

**2014-2016
BIENNIAL REVIEW**

**Drug Free Schools and
Campuses Act**

**HOOD
COLLEGE**

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Introduction-Drug Free Schools and Campuses Act

The Drug Free Schools and Campuses Act Biennial Review Committee prepared the following report to meet the requirements of the 1989 amendments to the Drug-Free Schools and Campuses Act (DFSCA), as articulated in Part 86, the Drug-Free Schools and Campuses Regulations. The reporting period covers January 1, 2014 through August 31, 2016. As explained:

In order to certify its compliance with the Part 86 Regulations, an IHE (Institutions of Higher Education) must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the Regulations requires an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs;
2. Develop a sound method for distribution of the policy to every student and IHE employee each year; and
3. Prepare a biennial report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement

The Drug-Free Schools and Campuses Regulations require IHEs to review their AOD programs and policies every two years. The required review has two objectives: (1) to determine the effectiveness of, and to implement any needed changes to, the AOD program; and (2) to ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently. Because the Regulations do not specify what a biennial review should include or how it should be conducted, schools have considerable leeway in determining how to conduct and what to include in their biennial review.

Hood College developed and updated a comprehensive written policy on alcohol and other drugs, as well as successfully distributing this policy to all undergraduate students. This report represents the Biennial Review of Alcohol and Drug Prevention Programs at Hood College as required by the Drug-Free Schools and Campuses Regulations. In this report, student alcohol and other drug surveys are evaluated, as suggested by the Department of Education, to help measure policy and program effectiveness. In addition, the prevention initiatives the College implemented to minimize drug and alcohol problems are summarized.

Biennial Review Committee

The Biennial Review Committee is a cross section of employees selected to adequately evaluate the effectiveness of both the student and employee drug and alcohol abuse prevention program.

Members include: Thurmond Maynard Director of Campus Safety and Security, Teresa Cevallos Director of Health Services, Carol Wuenschel Executive Director of Human Resources, Matthew Troutman Director of Residence Life and Vanessa Roberts, Senior H.R. Generalist/Employment Coordinator.

The committee is charged with the following areas of responsibility:

- Meet annually to evaluate the drug and alcohol prevention programs for employees and students.
- Analyze student and employee incident data.
- Analyze programming and treatments options available to students and employees.
- Make recommendations to Vice President for Student Life and Dean of Students, Executive Director of Human Resources/Title IX Coordinator, and Provost for program improvements as needed.
- Evaluate the delivery methods for the student and employee drug and alcohol policies to ensure that all students receive the information upon initial enrollment and that all new employees receive the information upon hire.
- Evaluate any policy changes that relate to drug and alcohol use to ensure compliance with DFSCA.
- Review final DFSCA report on a biennial basis for submission and approval by the President.

Goals for the 2014-2016 Reporting Period:

- To increase students' awareness of the risks involved in high-risk drinking and drug use.
- To provide various AOD education programs to students throughout the academic year.
- To provide various alcohol-free late night events as an alternative to drinking.
- To support an overall culture of responsible drinking at the College.
- To provide student groups an opportunity to assist with or participate in the sponsorship of AOD education events.
- To expand the focus on environmental strategies as a best practice approach to prevention.
- To offer employee training opportunities annually
- To increase communication regarding support/coping/treatment opportunities through EAP Provider, BHS.
- Provide education to supervisors to increase recognition of potential substance abuse issues with employees.

Hood College AOD Philosophy

Hood College is committed to the welfare of its students and the surrounding community. When individuals misuse alcohol academic performance, health, personal relationships and safety are compromised. The College believes in the balancing of education and enforcement of policies and procedures. Hood College neither encourages nor condemns the legal consumption of alcoholic beverages, however, the College recognizes that the majority of undergraduate students are below the legal drinking age. Hood College supports the strict enforcement of Maryland's liquor laws. No person may sell, furnish or give alcohol to any

person under the age of 21. Consequently, alcohol will be permitted at Hood College only in those settings which comply with state and federal law, municipal county ordinances and this policy, and in no way inhibit the full participation of those who choose not to drink alcohol.

Campus student organizations must follow the Student Events with Alcohol Policy found at: [http://www.hood.edu/uploadedFiles/Hood_College/Home/Campus_Life/Residence_Life/2015-2016%20Student%20Handbook%20\(Website\).pdf](http://www.hood.edu/uploadedFiles/Hood_College/Home/Campus_Life/Residence_Life/2015-2016%20Student%20Handbook%20(Website).pdf)

Hood College entrusts to its students the responsibility of compliance with state, county, and municipal laws concerning the purchase, possession, consumption and transport of alcoholic beverages. It is expected that alcoholic beverages will be used in moderation, at suitable times, and under decorous conditions. Public intoxication is prohibited.

Hood College recognizes the changing social and legal landscape regarding alcohol and other drugs. Since many states are legalizing marijuana, the College will continue to monitor what is occurring in the state of Maryland regarding those laws. However, legalization of current illegal drugs is not promoted by the College. The College will continue to provide education and resources to assist students and employees in making appropriate choices.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Alcohol can pose both short-term and long-term health risks. As a sedating, or depressant drug, alcohol slows functioning of the brain and central nervous system. In the short-term, how alcohol affects a person is dependent on how much and how quickly he/she consumes it. The gender, size, and other factors in the drinker impact how quickly alcohol is absorbed and eliminated from the body, as well. Even one or two drinks can impair one's reasoning. As more and more alcohol is absorbed by the body, impaired speech, loss of coordination, impaired sexual functioning, dysphoria, and loss of inhibitions are exhibited. Alcohol use, particularly "binge-drinking" or high-risk use, can lead to serious short-term health consequences. These include falls, injuries, car crashes, fights, participation in risky behaviors, sexual assault, unwanted pregnancy, transmission of sexually transmitted diseases, suicidal thinking or behavior, and injury or death from alcohol poisoning. Consuming a large amount of alcohol in a short period of time (such as playing drinking games, taking shots of liquor, engaging in "power hours," etc.) can lead to the fatal result of alcohol poisoning. Taking other medications while drinking alcohol can also be fatal. More regular, or chronic, alcohol use can lead to alcohol dependence and other long-term problems. Frequent, prolonged use can result in liver disease, ulcers, high cholesterol, heart disease, cognitive deficits, high blood pressure, damage to the pancreas, sexual and fertility problems, and increased risk of breast cancer and other cancers. Other drugs also cause serious health problems for a user. Marijuana is a hallucinogen that contains the same toxic and carcinogenic compounds found in cigarette smoke. It can also lead to deficits in memory and other cognitive skills, as well as reproductive problems. Abusing prescription drugs, or taking prescription medications that are not prescribed to you (such as

Adderall, Ritalin, Xanax, Valium, Oxycontin, etc.) can also lead to increased heart rate and blood pressure, organ damage, addiction, heart attack, overdose, and death. Cocaine and other similar stimulants are highly addictive and can lead to seizures, cardiac arrest, and stroke.

Student Focused Substance Abuse Prevention and Education Services

Hood College's Health Center and Counseling Services provides a range of services to assist students with alcohol and drug issues. Students are provided with caring and confidential services, which include assessment, individual counseling, referral to community substance abuse providers, and self- help programs.

The Division of Student Life provides coordination and collaboration with internal and external partners for substance abuse prevention and education efforts at Hood College. The Department of Campus Safety and Security and the Health Center staff take the lead roles in providing education and resources. Prevention programs are provided campus-wide each semester to various student groups including student athletes, first year students, residents, commuters, and graduate students. All students and employees benefit from marketing campaigns and general wellness outreach programs.

Students who violate campus AOD policies are referred to the Area Coordinators, Director of Residence Life and Student Conduct, or Vice President for Student Life and Dean of Students through the Student Conduct process, depending on the circumstances of their AOD violation. All student violators will receive disciplinary sanctions, including education and behavior modification. Students also are assigned an AOD assessment, and receive counseling if appropriate, and warranted by the violation.

Summaries of AOD Program Strengths and Weaknesses

The success of the AOD programming at Hood College relates to the collaborations that have occurred between the various departments and personnel on campus. Hood College continues to have a strong relationship with the Frederick community. Frederick County's Health Department's Substance Abuse Prevention Coordinator and Team along with the Maryland Strategic Prevention Framework grant continue to be key partners in the development and implementation of AOD education and intervention programming. The Director of Health Services and the Director of Campus Safety and Security are committed members of the Frederick County Health Department's Alcohol Prevention Initiative.

Hood College is a member of the Maryland Collaborative to Reduce College Drinking and Related Problems. The Maryland Collaborative was created and funded by the Maryland Department of Health and Mental Hygiene (DHMH) with the goal of making "a significant and measurable difference in excessive drinking and related problems on college campuses in Maryland" (Maryland Collaborative to Reduce College Drinking and Related Problems, 2013,

p. ii). This 5-year initiative involves staff training, best practices, data gathering, technical assistance in environmental strategies and individual intervention protocols. Please visit the Maryland Collaborative website, <http://marylandcollaborative.org/> for more information.

Through Hood's work with the Maryland Collaborative, the Maryland College Alcohol Survey (MD-CAS), a campus-wide survey of alcohol use among Hood College students, is planned for April 7, 2017. Data from the survey will be instrumental in planning future programming and individual intervention. Alcohol and Drug Prevention Committee members will implement programs concerning problems related to alcohol consumption, underage drinking by means of best practices.

The licensed mental health professionals in the Counseling Center provide assessment, brief intervention, and counseling. Unfortunately, the College does not have a full-time position dedicated only to alcohol and drug prevention and intervention. As additional funding becomes available, this is a need that will be considered.

Student Substance Abuse Prevention and Education Accomplishments

Hood College engaged in a variety of prevention and education activities spanning a wide audience throughout the review period.

- In April 2016 Health Center staff and Hood peer educators educated over 150 students at Thomas Johnson High School about the dangers of distracted driving and drunk driving with interactive games and activities.
- Campus Safety and Security and Residence Life sponsored a presenter from the Mental Health Association of Frederick to provide two 8-hour trainings, August 2016 on Mental Health First Aid. The focus was on how to intervene with individuals experiencing a mental health or substance abuse crisis. Fifty-one faculty and staff members completed the certification program.
- Hood's Department of Athletics requires student athletes to complete the annual NCAA mandated alcohol and substance abuse training.
- One Love Escalation Training is held each August during new student orientation which highlights problems with drinking and violence in dating relationships.
- Alcohol and Drug Awareness programming initiated by Resident Assistants to hall residents regarding high-risk drinking, alcohol poisoning, and alcohol abuse prevention are discussed during floor meetings.
- Octsoberfest is a yearly campus wide event featuring interactive games, food and programming focused on underage drinking prevention, binge drinking prevention, sexual assault prevention, and prevention of date rape drugs.
- The Red Flag Campaign was a student-initiated program sponsored by the Title IX Committee on healthy relationships and included information on how alcohol and substance abuse can negatively impact relationships. This was a week-long program in October 2016, which included a panel discussion to debrief the major learning outcomes.

Approximately fifty students actively participated in the discussion. Many of the students who attended the event commented on the flag messages and how the key ideas resonated with them.

- The Great American Smoke – Out is recognized annually in November. The event is held on campus to educate community members about the importance of smoking prevention and smoking cessation. Information is given by Health Center staff and representatives from the Frederick County Health Departments Tobacco Coalition on how to stop smoking and tobacco prevention.
- It's On US Week. For the past three years Hood College has participated in this national movement to promote awareness of sexual assault and prevention strategies. Additionally, education of the campus community on the importance of consent and the role that alcohol and substances play in sexual assault is highlighted.
- The Safe Sex Carnival is held annually in commemoration of World Aids Day. Included in the carnival activities is information for students regarding how alcohol and substance abuse is a major contributing factor to sexual assault. Students are educated on responsible drinking, bystander intervention and sexual consent.
- Black World Aids Day is recognized every February to highlight safe sex practices and discuss advances in HIV prevention and treatment. An emphasis is on alcohol and substance use and how it has influenced the HIV/AIDS epidemic.
- The Vagina Monologues is a theatrical program where student actors present vignettes to raise awareness of violence against women and to raise money for a local women's shelter. Various monologues demonstrate how being under the influence can increase vulnerability to sexual abuse.
- Spring Break Safety and Awareness Event. Traditionally, the week before spring break internal departments and external organizations and agencies come together in the Whitaker Campus Center to provide information, resources and experiential learning opportunities focusing on drunk driving prevention, date rape drug prevention, safe ride alternatives, and sexual assault prevention.
- Opioid Overdose Response Training. The Health Center staff and Campus Safety Staff have current certification and medication available to treat an individual experiencing an opioid overdose. We hope to expand the training to other members of Hood's faculty and staff.
- Yards for Yeardeley. In recognition Sexual Assault Prevention and Awareness month and the unfortunate death of Yeardeley Love by the hands of her drunken boyfriend, students commit to having healthy dating relationships and to raise money for the One Love Foundation.
- Business Health Services (BHS) provides training programs for employees which also discuss how to handle situations when employees abuse alcohol and/or drugs.
- The Director of Campus Safety and Security and Director of Health Services attended a national alcohol policy conference in April 2016 which consisted of numerous breakout sessions focusing on state laws, alcohol branding and store locations, harm reduction, and coordination of law enforcement services.
- Campus Safety staff conducted a discussion of Title IX issues with student athletes regarding sexual assault, sexual assault penalties, alcohol, and drug abuse in August 2016.

- The Director of Athletics spoke with all student athletes in August 2016 regarding sexual misconduct related to alcohol and drug abuse.
- BHS and Frederick County Mental Health Association are participants in the Hood College Department of Human Resources Benefit Focus and provide information on drug and/or alcohol abuse.
- Members of the Health Center and Department of Campus Safety and Security regularly attended meetings of the Alcohol Prevention Initiative coalition at the Frederick County Health Department to develop strategies addressing underage drinking and substance abuse prevention in Frederick County. (2014-16)
- Every entering first-year student completed an online alcohol education program, AlcoholEDU with a 100% course completion rate. In 2014, first-year students also began completing HAVEN the Sexual Assault Education course in addition to AlcoholEDU.
- The Office of Residence Life offered both mandated and optional Smoke Free Housing opportunities. All first year student residence halls were designated as substance free.
- The Student of Concern Committee, is a group of campus administrators from Student Life, Academic Affairs, Athletics, Center for Academic Achievement and Retention, Residence Life, Campus Safety, and designated faculty meet bi-weekly to discuss students that have been referred to group members or otherwise have triggered some form of alert/concern. These cases could range from a recent loss of a family member, a student doing very poorly or frequently skipping attendance in a class, or a student that a faculty member is concerned about because they seem to be under the influence when they attend class. Some of these concerns are directly related to possible alcohol or drug abuse, and the SOC group identified an individual or team to reach out to students to connect them with resources.
- The Faculty and Staff volunteer to serve a Late Night Breakfast for all students in preparation for final exams each semester. The event promotes sobriety in a substance free environment.

Overview of Student Conduct Data

UNDERGRADUATE TOTAL HEAD COUNT	
2014 Fall Semester	2015 Fall Semester
1359	1277

College Undergraduate Alcohol Policy Violations

2014-15: 49 total violations

2015-16: 75 total violations

Illegal Undergraduate Drug Policy Violations

2014-15: 17 total violations

2015-16: 7 total violations

UNDERGRADUATE TOTAL HEAD COUNT VIOLATION RATIOS		
2014 Fall Semester	Alcohol Policy Violation %	Drug Policy Violation %
1359	3.6%	1.3%
2015 Fall Semester		
1277	5.9%	0.55%
Increase or Decrease %	+2.3%	-0.75%
Table 1		

AlcoholEdu Data on First Year Students – Impact 2014-15		
Assessment Item	Post Assessment Hood Stats	National Norm
Alcohol Knowledge	79	80
Physiological Effects	76	77
Risk Reduction	91	91
Understanding the Influence of Alcohol	92	84
Factors Influencing Drinking Behavior	86	89
Table 2		

AlcoholEdu Data on First Year Students – Impact 2015-16		
Assessment Item	Post Assessment Hood Stats	National Norm
Alcohol Knowledge	77	80
Physiological Effects	74	77
Risk Reduction	91	91
Understanding the Influence of Alcohol	95	84
Factors Influencing Drinking Behavior	86	89
Table 3		

Analysis of Student Conduct Data

The College has undertaken various efforts to address alcohol and drug abuse awareness through educational programs and also provided alternative activities for students to participate in to demonstrate that alcohol and drugs are not necessary to socialize or to have fun. Although the goal is to have no policy violations, there were minimal total number of reported violations and a marginal increase in alcohol violations with a slight decrease in drug violations. While the numbers of violations may be smaller than at many other IHEs, Hood College still is committed to educating students on ways to live an alcohol-free and drug-free life.

According to the data in Table 1 above, the following trends are evident for undergraduate students only.

1. Even though there is a decrease of students, there was an increase in total alcohol policy violations by 2.3%.
2. In contrast, the total number of illegal drug policy violations decreased by 0.75%.
3. The data implies that continued efforts in providing education and alternative activities is having a beneficial effect. We recognize that when these initiatives are more student-led, the positive impact is greater.
4. We will continue our efforts with working with members of the campus community to involve them in the goals for reducing alcohol and drug use.

According to the data in Table 2 above, the following trends are evident for undergraduate students only.

1. First year students scored at the national norm on alcohol knowledge, physiological effects and risk reduction.
2. The same students scored better than the national norm on understanding the influence of alcohol and factors influencing drinking behavior.
3. Our entering student behavior was better than anticipated. This is probably due to the emphasis that has been placed on these issues with underage drinking laws and enforcement and social movements such as Mothers Against Drunk Driving and Students Against Drug Driving initiatives.

According to the data in Table 3 above, the following trends are evident for undergraduate students only.

1. First year students scored a little below the national norm on alcohol knowledge, physiological effects and factors influencing drinking behavior.
2. The same students scored equal to the national norm on risk reduction.
3. Our students scored 11 points higher than the national average on understanding the influence of alcohol.
4. Assessment results demonstrated a 3 point lower than the national norm on the factors that influenced drinking behavior.
5. Our entering student behavior was fairly representative of the national norm. For the higher than the national average on understanding the influence of alcohol, this is probably due to the emphasis in various marketing campaigns and continued harsh penalties on underage drinking laws violations and safe driving initiatives.

EverFi AlcoholEdu Recommendations

1. Engage our students in effective prevention efforts and create interest in alcohol-free activities.
2. Connect our students with resources and each other to regularly abstain from alcohol use and to be aware of resources to support recovery from alcohol or other drug addiction.
3. Review institutional prevention strategies including critical process assessment, policy review and using data to build curriculum and ongoing programming.

Alcohol Education Sanctions Overview

Academic Year	Education Program	Description
14-15	Alcohol Education Level I	<ul style="list-style-type: none"> • Three-hour online educational program(s) on alcohol and/or marijuana use and related issues (and \$100 fee for each course assigned, applied to the student's bill) or alternative educational sanction appropriate to the violation. • Completion of follow-up surveys to online program(s).
14-15	Alcohol Education Level II	<ul style="list-style-type: none"> • Complete alcohol or other drug assessment through an off-campus accredited agency as determined by the College, undertaken at the student's expense and/or alternative educational sanctions relevant to the violation when certain mitigating circumstances exist. • Documented completion of recommendations from assessment, which may include enrollment in an off-campus treatment program and/or drug and alcohol testing, undertaken at the student's expense.
14-15	Alcohol Education Level III	<ul style="list-style-type: none"> • Dean's Probation and/or potential dismissal from College housing. • Ability to remain a Hood College student is reviewed. Either suspension or expulsion may be considered as possible sanctions. • Completion of community service, the service program or hours as determined by the Dean of Students (or designee) in conjunction with the student.

14-15	Alcohol Education Level IV	<ul style="list-style-type: none"> • Automatic dismissal from College housing and potential dismissal from the College. • Additional educational sanctions as warranted by the violation.
14-15	Alcohol Education Level V	<ul style="list-style-type: none"> • Automatic dismissal from the College.
15-16	Alcohol Education Level I	<ul style="list-style-type: none"> • Three-hour online educational program(s) on alcohol and/or marijuana use and related issues (and \$100 fee for each course assigned, applied to the student's bill) or alternative educational sanction appropriate to the violation. • Completion of follow-up surveys to online program(s).
15-16	Alcohol Education Level II	<ul style="list-style-type: none"> • Complete alcohol or other drug assessment through an off-campus accredited agency as determined by the College, undertaken at the student's expense and/or alternative educational sanctions relevant to the violation when certain mitigating circumstances exist. • Documented completion of recommendations from assessment, which may include enrollment in an off-campus treatment program and/or drug and alcohol testing, undertaken at the student's expense.
15-16	Alcohol Education Level III	<ul style="list-style-type: none"> • Dean's Probation and/or potential dismissal from College housing. • Ability to remain a Hood College student is reviewed. Either suspension or expulsion may be considered as possible sanctions. • Completion of community service, the service program or hours as determined by the Dean of Students (or designee) in conjunction with the student.
15-16	Alcohol Education Level IV	<ul style="list-style-type: none"> • Automatic dismissal from College housing and potential dismissal from the College. • Additional educational sanctions as warranted by the violation.

15-16	Alcohol Education Level V	<ul style="list-style-type: none"> • Automatic dismissal from the College.
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STUDENT CONDUCT STANDARDS

ALCOHOL AND OTHER DRUG POLICY

Hood College upholds all state and federal laws regarding the usage, purchase, distribution and selling of alcoholic beverages and other drugs. In addition, specific Hood policies are discussed below. All students, including those who may legally consume alcohol must adhere to these policies.

Hood College does not operate *in loco parentis* with regard to its students. The College is committed to educating students to make and implement appropriate and effective decisions in their own lives. Hood has established a system of educational sanctions for violations of behavioral standards. These are discussed below.

Depending upon the severity of the offense (and consistent with local, state and federal law), the College will impose sanctions as discussed below. In addition, any student who violates federal or Maryland State Law may be subject to proceedings by civil authorities, which are separate from any sanctions imposed by the College.

Possession and use of alcohol, within the limits set by the state of Maryland and Frederick County will be allowed only in:

- Individual resident rooms and College-leased apartments where ALL residents of the room or apartment are of legal drinking age.
- Common areas of non-residential campus buildings as approved by the Director of Student Engagement, Director of Residence Life and Student Conduct or Dean of Students for officially sponsored College events. Refer to Procedures for Campus Events for further details on sponsoring events where alcohol is served.

Violation of the Alcohol and Other Drug Policy on campus will be monitored by appointed College personnel (Campus Safety and Security, Residence Life staff, etc.), who will report in writing any alleged infractions to the Dean of Students, Director of Residence Life and Student Conduct or designee. A student conduct hearing will be held to determine responsibility and sanction(s). Final decisions will be sent in writing to the student(s), Director of Campus Safety and Security, Dean of Students and any other affected departments. Students will be held accountable for behavior that fails to comply with those standards outlined in the following policy. Violators will not be released from responsibility for lack of knowledge of these policies.

Sanctions for Alcohol and Drug Violations

Severe violations may necessitate immediate dismissal from the College. With attention towards

education and rehabilitation, sanctions will be imposed based on the circumstances. Please note that in addition to College disciplinary action, a Maryland Uniform Alcohol Civil Citation may be issued to an offender for any alcohol-related violation committed on Hood College property that violates state law.

The following sanction structure will be imposed based on the violation circumstances. Violations accrue over the entire course of a student's tenure at the College.

First Offense

- Three-hour online educational program(s) on alcohol and/or marijuana use and related issues (and \$100 fee for each course assigned, applied to the student's bill) or alternative educational sanction appropriate to the violation.
- Completion of follow-up surveys to online program(s).
- Course registration and ability to participate in room selection may be blocked or dropped until sanction is completed.
- Disciplinary Probation (Disciplinary Probation may be waived if certain mitigating circumstances exist).

Second Offense

- Complete alcohol or other drug assessment through an off-campus accredited agency as determined by the College, undertaken at the student's expense and/or alternative educational sanctions relevant to the violation when certain mitigating circumstances exist.
- Documented completion of recommendations from assessment, which may include enrollment in an off-campus treatment program and/or drug and alcohol testing, undertaken at the student's expense.
- Student status will be reviewed. Disciplinary Probation may be reinstated or extended, and/or other sanctions such as loss of privileges, relocation or suspension from housing may be enacted.
- Course registration and ability to participate in room selection may be blocked or dropped until sanction is completed.

Third Offense

- Dean's Probation and/or potential dismissal from College housing.
- Ability to remain a Hood College student is reviewed. Either suspension or expulsion may be considered as possible sanctions.
- Completion of community service, the service program or hours as determined by the Dean of Students (or designee) in conjunction with the student.
- Course registration and ability to participate in room selection may be blocked or dropped until sanction is completed.

Fourth Offense

- Automatic dismissal from College housing and potential dismissal from the College.
- Additional educational sanctions as warranted by the violation.

Fifth Offense

- Automatic dismissal from the College.

Non-Academic Sessions (Dry Campus)

Alcohol possession and/or use by students is not permitted in College residential facilities (including leased facilities) when “regular” classes are not in session (i.e., fall and spring semester breaks, spring holiday, orientation, senior week and summer sessions). Any student who is found in violation of this policy will receive a sanction and may find him or herself in jeopardy of automatic suspension or dismissal from the College. Restrictions on alcohol possession and use in non-residential buildings and public areas of the campus, as specified elsewhere in this policy, also remain in effect.

Other Specific Behavioral Violations

Behavior considered a violation of the College Alcohol and Other Drug policy includes, but is not limited to, the following:

- Use, possession, sale or distribution of any illegal drugs, including prescription drugs not specifically intended for the individual through a doctor’s prescription.
- Use, possession, sale or distribution of any “designer” or analog substance intended to mimic the effects of an illegal substance and/or sale, distribution or purchase/receipt of any substance (legal or illegal) under the pretense that it is actually a prohibited substance.
- Use, possession, sale or distribution of alcoholic substances by persons under 21 years of age.
- Use, possession, sale or distribution of alcoholic substances by anyone to persons under 21 years of age.
- Consumption, possession, sale or distribution of alcoholic beverages in a non-designated area (including residence hall or language/honors house lounges and living rooms) by any person regardless of age.
- Possession or use of common source containers (e.g., kegs, beer balls, etc.) anywhere on campus.
- Public intoxication or disruptive behavior resulting from drinking or drug use on or off campus, regardless of age.
- Damage to College or individual property as a result of alcohol or other drug use on or off campus, regardless of age.
- Hosting a party (as defined by the Procedures for Campus Events) where alcohol is served, that has not been approved by the Director of Student Engagement or Dean of Students.
- Being underage in a room where alcohol is present.
- Permitting those under the age of 21 to be in one’s room or College-leased apartment when alcohol is present.
- Presence of alcohol in a room or College-leased apartment when one of the assigned inhabitants of that room/apartment is under the age of 21.
- Presence in a room or area where illegal drugs are being utilized.
- Possession of empty alcohol containers or “trophy bottles” in a room or College-leased apartment where one of the assigned inhabitants is under the age of 21.
- Possession of drug paraphernalia which demonstrates evidence of prior drug use.

- Falsely representing one's age to illegally purchase, receive or obtain any alcoholic beverages.
- Violations of any of the above policies by one's guests. (Note: guests may be banned from campus, prohibited from enrolling in Hood's program or reported to local authorities).

Medical Amnesty & Good Samaritan Policy

Hood College places the safety of students first in situations involving alcohol and drug use. To ensure a student's safety, the College considers overuse of alcohol and drugs (including, but not limited to overdose, toxicity and poisoning) a medical emergency, and seeks appropriate medical treatment in such situations. When a student receives medical attention for these reasons, the College reserves the right to notify parents and guardians as needed.

The Medical Amnesty Policy is a way for Hood College to reduce the harmful consequences caused by the abuse of alcohol or drugs. Hood College does not condone underage drinking or the use of illegal drugs. This policy is designed to promote responsible decisions when students are faced with medical emergencies requiring emergency medical attention. Emergency medical attention is defined as admittance to a hospital. The purpose of this policy is to remove barriers and increase the likelihood that students who require emergency medical assistance as a result of high risk alcohol or drug consumption will receive such assistance. This policy will provide an opportunity for a caring intervention; those who qualify will not receive any sanctions from the College and no Alcohol and Other Drug policy violation will be recorded in the student's educational record.

Qualifying for Medical Amnesty

There are two categories of individuals who may qualify for medical amnesty. *For amnesty to apply, either on or off campus premises 1) the person in need of emergency medical attention, or 2) other individuals present must proactively request assistance for the person in need of assistance.*

These categories are described below:

Persons in need of Emergency Medical Attention

Students who a) proactively seek emergency medical attention on their own or b) for whom emergency medical attention is proactively sought by other individuals present *and who are transported to the hospital* for reasons directly related to the consumption or use of alcohol or drugs may be eligible to receive medical amnesty. Students who receive emergency medical attention may be granted medical amnesty only once while enrolled at Hood College. Any subsequent violation will result in a referral to the Student Conduct System.

Other Individuals Present

Students who proactively seek emergency assistance on behalf of persons experiencing alcohol or drug related emergencies are eligible to receive amnesty. In order to encourage students to be proactive in helping others, the College does not set a limit on the number of times a student can seek amnesty while assisting others during an alcohol or drug-related emergency, but reserves the right to revoke future amnesty if an individual student is utilizing this policy in an

abusive manner.

Follow-up

Any student who may be eligible for amnesty will meet with the Dean of Students, Director of Residence Life and Student Conduct, or designee. If the student qualifies for medical amnesty, no disciplinary actions will be issued for violation of the Alcohol and Other Drug policy. Students granted amnesty may be required to participate in an appropriate educational program or referred to additional resources on or off campus in order to receive amnesty. Failure to meet with the designated staff member and/or complete the follow-up assigned will disqualify a student for amnesty and result in referral of the matter to the Student Conduct System.

Limitations of Medical Amnesty

Medical amnesty applies to incidents that require emergency medical attention where the student is taken to the hospital in direct relation to the consumption or use of alcohol or drugs, after proactive measures by either the person in need of medical attention him/herself and/or by other individuals present in the incident.

The policy does *not* apply to situations where College staff members (including RAs and Campus Safety officers) discover an incident absent such proactive measures and subsequently or concurrently determine (or are informed) that an individual requires medical attention.

Additionally, the policy does *not* apply to other prohibited conduct, such as, but not limited to, violence and threats, theft, damage and vandalism, compliance, sexual assault, etc. If other prohibited conduct occurs, the student(s) will be held responsible through the Student Conduct System for those violations.

Nothing in this policy shall prevent an individual who has enforcement obligations under state or federal law to report, charge, or take other action related to the possible criminal prosecution of any student. This policy does not protect or preclude a student from civil or criminal action, which is separate from the College process.

Illicit Drugs and Alcohol

Hood College complies with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226. This law requires that, as a condition for receiving federal funds, Hood College must certify that it has adopted and implemented a program to prevent the unlawful possession, use and/or distribution of illicit drugs and alcohol by students and employees.

In accordance with the mandates of federal, state, and local legislation, the manufacture, distribution, possession or use of illicit drugs, and the unlawful possession, use or distribution of alcohol on Hood College property—or as part of any of its activities—is prohibited.

Under Maryland state law, persons 21 years of age and older can purchase, possess, and consume alcoholic beverages. Any underage individual drinking, purchasing, or possessing alcoholic beverages is subject to a fine. Borrowing or falsifying identification constitutes a crime. Purchasing and/or providing alcoholic beverages for underage persons is also prohibited by law.

Employees who violate Hood College's alcohol policy are referred to the College's Human Resources Office and are subject to disciplinary actions up to and including termination of

employment and/or referral for prosecution as appropriate.

Failure to comply with state, county, or municipal alcoholic beverage laws may result in disciplinary action through the Student Conduct Process and/or legal action through the appropriate district court.

Substance abuse is one of our primary concerns relative to the health and welfare of members of the Hood College community and we hope the following information is helpful to all who need assistance.

All members of the academic community—students, faculty and staff—share the responsibility for protecting the Hood College environment and all are expected to exemplify high standards of professional and personal conduct. The illegal or abusive use of drugs or alcohol by members of the Hood College community adversely affects the educational environment. Hood College is committed to maintaining a learning environment that is free of illegal drug use and alcohol abuse.

Hood College utilizes educational strategies as its major approach to this problem. Everyone should be aware, however, that any member of the College community who uses illegal drugs or abuses any drug, including alcohol, may be subject to prosecution and punishment by the civil authorities and to disciplinary proceedings by the College.

Individuals who are using drugs should stop. This policy does NOT punish people who seek rehabilitation. All information provided by people who voluntarily avail themselves of drug or alcohol counseling or rehabilitation services will be confidential. It will NOT be used against the individual.

For faculty and staff, the EAP (Employee Assistance Program) includes confidential counseling and referral services available to all employees who seek assistance in resolving problems such as alcohol or drug abuse. Drug and alcohol counseling are only a portion of the services provided. For further information, contact Human Resources at x3592.

Students, faculty and staff are responsible, as citizens, for knowing about and complying with the provisions of federal, state and local laws regarding illegal substances. Any member of the College community who violates the law may be subject both to prosecution and punishment by the civil authorities, and also to disciplinary proceedings by the College.

The College will initiate disciplinary proceedings against a student, faculty or staff member when the alleged conduct is deemed a violation of College policies and procedures. Sanctions may include education, counseling, dismissal from College housing and/or up to automatic dismissal from the College.

As provided by federal law and regulations, employees participating in a grant-supported activity,

who are convicted of a criminal drug offense involving a violation in the workplace, must notify the College within five (5) days after such conviction and are subject to appropriate action by the College. The action may require participation in an approved rehabilitation program or disciplinary action up to and including termination.

Students enrolling at Hood under Title IV eligibility are also required to report drug convictions to the College and must understand that they will lose Title IV eligibility due to a drug conviction. Questions concerning Hood College's alcohol and drug policy and its provisions should be directed to:

Health Center
(301) 696-3439

Office of Residence Life and
Student Conduct (301) 696-3577

Office of Dean of Students
(301) 696-3573

Department of Campus Safety
and Security (301) 696-3548

Department of Human Resources
(301) 696-3592

Locations for the Use of Alcohol

In addition to state laws, alcoholic beverages on Hood College campus will be limited as described below. In general, alcoholic beverages are limited to students' personal rooms and to spaces designed for social gatherings, such as Whitaker Campus Center. It is not appropriate to consume alcoholic beverages or carry open alcoholic containers outside or in public areas designed for other purposes. Beer bongos are not permitted.

1. **Residence Halls:** Students may, within state law and college policy, consume and possess beer and wine in residence hall rooms. Students who are 21 and over are prohibited from allowing any underage individuals present in their individual rooms to consume and/or possess alcohol.
2. **Public Areas:** Alcoholic beverages are not permitted in any public areas of the residence halls, defined as all hallways, stairwells, bathrooms, lobbies, lounges, porches, balconies, storage rooms, laundry rooms, elevators, or any other area outside a residential facility.
3. **Special Occasions:** Consumption and possession of alcoholic beverages in specified areas for special occasions is subject to approval by the Vice President for Student Life and Dean of Students.

Zero-Tolerance Drug Policy

As noted in the Code of Student Conduct, the College does not tolerate the possession, use, sale, or distribution of drugs. When employees become aware of the presence of drugs on campus, they are required to notify the Department of Campus Safety and Security. The department follows legal procedures in investigating such matters, including searches.

Hood College's Efforts to Reduce Student Alcohol and Drug Abuse

Health Center and Counseling Services

- Facilitated campus wide alcohol, drug and tobacco education sessions and programs.
- Updated web site landing page to easily find campus resources and links to community substance abuse treatment services.
- Provided information about Alcoholics Anonymous and Narcotics Anonymous.
- Implemented social norm and social marketing campaigns during educational events.
- Informed policy and programming efforts through serving on state, community, and college alcohol, drug and tobacco coalitions.
- Coordinated campus-wide, multidisciplinary efforts to reduce the prevalence of alcohol and other drug problems.
- Educated new students about campus alcohol and drug issues.
- Offered confidential screening, individual counseling for students with needs for substance abuse services.
- Coordinated Counseling Center services for students with alcohol/drug problems as well as for students who are affected by (current or past) alcohol/substance abuse of parents or friends.
- Met with clients that identify alcohol or substance abuse as their primary problem.
- Aided the College with becoming a member of the Maryland Collaborative, which uses best practices to reduce underage drinking, binge drinking, drunk driving and alcohol prevention/programming.
- Health Center staff are certified in opioid response due to an increase in statewide narcotic use.
- Health Center staff are members of the Frederick County Alcohol Prevention Initiative Committee, Frederick County Health Department.
- Health Center staff are involved in the Tobacco-Free Frederick Coalition at the Frederick County Health Department.
- Post information on the risks associated with alcohol, AOD, and tobacco use.

Office of Student Life

- Conducted student organization training addressing the policy on alcohol-free events and the conduct process as it relates to student groups.
- Sponsored student organizations conduct continuous substance-free programming for students to participate in, including weekend trips and programming, outdoor recreation, leadership programs, films, concerts, and community service and arts programs.
- During the annual Safe Sex Carnival, students are educated on consent, healthy relationships and laws concerning sobriety and consent.
- Distributed literature on move in day to all the incoming freshman about alcohol and drug abuse.

Department of Campus Safety

- Enforced all laws and campus regulations (underage alcohol possession was documented and sanctioned through the student conduct process and students are not criminally cited by campus law enforcement unless circumstances are exceptional).
- Ensured emergency medical care for students who may be in danger of alcohol poisoning or drug overdosing by notifying local emergency medical services.
- Offered programming and talks tailored to topics of alcohol and drug abuse. Students are made aware that they can request DCS programming.
- Offered various programs for students as part of broader programming events:
 - Playing Wii automobile game with alcohol impaired goggles
 - Simulated sobriety walks (walk the line with drug and alcohol impaired goggles) at campus events
 - Jeopardy game with topics such as club drugs, sexual responsibility, drunk driving, Title IX, etc.
- Water pong tournament with standard drink measurement education.
- Conducted alcohol and drug education programming for the campus.
- Aided the College with becoming a member of the Maryland Collaborative, which uses best practices to reduce underage drinking, binge drinking, drunk driving and alcohol prevention/programming.
- Served on The Frederick County Alcohol Prevention Initiative Coalition Against Underage Drinking committee.
- Maintained and continued to expand a positive relationship with the Frederick City Police Department in programming efforts.

Department of Athletics

- Athletic Trainers review pertinent NCAA drug policies and procedures with all athletes at the beginning of the sports seasons.
- Athletes are required to complete necessary forms regarding drug testing in compliance with NCAA regulations.

- Athletes are subject to random drug testing by NCAA officials at the end of their sports season.
- The Department of Athletics has a written drug policy in the student athlete handbook. All athletes are required to read the handbook prior to participation and sign that they have read the complete handbook. The following link leads to the handbook:

<http://www.hoodathletics.com/documents/studentathletehandbook - fall 16.pdf>

Recommendations for Revising AOD Student Prevention Efforts

- Increase screening for at-risk students including all students seeking both counseling and health services at the Health and Counseling Centers, Sports Medicine, athletic teams, all violators of the College alcohol policy, and students receiving academic assistance. The SBIRT model (Screening, Brief Intervention, and Referral to Treatment) will be used coupled with initial screening and face-to-face brief intervention and/or referral to treatment depending on level of risk identified. Develop a clear threshold criterion for directing students to appropriate resources.
- Explore the effectiveness of Medical Amnesty policies that can encourage students to recognize warning signs of alcohol poisoning and to seek appropriate medical assistance in cases of an alcohol-related emergency. Mandated alcohol/substance abuse counseling sessions could be in lieu of a student conduct sanction.
- Increasing efforts to connect with parents as partners in alcohol prevention efforts. Ideas include parent letters, links to the Maryland Collaborative parent page, and workshops at Student Orientation discussing the “Red Zone” with parents.
- Increased collaboration with the Athletics Department, including participation of student- athletes and Athletic Department Staff on substance abuse prevention and education programming initiatives. Explore collaboration with Institutional Advancement Divisions grant writing officer around AOD prevention efforts (NCAA grants).
- Expand the drug education component in the existing alcohol education programming in collaboration with partners at the Frederick County Health Department.
- During the current 2 year review period, the Maryland State Law changed with regard to marijuana use and possession under 10 grams. Although Maryland State Law now decriminalizes marijuana possession under 10 grams to a civil citation vs a criminal citation, Hood College still maintains a zero tolerance policy for non-prescribed medication and underage drinking.

Procedures for Distributing AOD policy to Students

Hood College has a written alcohol and other drug policy that is widely distributed to students via student handbooks, websites and the undergraduate and graduate catalogues.

These written policies are in compliance with federal guidelines.

Student Handbook Notifications

All students were informed of the online location of the Student Handbook in student wide campus announcements sent from the Office of Residence Life.

- The Student Handbook is also accessible from the College website at:
[http://www.hood.edu/uploadedFiles/Hood_College/Home/Campus_Life/Residence_Life/2015-2016%20Student%20Handbook%20\(Website\).pdf](http://www.hood.edu/uploadedFiles/Hood_College/Home/Campus_Life/Residence_Life/2015-2016%20Student%20Handbook%20(Website).pdf)
- The Handbook contains information about the following topics:
 - Student Life Offices with contact information
 - The Code of Student Conduct
 - The Student Conduct Process
 - General College Policies
 - Residence Hall Policies
 - Drug Free Schools and Communities Act– Student Conduct Standards: Alcohol and Other Drug Policy (AOD)

It is imperative that a student be familiar with the Handbook as it contains vastly important information to assist a student in his/her daily life on the campus.

Faculty and Staff Substance Abuse Educational Activities

Hood College's Department of Human Resources and the Healthy "U" Committee have partnered to offer programming to faculty and staff empowering employees to take action to improve their overall health and well-being. Through flexible programming and community building, the committee provides access to activities, training, and education that support wellness. The Annual Benefits Focus Event provides information on general health, alcohol and substance abuse prevention and treatment, smoking cessation, dealing with stress and depression, accessing care through the employee assistance program and health care insurance. This event was open to all employees 2014, 2015 and 2016.

Business Health Services provided facilitated training designed for supervisors, employees and Department of Human Resources student interns providing information on recognizing the signs and symptoms of drug and alcohol use. Information also was provided on ways to fit exercise and fitness into one's lifestyle.

Mandatory EverFi Understanding Sexual Assault for Faculty and Staff touched on the problems with AOD use in situations which cause individuals not to have the ability to give consent in sexual encounters.

Analysis of Employee Conduct Data

TOTAL EMPLOYEE HEAD COUNT	
2014 Fall Semester	2015 Fall Semester
424	420

College Employee Alcohol Policy Violations

2014-15: 0 total violations
2015-16: 0 total violations

Illegal Employee Drug Policy Violations

2014-15: 0 total violations
2015-16: 0 total violations

Business Health Systems (BHS) EAP for Employee Alcohol or Drug Abuse Assistance

2014-15: 0 service requests for assistance
2015-16) 0 service requests for assistance

BHS EAP Recommendations

At this point, BHS indicates that Hood College employee alcohol use and drug abuse falls within the norms of the general population. However, the national norms assumes one out of every ten employees abuse alcohol so that it is presumed that Hood College would have 42 individuals who abuse alcohol on a regular basis. Although, these 42 individuals are currently able to perform essential job duties at an acceptable level, it is clear that the College needs to train supervisors to be aware of the signs of AOD abuse.

Hood College uses its EAP for supervisory consultations in the event that AOD abuse is suspected and our Health/Prescription and leave plans are available to assist with the intervention and treatment options in accordance with Best Practices and Mental Health Parity laws.

Employees may already be in treatment programs that they have arranged confidentiality with the health plan and the Health Advocate service that the College provides at no cost to employees.

Efforts to Reduce Employee AOD by the use of Employee Driving Record and/or Background Checks

New hires for regular FTE positions undergo both driving record and background checks. In the event that any information is found on the report(s), regarding criminal or civil charges to AOD law and/or legal adjudications; the concerns are reviewed with the individual using the Fair Credit Reporting Act guidelines. This provides the opportunity for the employee to have due process and to reinforce the College's affirmative duty to uphold a Drug-Free Workplace.

Existing employees who have College-related driving responsibilities have Driving Records

checked initially by the Department of Human Resources and periodic renewal driving authorization checks are performed by the Department of Campus Safety and Security.

Employee Assistance Program

Hood College collaborates with Business Health Services (BHS) to provide up to six confidential counseling sessions to employees at no cost. Counseling can be for a variety of issues including but not limited to mental health issues, stress, management consultations, marital challenges and substance abuse. Care for substance abuse may include assessment, referral and treatment. Recommendations for treatment vary by pervasiveness of issue. The treatment plan or compliance with the plan of care are not shared with the College.

The following chart describes the number of employees who sought services through the Business HS employee assistance program. The far left column represent employees who accessed services with a presenting problem related to substance abuse.

PLAN YEAR	NUMBER OF EMPLOYEES ACCESSING SERVICES WITH BHS	NUMBER OF EMPLOYEES ACCESSING SUBSTANCE ABUSE SERVICES
1/1/2015-12/31/2016	24	0

Disciplinary Action Related to Employee Substance Abuse Issues

The College reserves the right to summarily warn, reprimand, suspend, or terminate employees without notice should severity of circumstances warrant. Such circumstances include, but are not limited to, the following:

- Per the Staff Manual, Policy 404: Violating any policy or rule concerning alcohol or illegal or controlled substances, including being under the influence of alcohol or illegal or controlled substances when reporting to work, while on the job, or when carrying out College responsibilities; possessing or selling illegal or controlled substances while on the job or when carrying out College responsibilities; or violating the Drug Free Workplace Policy or Controlled Substances Policy.
- Per the Staff Manual, Policy 903: Although the College prefers to use education in lieu of discipline, and employees are encouraged to contact resources listed in this policy to prevent drug-related behavior, the College reserves the right to take action it deems most appropriate for any given situation.

Hood College may terminate the employment of any individual who is convicted of unlawful possession, sale, distribution, manufacture, or use of controlled substances. The College may impose discipline it deems appropriate

notwithstanding whether the employee’s conduct results in a criminal conviction.

- Per the Staff Manual, Policy 903: The Department of Human Resources must be notified in writing of any criminal conviction for a violation involving a controlled substance and occurring in the workplace (including any place where duties are performed), no later than five calendar days after such conviction. The College may report this information to the appropriate federal agency consistent with applicable legal requirements.

Lack of compliance with these requirements may subject the employee to discipline, up to and including termination, consistent with College disciplinary procedures and applicable law.

- Per the Staff Manual, Policy 903: The College will assert its rights in situations of accidents or injuries caused by employees who are abusing drugs, including intoxication due to alcohol consumption.

Disciplinary Action Taken Related to Substance Abuse Issues 2014-2016

Dates	Warnings	Written Warning	Probation	Termination
1/1/2015-12/31/2016	0	0	0	0

Strengths of Employee Programming

- Comprehensive policy and procedure in effect.
- Use of BHS counseling and training experts to educate employees.
- BHS provides confidential counseling services for mandatory and self-referrals.
- Regularly scheduled communication of policy (upon hire and winter and fall semesters annually)
- Creation of Biennial Review Committee with annual meetings to review activities
- Use of Benefits Focus Event and Healthy “U” newsletter to highlight AOD risks and availability of resources to address abuse issues.

Weaknesses for Employee Programming

- Lack of full time Training Professional to support ongoing educational opportunities.
- Lack of funding for continuing education.
- Lack of information due to legal constraints on the types of substances or alcohol employees may be abusing.
- Lack of time for individuals to attend training at their job or classroom sessions.
- Lack of dedicated substance abuse counselors on staff.

Annual Notice for Substance Abuse Policies and Procedures for Students and Employees

The Drug and Alcohol Policy will be communicated to all students annually at the beginning of the fall semester by the Vice President of Student Life and Dean of Students and/or their designee sends the Student Handbook at the beginning of each semester via email including a reference highlighting the Drug and Alcohol Policy. Students also receive information regarding the AOD policy during orientation.

The Drug and Alcohol Policy will be communicated at the beginning of the fall semester by the Executive Director of Human Resources. The College's Staff Manual discusses the Drug and Alcohol Policy. The link is supplied to employees upon hire. The Staff Manual is available at any time on the Human Resources Portal Page. The Drug and Alcohol Policy is posted on the Human Resources web page and the Consumer Information page.

Biennial Review Approval Process

This Biennial Review was approved by the Hood College Senior Team on May 30, 2017.