

GUIDELINES FOR DRUG TESTING OF HEALTH PROFESSION STUDENTS

I. PERSONS TO BE TESTED

Any student who is accepted into any health program at Wallace State Community College-Hanceville will be required to submit to annual drug testing.

II. TYPES OF TESTS TO BE PERFORMED

A. Drug testing will occur prior to clinical placement and annually thereafter. Only drug tests conducted by college-authorized agencies will be accepted. Cost of drug testing will be paid from student fees collected each semester.

B. In addition to annual drug testing, further testing may be required of the student for reasonable suspicion or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the college or the clinical agency. Cost of drug testing will be paid from student fees collected each semester. For the safety and protection of patients, faculty, staff, and students, the health science program will require a student to submit to a screening for drugs and alcohol, which will be conducted at the college's expense when there is reasonable suspicion to believe that a student is abusing substances. Reasonable suspicion is defined as, but not limited to, the following:

- Observable changes in performance, behavior, appearance, and speech.
- Direct observation by a fellow student, instructor, or other faculty or staff of the college or clinical site of drug and/or alcohol use and/or the physical symptoms or manifestations of being under the influence of a drug and/or alcohol, such as, but not limited to, unusual slurred or rapid speech; noticeable change in appearance and hygiene; impaired physical coordination; inappropriate comments, behaviors, or responses; trembling hands; persistent rhinorrhea; flushed face; red eyes; unsteady gait; declining health; irritability; mood swings; isolation; decreased alertness; and/or pupillary changes.
- Conduct inconsistent with the student's normal behavior, or erratic behavior, absenteeism, tardiness, dishonesty, or fluctuations and/or deterioration in performance.
- A report of drug and/or alcohol use provided by reliable and credible sources which has been independently corroborated.
- Evidence of tampering with a drug and/or alcohol screening which has been verified and substantiated by the administering laboratory.
- Odor of alcohol.
- Possession of illegal or illicit drugs or alcohol.
- Suspected theft of medication.
- Information that the individual has caused or contributed to an alcohol- or

- drug-related incident/accident.
- Evidence of involvement in the possession, consumption, sale, theft, manufacturing, use, solicitation, or transfer of drugs and/or alcohol while in the educational setting and/or any set of facts or conditions that would lead one to reasonably suspect that a student was under the influence of drugs and alcohol.

If a clinical agency staff member, student, or college faculty member observes such behavior, it should be immediately reported to the department chair/program director/designee in order to immediately assess the situation. Such a report of an observation of this nature should be in writing. The report should be immediately verified by another student, faculty, or staff member. Upon such immediate verification, the student shall be informed of and instructed to leave the educational or clinical setting immediately. Such measures will be taken in such a manner as to ensure the privacy of both the reporting individual and the affected student. However, precautions will be taken to ensure the safety of both the student and others, including advising the student not to drive a motor vehicle. The program director, Dean of Health Sciences, Executive Vice President, or designee of the President will then make an immediate determination if there is reasonable suspicion to screen the student. If the decision is made to screen the student, the Dean of Health Sciences or a designee of the President will direct the student to make arrangements to have the screening performed immediately. The student will be requested to sign an informed consent to be tested before a specimen is collected. A student's failure to consent to the screening will result in immediate termination from the Health Science program.

III. DRUGS TO BE TESTED

All students will be tested for alcohol and the following ten (10) drugs: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone metabolites, oxycodone, opiates, methamphetamines, and propoxyphene. Testing for additional substances may occur based on clinical affiliation agreement requirements.

IV. CONSENT TO DRUG TESTING

A. The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The signed consent must be returned to the program director of the health program.

B. The signed consent form will be maintained in the student permanent record. A copy of the consent form will be maintained with the program director.

C. Students have the right to refuse to consent to drug testing. However, students who decline will be refused access to clinical education facilities and will be unable to achieve the required clinical experiences and objectives of the program. Refusal to submit to drug testing will result in dismissal from the health program and will cause the student to be ineligible for admission to any program in the Health Science Division offered at Wallace State Community College.

V. SPECIMEN COLLECTION

1. The collector shall be a licensed medical professional or technician who has been trained and certified for collection in accordance with chain of custody and control procedures. This person cannot be a college employee.

2. The designated collection site and specimen collection procedures must be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

3. When the student arrives at the collection site, the collector shall ensure that the student is positively identified as the individual selected for testing. This identification will be done through the presentation of photo identification (ex: driver's license with picture). If the student's identity cannot be established, the collector shall not proceed with the collection until such identification can be made.

4. The student will complete and sign the vendor-provided chain of custody/consent form for the collection.

5. If the student is unable to provide an adequate specimen during the collection process, another collection time will be scheduled. Students will not be allowed into the clinical setting until negative results are received by the program director.

6. Students absent from announced or unannounced drug testing will be excused under only the most extreme circumstances (e.g. illness, family emergency). The student will be required to provide written verification for such absences. Approval of a verifiable absence is the responsibility of the program director. Students will have to complete the drug testing process within 48 hours of the originally scheduled time. Failure to complete the drug screening as required by Wallace State Community College will prohibit the student from continuing in the program in which they are enrolled or to be admitted to any other program in the Health Science Division at Wallace State Community College. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Executive Vice President's Office.

VI. DRUG TESTING LABORATORY

Drug testing for Wallace State Community College Health Science Division students can only be conducted by the college-approved vendor. Only laboratories certified by the U.S. Department of Health and Human Services (HHS) can be used to perform drug testing analysis.

Students enrolled in programs offered totally online or through other distance modalities and who live more than 75 miles from the college campus will contact their respective program director to identify approved alternate drug testing laboratories. Alternate drug testing laboratories will be required to meet the standards set forth in the college's guidelines. Costs of testing at alternate sites above the college's fee structure will be the responsibility of the student. Approval of any alternate drug testing sites must be received prior to testing. Failure to receive approval will result in having to submit to additional testing at an approved site. Student fees will only be used for payment to approved testing sites.

VII. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory. Any positive test result will be reviewed by the Medical Review Officer.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results. The MRO shall examine alternate medical explanations for any positive test results. The MRO or designee shall contact the student directly to discuss the test results.

VIII. REPORTING OF DRUG TEST RESULTS

A. Written notification indicating either a positive or negative drug screen shall be provided to the Dean of Health Sciences or health program director. Test results will not be released to any individual who has not been authorized to receive such results. Students shall not be allowed to hand deliver any test results to college representatives. Notification of drug screening results can only be delivered in a manner that insures the integrity, accuracy, and confidentiality of the information. Wallace State Community College refuses to accept any test result that does not meet the requirements of the policy and guidelines.

B. Whenever possible, report of drug screening to clinical affiliates will be handled by aggregate data reporting. The clinical agency will be notified of individual student drug screening results or provided with copies of drug screening results only when required by clinical affiliation agreement.

C. Negative test results must be kept on file for one year after the student's last date of attendance at the college. Positive test results must be maintained on file for five years after the student's last date of attendance at the college.

IX. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

A. Positive Test

A student with a positive drug test will be dismissed from the health program. A grade of "F" will be recorded if the student does not officially withdraw. The appeal process is outlined in the college catalog in the health science programs of study section. The College reserves the right but has no duty to lift the prohibition against re-enrollment upon consideration of written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Executive Vice President's Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

B. Refusal to be Tested

A student's refusal at any point to be tested for drugs will result in dismissal from the health program and forfeiture of any health scholarship. A grade of "F" will be recorded if the student does not officially withdraw. The program director shall be notified of any refusal to be tested. The College reserves the right but has no duty to lift the prohibition against reenrollment upon its consideration of written application for

readmission evidencing that the student has demonstrated an ability and readiness to comply with all College health division regulations. The College will not consider such a request until at least two years from the date of dismissal. Requests should be directed to the Executive Vice President's Office. If a readmitted student has a subsequent positive drug screen, the student will be ineligible for admission to any Health Science program at Wallace State Community College.

X. PUBLICATION OF POLICY

The college shall include the policy and procedure for Drug Testing of Health Profession Students in the college catalog, on the college's website, in the student handbook for each program, and other appropriate college publications to ensure adequate notice and distribution. As stated in the disclaimer in the Wallace State Catalog, college policies are subject to change.

Revised (12/7/10)

Health programs outcomes from drug testing:

Year	Number Tested	Positives	Appeals
2011-2012	1,231	5	3
2012-2013	1,208	5	1

Penalties:

Students and employees should be aware of the various federal penalties for drug related convictions as well as State or Postsecondary sanctions. These can include termination of employment, disciplinary expulsion, suspension or probation, and arrest.

Health Risks and Effects:

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause mark impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to the Heads Up program, located in the Student

Center, to the Office of the Vice President, located on the third floor of the Bailey Center, or to the Human Resources Department, located on the seventh floor of the Bailey Center. Some other resources include:

- Alcoholics Anonymous-<http://www.aa.org>
- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous – <http://www.na.org> 205-243-7854 Greater Birmingham Area
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800-662-4357
- Veterans – Locate the closest VAMC or VA Regional Office: 1-877-222-8387

Proposed Opportunities/Activities for 2013-2014 Regarding Drug and Alcohol Prevention and Safety/Security:

- ✓ Athletic orientation, August 12 and 14, 2013, Athletic Handbook
- ✓ Convocation August 13, 2013
- ✓ Orientation Courses, ORI 101 and ORI 103, beginning August 14, 2013 and continuing throughout year
- ✓ Campus Posters – all year
- ✓ Lions Pride Events for new students each semester
- ✓ Dorm Agreements – each semester
- ✓ Athletic Handbooks – distributed each Fall
- ✓ Health Policies – distributed each semester
- ✓ Catalog Distribution - distributed annually in the Fall
- ✓ Employee Personnel Manual Distribution - distributed annually in the Fall
- ✓ Website for electronic copies of Catalog, Manuals, Consumer information, etc.- all year