

ALCOHOL AND OTHER DRUGS

To comply with the Drug Free Schools and Communities Act of 1989 (DFSCA) and subsequent amendments, students and employees of Coe College are informed that strictly enforced policies are in place which prohibit the possession, use, or distribution of any illicit drugs, including alcohol, on Coe College property or as part of any College-sponsored activity unless event-specific permission is given for of-age students to consume alcohol moderately. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on Coe College property or at College-sponsored activities.

Coe College affirms that illegal drug use is unlawful and harmful. The use of illegal drugs and alcohol abuse by students and employees could result in cognitive deficits, loss of productivity, and other health risks. These risks include an increased risk of accidents, which may result in death or permanent injury. Free, confidential counseling for alcohol and other drug abuse issues is available to students and employees through the College Counseling Services, Health Services, and the employee assistance program. Other resources may include assessment, individual counseling, educational programs, materials, and referral and case management through community agencies, all of which might include a fee.

Philosophy

Coe College opposes the illegal use and/or abuse of alcohol and other drugs in the college environment because of the serious problems related to the misuse of alcohol and other drugs, and because this practice can lead to a loss of effectiveness in human life and can hinder the educational process. The College takes a position of serious concern about, and opposition to, the misuse of alcoholic beverages and use of illicit and/or prescription drugs in the College community. Therefore, the College urges all students to exercise mature judgment and social responsibility when making decisions regarding the use of alcohol and other drugs.

In compliance with state and federal laws, Coe College prohibits the unlawful possession, use, manufacture, or distribution of alcohol and other drugs by students. Students who violate the alcohol and other drug policy will be subject to disciplinary action by the college under the applicable policies.

On-Campus Alcohol Policies and Guidelines

Basic Guidelines

Coe College is committed to maintaining an environment conducive to the intellectual and personal development of students and to the safety and welfare of all members of the college community. Students are expected to make responsible decisions regarding the use of alcohol personally and at organizational events on and off campus. This includes encouraging responsible drinking habits by those individuals who choose to drink and respecting the rights of those individuals who choose not to use alcohol. These guidelines apply to all forms of alcohol including, but not limited to liquid, vapor, or powder.

Unacceptable behavior resulting from drinking alcohol will be subject to college discipline and/or civil action. Students on Coe College property and/or in connection with any Coe College activity are to observe and honor the following requirements and expectations:

- Students under 21 years of age shall not consume or possess alcohol anywhere on Coe College property or at a Coe College-sponsored event.
- Students who are 21 years of age or older are permitted to possess and consume alcohol within the privacy of their own room, provided that the door remains closed.
- Students who are 21 years of age or older may not share or provide alcohol to persons who are under 21 years of age.
- Students who are 21 years of age or older may not share or provide alcohol to any persons who are intoxicated.
- Alcohol is not permitted in public areas of the residence halls (game rooms, hallways, study lounges, stairwells, restrooms, and chapter rooms are public areas).
- Alcohol is not permitted outdoors on the Coe College campus (unless at a registered campus event).
- When alcoholic beverages are brought on campus they will be transported in a covered, opaque package.
- Those under 21 years of age that are found to be transporting alcohol shall have their alcohol confiscated.
- Drinking activities which are potentially dangerous, such as “chugging” of alcoholic and non-alcoholic beverages, drinking games, and activities that employ peer pressure to force alcohol or any beverage consumption are prohibited.
- Alcohol may not be used as an incentive or award at social events or college activities.

- Kegs of beer are prohibited in all campus housing facilities.
- Common source mixtures of alcohol and juices are not permitted due to the potential danger of unknown alcohol content or presence of other substances (Mixed drink beverages of less than one gallon are permitted in private rooms, i.e. Margarita, Sangria, etc.).
- Student Activity fee funds may not be used to purchase alcohol.
- Students must be 21 years of age or older to host, formally or informally, any activity that includes alcoholic beverages.

Social Function Guidelines

All student social functions have basic expectations and guidelines. Due to the increased liability at social functions where alcohol is present there are additional expectations. Social functions with alcohol shall meet the following guidelines:

- All social events must have an event host(s).
- The host(s) must be at least 21 years of age if alcoholic beverages will be present at the event.
- The host(s) may not consume alcohol before and/or during the event.
- The host(s) must:
 - Register the event – Advance registration of seven days (7) is recommended when possible. If an event request is submitted less than seven days (7) in advance, the social function request may be denied.
 - Submit a written guest list at the time the event is registered.
 - Verify that they have reviewed and will follow the risk management guidelines.
 - Arrange for security to be present for the event through the Director of Campus Security, if the Director of Campus Life deems it necessary for security to be present.
 - Verify the age of event attendants.
 - Monitor the entrances to the event to prevent uninvited guests from entering. Students who are present at a party and not listed as approved party attendees may be held responsible through the college conduct process and disciplined as appropriate.
 - Monitor the number of guests at the event to ensure occupancy does not exceed the fire code capacity of the particular facility
 - Provide alternative non-alcoholic beverages and food, in ample amounts, for the duration of the event
 - Help maintain order and ensure responsible behavior
 - Ensure all persons are capable of safely returning to their place of residence
- Alcoholic beverages may not be sold at on-campus events unless approved by the Dean of Students.
- Servers of alcoholic beverages shall be 21 years of age or older and shall not serve anyone who is under 21 years of age, obviously intoxicated, disorderly, or in poor condition to the point of sickness. Servers shall not provide alcohol to an individual in quantities likely to bring about intoxication or sickness. Servers must be provided by a third party vendor like Sodexo.
- Advertising that specifies or emphasizes the quantity of alcohol to be served is prohibited. Alternative beverages are to be advertised whenever alcohol is advertised.

Social Function Registration

All student campus events and student social functions must be registered. If the event is to be held in an apartment or house it must be registered through the appropriate Apartment Area Coordinator. If the event is to take place anywhere else on campus, it must be registered with the Director of Campus Life. Events are to be registered by obtaining a Campus Activity Registration Form from either the Apartment Area Coordinator or the Director of Campus Life. Space for an event will not be confirmed until this form is completed with all required signatures obtained. Students are encouraged to plan their events well in advance to allow adequate time to make necessary scheduling arrangements. Two weeks is recommended, a minimum of five days if Security is needed. Forms can be picked up at the Campus Information Center in Gage Memorial Union. All PUB events must have security or a campus advisor/staff member present.

In order to reduce the potential liability and risk borne by the host(s) of social functions, Coe College requires every apartment and/or house party to be registered with the Apartment Area Coordinator and requires that the host(s) participate in a risk management program.

Any social function, planned or impromptu, in the following Coe apartments which has 10 or more people is considered a party and must be registered. Due to fire code capacities, social functions in these apartments may not exceed 15 people.

- 1325 A Avenue NE
- 1326 A Avenue NE
- All College-Owned Houses

- E Avenue apartments
- 4-Plex
- 8-Plex
- Hampton Court Apartments

Any social function, planned or impromptu, in the following Coe apartments which has 20 or more people is considered a party and must be registered. Due to fire code capacities, social functions in these apartments may not exceed 30 people.

- Brandt House
- Morris House
- Schlarbaum House
- Spivey House

Apartment or house parties must remain within one apartment/house. If security staff is needed, five days' notice is required, but fourteen days is recommended. If an apartment or house violates party guidelines, the apartment or house may lose party hosting privileges for the year. Coe College staff reserve the right to require registration, remove approval, or address parties or events that don't follow the Social Function Guidelines regardless of the number in attendance.

Impromptu Social Functions

Occasionally, a small gathering may develop into an apartment or house party. In those instances, it is the responsibility of the host/sponsor to immediately notify Security at (319)399-8888. Hosts of impromptu parties are still expected to meet all College guidelines and risk management procedures.

Multiple impromptu parties or common source alcohol at impromptu parties will be considered an attempt to circumvent the host's obligation to register a social function and is subject to disciplinary action. Any violations of the above policy in any part will require the student(s) and/or organizations to be reviewed by the appropriate college authorities.

Additional Guidelines for Coe Apartments and Houses

All campus alcohol policies apply to the Coe apartments and houses with the following special conditions:

- All apartment and house parties must be registered as social functions with the Apartment Area Coordinator. Event hosts are required to review College risk management guidelines.
- All alcohol must remain within the confines of the apartment or house. Alcohol is not permitted on the balconies, patios, or the grounds surrounding the apartments and houses.
- The host(s) of the event is responsible for clean-up of any debris on apartment/house grounds. Clean-up should take place at the conclusion of the event.

Additional Guidelines for other On-Campus Events

- All on-campus events with alcohol must be registered as social functions with the Director of Campus Life. Event hosts are required to review College risk management guidelines.
- Third-party vendors such as Sodexo shall be used for the purchase and serving of alcohol.
- The host(s) of the event is responsible for ensuring alcoholic beverages do not enter the event if such use has not specifically been permitted.
- The host(s) of the event is responsible for clean-up of any debris. Clean-up should take place at the conclusion of the event.
- Security must be present at all campus events, aside from apartment/house parties, if alcohol is to be present.
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On-Campus Illegal Substance Policies and Guidelines

Illegal drugs are not permitted on the Coe College campus or on college property. Institutional knowledge of possession, manufacture, sale, distribution, and/or use of any drug will subject the involved student to investigation. The following is a list of violations of the Coe College Illegal Substance Policy:

- Misuse of over-the-counter drugs.
- Misuse or sharing of prescription drugs.
- Possessing, using, distributing, manufacturing, or being under the influence of any form of illegal drug.
- Possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug.
- Possessing paraphernalia that contains or appears to contain illegal drug residue.
- Purchasing or passing illegal drugs from one person to another.
- Using mail services to purchase, pass, or distribute illegal drugs.

This policy provides flexibility for the College in addressing drug-related offenses that occur on or off-campus. In addition to College imposed sanctions, students and employees are subject to all legal sanctions under federal, state, and local law for any offenses involving illegal drugs on Coe College property or at Coe College activities.

The College has a commitment to assist members of the Coe community with treatment of chemical dependency in terms of referrals to appropriate treatment agencies. Students seeking confidential assistance should consult the College counseling service, St. Luke's Family Counseling Center, or the Director of Health Services.

Sanctions for Student Misconduct

Violations of the above regulations may result in sanctions. Students may refer to the Student Conduct Policy for further details.

Standards of Conduct for Employees

Coe College promotes a work environment free of drugs and alcohol, and employees have the right to perform their duties with unimpaired co-workers. To this end, the college has developed a policy to address and to comply with the Drug-Free Workplace Act of 1988. As a condition of employment, the faculty and staff members agree to abide by the terms outlined in this policy.

All Coe College faculty and staff are notified that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. The workplace is defined as the site(s) where the performance of work is done in connection with one's specific employment. To assist in compliance with the Drug-Free Workplace Act, the following positions will be filled by the listed Coe College faculty member:

- Drug-Free Workplace Program Administrator: Director of Human Resources
- Drug-Free Workplace Referral Agent: Director of Health Services
- Contractor for Counseling Services: Mercy Hospital's Employee Assistance Program

To assist employees in broadening their knowledge of the harmful effects of controlled substances, and in the treatment of alcoholism or addition to controlled substances, Coe College will use faculty and staff meetings, the *Crimson Chronicle*, and other avenues to make employees aware of the following:

- The dangers of drug abuse in the workplace
- Coe's policy of maintaining a drug-free workplace
- The services of the Mercy Employee Assistance Program
- Faculty and staff development training in substance abuse
- The penalties that may be imposed for drug-free workplace policy violations

In addition to a written policy, the College will provide comprehensive counseling and support services to employees in need. Employees are encouraged to seek assistance for alcohol and/or drug dependencies. The college assures that all information about participation in a rehabilitation program will be treated in a confidential manner.

Sanctions for Employee Misconduct

In situations where there is a reasonable cause to suspect that an employee is in violation of the alcohol and drug policy, an appropriate investigation may be made by the program administrator. If upon completion of the investigation, the employee is found to have violated the policy, that employee can be subject to any one or a combination of the following educational and/or disciplinary sanctions:

- Required participation in the Mercy Employee Assistance Program
- Required participation in an in-patient substance abuse rehabilitation program as determined by the appropriate EAP agent
- Required attendance at designated staff development or other substance abuse education program
- Disciplinary action, including: reprimand, suspension, or termination

All employees have the right to appeal the sanctions to the president of the college. Appeals must be made within five (5) working days of notice of sanctions.

In situations where the college does not suspect a problem, but one exists, the employee may contact the EAP directly and expect confidential treatment (without college involvement or knowledge)

All employees will notify the head of their department of any criminal drug statute conviction occurring in buildings, facilities, grounds, or property controlled by the college within five (5) working days after such conviction. The appropriate college official will, in turn, notify the applicable federal agency of the conviction. Appropriate action will be taken within thirty (30) days of the college's notice of conviction or violation of the college's policy on a drug-free workplace.

Civil Laws and Sanctions Regarding Alcohol and Other Drugs

Alcohol Laws – Iowa State Code states that it is unlawful for any person "to sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age, and a person or persons under legal age shall not individually or jointly have alcoholic liquor, wine, or beer in their

possession or control." The law further states that "no person under legal age shall misrepresent the person's age for the purpose of purchasing or attempting to purchase any alcoholic beverage, wine, or beer from any licensee or permittee." Penalties range from a simple misdemeanor to a serious misdemeanor. In Iowa the legal drinking age is 21.

Drug Laws – Iowa State Code states that it is unlawful for any person not authorized by Chapter 124 of the state code "to manufacture, deliver, or possess with intent to manufacture or deliver a controlled – or counterfeit – substance or to act with, enter into a common scheme or design with, or conspire with one or more other persons to manufacture, deliver or possess with intent to manufacture or deliver a controlled substance." Penalties range from a simple misdemeanor to a felony. For greater detail of these laws, see Chapters 123 and 124 of the Iowa State Code.

The federal law with respect to drug abuse prevention and control may be found in Title 21, Chapter 13, of the United States Code.

A number of different penalties (sanctions) may be imposed by the magistrate or other representatives of the civil judicial system. Penalties include criminal charges, ranging from a simple misdemeanor to a felony. Sentencing may include one or more of the following: monetary fines, incarceration, and community service. Penalties may be different for persons under or over the age of 18 years old. Persons under 18 who violate drug and alcohol laws may be turned over to juvenile authorities or are dealt with through the court system. Persons over 18 are dealt with through the court system. Persons over 18 who are charged with the use or possession of illegal drugs are treated as adults. Fines, jail sentences, and community service are at the discretion of the magistrate or district court judge.

Health Risks with Alcohol and Other Drugs

People who abuse alcohol or drugs risk damage to both their mental and physical health including, but not limited to:

Alcohol and Other Drugs

Health Risks

INHALANTS

Solvents, Aerosols, Thinner, Paint, Lighter Fluid, Gas

liver, nerve, brain damage; heart failure; respiratory arrest; coma; suffocation; death

NARCOTICS

Heroin, Morphine, Codeine, Methadone

pulmonary edema; convulsions; respiratory arrest; coma; death

DEPRESSANTS

Alcohol, Benzodiazepines, Barbiturates, Chlorohydrins

nausea; severe anxiety; agitation; hallucinations; tremors; shakes; delirium; convulsions; death

STIMULANTS

Methylphenidate, Cocaine, Phenmetrazine, Amphetamines

convulsions; hypertension; coma; cardiac arrests; pulmonary edema; respiratory failure; death

HALLUCINOGENS

Marijuana, LSD, PCP, MDMA, Mescaline, Psilocybin

paranoia; delusions; psychosis; hallucinations; convulsions; flashbacks; death

These examples are not intended to be all-inclusive. It is recommended that you consult your physician for a more extensive description of health risks associated with the use of substances such as nicotine, caffeine, depressants, and stimulants. Related pamphlets on health risks are available in the Health Services Office in the Lower PUB.

Resources for Alcohol and/or Drug Concerns

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| <u>Health Services</u> | (319)399-8617 |
| Provides referrals to local hospitals and medical specialists. Offers health education materials and conducts campus wellness programs. | |
| <u>Counseling Services/St. Luke's Family Counseling Center</u> | (319)369-7952 |
| Provides counseling and brief psychotherapy to students experiencing personal adjustment problems. Provides crisis intervention for students in distress (e.g., depressed, grief reactions) and referrals to appropriate agencies. | |
| <u>Area Coordinators</u> | (319)399-8741 |
| Conduct educational programs in residence halls in coordination with the faculty and Student Development staff. | |
| <u>Student Activities/Gage Union</u> | (319)399-8609 |
| Coordinates a broad range of cultural, recreational, educational and entertaining activities for the campus community. | |
| <u>Off-Campus Community Resources</u> | |
| Alcoholics Anonymous..... | (319)365-5955 |
| The Fellowship Club (Alcohol)..... | (319)364-9897 |
| Area Substance Abuse Council..... | (319)390-4611 |

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| Sedlacek Treatment Center..... | (319)362-6226 |
| Crisis, Suicide Information..... | (319)362-2174 |
| Abbe Center (Mental Health)..... | (319)398-3562 |
| Domestic Violence..... | (319)363-2093 |
| YWCA - Sexual Assault..... | (319)363-5490 |
| Foundation II Crisis Center..... | (319)362-2174 |
| St. Luke's Hospital Emergency..... | (319)369-7122 |

National Resources

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| Cocaine Helpline..... | 1-800-COCAINE |
| National Council on Alcoholism..... | Information Line: 1-800-NCA-CALL |
| National Institute on Drug Abuse..... | 1-800-622-HELP |
| Pride Drug Information Hotline..... | 1-800-241-9746 |

Biennial Review Procedures

Pursuant to the Drug-Free School and Communities Amendments of 1989, these policies and related programs will be reviewed every two years for compliance. The materials developed pursuant to these policies and the results of the biennial review will be made available to the Secretary of Education if the college is selected in a random selection by the Secretary for determination of compliance. In addition to circulating these policies to all students and employees, policies relevant to the Drug-Free Workplace Act will be posted in public areas of the college.