

WILLIAM JEWELL COLLEGE GUIDELINES TO ASSURE A DRUG-FREE SCHOOL

William Jewell College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances on college property or during the course of employment for the college. Controlled substances consist of any drug which is controlled and/or regulated by federal agencies and include prescription drugs as well as illegal or street drugs. (The use of drugs which have been prescribed by a licensed physician and which are taken according to the prescription instructions is not considered illegal.)

Employees who violate this guideline are subject to disciplinary action in accordance with the procedures discussed in the Employee Handbook, the William Jewell College Faculty Handbook, and/or the College Tenure Policy. When it is determined to be in the best interest of the College, the employee will be immediately discharged. When possible, the employee will be required to participate in a drug abuse assistance rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other agency.

Employees are required to notify the College of any criminal drug statute conviction occurring in the workplace within five days of such conviction. Furthermore, William Jewell College will report such convictions to appropriate federal funding agencies within ten days after receiving such notice, if required to do so by regulations under the Drug-Free Workplace Act.

William Jewell College students are expected to adhere to all laws related to the possession, consumption, and/or distribution of alcohol and narcotics, as outlined by the Federal Government, the State of Missouri, Clay County, Missouri, and the City of Liberty, Missouri. The unlawful use, possession, purchase and/or distribution of drugs or alcoholic beverages is strictly prohibited on the William Jewell College campus. Students legally eligible to possess and consume alcoholic beverages must adhere to all policies outlined within the William Jewell College Student Handbook.

Illegal Drugs/Narcotics

Students deemed to be in possession of illegal drugs/narcotics or if found on college property or at an off-campus, college-sponsored function, the following procedures will be invoked:

1. The college official making the discovery will remain with the illegal substance and all parties involved. The discovering college official will immediately contact the following personnel.
 - A. If on-campus, Campus Safety should be called to serve as a witness and second college official to assist with processing the incident. If the discovering official is a member of the residence life staff, a second residence life staff member, preferably a resident director, should be called as a secondary staff member to witness and assist until campus safety arrives.
 - B. If off-campus, a second college official, if available, should be called as a witness and assist with processing the incident.
 - C. Regardless of location, the Dean of Students or Associate Dean of Students should be contacted for direction and instruction regarding an appropriate response to the incident.
2. The identity of all parties involved, including by-stander witnesses and college officials, will be documented in an incident report that outlines, in detail, the circumstances of the incident. The incident report is to be completed by the discovering college official and responding campus safety officer (if on-campus) or second college official (if off-campus). Incident reports should be submitted to the Associate Dean of Students for address.
3. Drugs/Narcotics and/or paraphernalia classified as a misdemeanor by Missouri State Statute will be photo documented and properly disposed of by at least two College officials, in accordance with disposal directions from law enforcement officials.
4. Deemed possession or discovery of any illegal drug(s) or paraphernalia classified as a felony will be immediately reported to law enforcement.
5. Students deemed to be in violation of the College's drugs/narcotics policy will be charged with violation of appropriate Standards of Conduct, noted in the William Jewell College Student Handbook, and may be subject to criminal prosecution.

When possible, students will be required to participate in a drug abuse assistance rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other agency.

Individual students who are found in violation of College policy or Drug- Free Schools and Communities Act Amendments of 1989 (Pub. Law No.101-226) are subject to College disciplinary action. Additionally, student organizations which allow drinking or the use of illicit drugs at their functions or on their premises are subject to review and/or disciplinary action by the College.

However, concern for student welfare dictates that persons who overdose or become intoxicated seek medical help. For that reason, the above policies notwithstanding, students seeking medical attention for inebriation or overdose shall not be formally disciplined for the use of alcohol or other drugs, provided that the sole reason the student's drug abuse was discovered was due to seeking medical attention. Students seeking rehabilitation from drug or alcohol use, prior to or after medical emergency, may use counseling referral networks without fear of follow-up discipline. All services rendered will be confidential.

Students are encouraged to seek information and assistance for drug abuse from the Counseling Center. A variety of other community agencies are available to all employees and students. Information on additional community resources is available from the Counseling Office or from the Office of Human Resources.

This statement is distributed in compliance with The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and the Drug-Free Workplace Act of 1988.

Complete information on legal sanctions applicable to the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances can be obtained from the Clay County Prosecuting Attorney's Office or the U.S. Attorney's Office and is posted on the William Jewell College intranet, Jewell Central, under Human Resources.