



Drug and Alcohol Abuse Prevention Program

Standards of Conduct

In keeping in compliance with the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Williamson College drug prevention policy is provided to the campus community annually. Williamson College prohibits the manufacturing, possession, selling, purchasing or use of illegal drugs or alcohol on the college campus or as a part of any college-sponsored activity.

The College has a Code of Conduct all staff and students must abide by, including the policy related to drug and alcohol abuse. Students are informed of the policy in Orientation and can ask questions about school standards regarding substance abuse and sanctions related to its violation. The policy is also stated in the College Catalog and Student Handbook. Employees are advised when newly hired. A licensed counselor in the area is invited to present an educational seminar to the college community on a periodic basis. In addition to informing participants of laws surrounding drugs and alcohol, definitions and signs of substance abuse are also provided. The presenter additionally offers referrals to local counseling services and supplementary programs in the area. Interested individuals are advised to contact the Director of Student Services or Vice President of Operations for resources related to substance abuse. Referral to the College’s Pastoral Counselor surrounding drug and/or alcohol misuse may also take place when needed.

Legal Sanctions

Federal and state statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess controlled substances. Penalties imposed depend upon many factors, including possible prosecution, fines, or confinement. Pursuant to state law, it is unlawful to sell, furnish, or provide alcohol to anyone under the age of 21. A minor who is convicted for underage possession, consumption, or transportation of drugs or alcohol, may face criminal penalties and license suspension. Adherence to such laws is not limited to College premises. Violation of the policy will result in disciplinary procedures and sanctions.

A student can be disqualified for Federal Student Aid if convicted of a drug offense. Please see the following information related to this area:

Federal Financial Aid / Penalties for Drug Law Violations

A federal or state drug conviction can disqualify a student for Federal Student Aid. The student self-certifies on the Free Application for Federal Student Aid, FAFSA, that he/she is eligible for aid. Students who answer "Yes" to question 23 on the FAFSA will be sent a worksheet by the federal processing center to determine if the conviction affects eligibility for aid. Also, if the Financial Aid Office is notified that a student has been convicted of possession or sale of illegal drugs during the academic year, all federal student aid will be suspended immediately.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid—they do not count if the offense was not during such a period. Also, a conviction that was reversed, set aside, or removed from the student's record does not count, nor does one received when the student was a juvenile, unless tried as an adult.

The chart below illustrates the period of ineligibility for federal student aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

Convictions	Possession of Illegal Drugs	Sale of Illegal Drugs
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite Period
3+ Offenses	Indefinite Period	Indefinite Period

**Under the law, an indefinite period of ineligibility continues unless your conviction is overturned or otherwise rendered invalid or you meet one of the reinstatement requirements specified below.*

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period. The period of ineligibility begins as of the date of the conviction. A conviction is defined as a conviction that is on a student's record at the time the student's eligibility is being determined.

Schools must provide each student who becomes ineligible for FSA funds due to a drug conviction a clear and conspicuous written notice of his/her loss of eligibility and the methods whereby he/she can become eligible again.

A student regains eligibility the day after the period of ineligibility ends or when he/she

1. Successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests given by such a program;
2. Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record; or
3. Successfully completing two unannounced drug tests which are part of a rehab program (the student does not need to complete the rest of the program).

Further drug convictions will render the student ineligible again.

An illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act [21 U.S.C. 801(6)] and does not include alcohol or tobacco. Students may obtain additional information on eligibility by contacting the U.S. Department of Education at 1-800-433-3243.

Employee Notification

An employee must report a violation of a drug statute on the College campus or at any College-sponsored event or activity by notifying his or her immediate supervisor within five days of the conviction. Copies of the conviction will be submitted to the Vice President of Operations. Additionally, according to federal law, the Vice President of Operations must notify in writing the Employee and Labor Relations Division within ten days of the conviction. The written notification should include the name and title of the employee convicted of the drug violation. Possible disciplinary action and/or participation in a counseling or a rehabilitation program will be required.

Health Risks

There are health risks associated with alcohol or drug abuse.

The following information is taken from the Centers for Disease Control and Prevention (CDC) related to alcohol use (www.cdc.gov):

Short-Term Health Risks

Excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence.
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.
- Miscarriage and stillbirth or fetal alcohol spectrum disorders (FASDs) among pregnant women.

Long-Term Health Risks

Over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism.

The following information is taken from the National Institute on Drug Abuse (NIH) related to drug use (www.drugabuse.gov):

Most drugs of abuse are addictive. Addiction is a chronic, relapsing disease characterized by compulsive drug seeking and use despite negative consequences and by long-lasting changes in the brain. People who are addicted have strong cravings for the drug, making it difficult to stop using. Most drugs alter a person's thinking and judgment, which can increase the risk of injury or death from drugged driving or infectious diseases (e.g., HIV/AIDS, hepatitis) from unsafe sexual practices or needle sharing. Drug use during pregnancy can lead to neonatal abstinence syndrome, a condition in which a baby can suffer from dependence and withdrawal symptoms after birth.

Counseling, Treatment or Rehabilitation Programs

Students and employees in violation of the policy related to drugs or alcohol are required to participate in a prevention program or see a licensed counselor designated by the College with the intention of correcting the problem of the person at his or her own expense. The student or employee must meet weekly for a minimum of three months in the program, and receive a signature from the person who can verify participation in the activity. Following completion of the program, the student or employee will remain on a probationary period for three additional months. Refusal to effectively participate in the program or meet with a counselor will result in immediate dismissal as a student or employee of the College.

A student can be disqualified for Federal Student Aid if convicted of a drug offense. Please see the following information related to this area:

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local

government program.

- Be qualified to receive payment directly or indirectly from a federally, or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally, or state-licensed hospital, health clinic or medical doctor.

It is the student's responsibility to certify to the Financial Aid Office the date of conviction and if he/she has completed a drug rehabilitation program.

*Please refer to the following information if immediate assistance and additional support is desired:

- Franklin Police Department: www.franklintn.gov/government/police; 615-794-2513
- Deep Waters Christian Counseling (fee-based): www.deepwaterscc.com; 615-599-0321

For more information, the Office of National Drug Control Policy and the US Department of Education have published a FACT sheet that includes: the loss of eligibility, approved treatment programs, and who to call with further questions.

<https://www.whitehouse.gov/sites/default/files/ondcp/recovery/fafsa.pdf>

Statement of Expectations and Sanctions

Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from the college or termination of employment.

All proceedings of Williamson College are intended to be non-adversarial and confidential. Proceedings are not considered analogous to civil proceedings. The College's disciplinary process is based on the concepts of justice and fairness. Proceedings begin when a student, staff member, faculty member or member of the community witnesses or reports questionable behavior or any incident that appears to violate the expected behaviors of a student or employee of Williamson College. The accuser and the accused are entitled to have others present during any disciplinary proceeding; potential witnesses and evidence surrounding a violation may also be included. The accuser and accused shall be informed of the outcome of the hearing. The school will make every effort to resolve a complaint and provide a resolution to those involved in a reasonable time frame, most commonly within the same term (180 days) the questionable behavior or incident occurred. Extensions may arise when required and included parties will be notified.

The College's employees and students are expected to adhere to certain standards. A Code of Conduct is included in the College Catalog and is meant to guide individuals associated with the College in regard to acceptable and unacceptable behavior in relationship to the college.

Violations (excluding academic infractions) include, but are not limited to the following:

1. Possession, use, sale, or distribution of narcotics or any other controlled substance on the College campus or at any College-sponsored event or activity, except when such use or possession is prescribed by a licensed physician.
2. Breach of school policy related to alcohol consumption, including:
 - Possessing, furnishing or consuming alcohol on the College campus.
 - Possessing, furnishing or consuming alcohol if under the legal age.
 - Misrepresenting one's age for the purpose of purchasing and/or consuming alcohol.
 - Purchasing, furnishing or serving alcohol as a legal-aged student or employee to a minor.
 - Being intoxicated to the point where Tennessee state law mandates that the person be taken into custody.

Disciplinary procedure

Disciplinary action, up to expulsion from the College or termination of employment, is compulsory for those that violate the College's stated policies. If the violation occurs off campus and is not related to an event or activity of the College, disciplinary proceedings will not be initiated by the College unless the nature of the violation dictates that continued attendance of the student or service of the employee would be detrimental to others or to the College. Through coordination with local law enforcement, any criminal activity on or off campus, may be reported and can result in sanctions; violators of serious offenses reported through the judicial system may be subject to criminal trial, fines and/or incarceration. In the event that a student or employee is charged with a violation, he or she will be required to meet with the Director of Student Services or Vice President of Operations. The student or employee will be notified in writing of the alleged violation(s) at the time and place of the meeting. A serious allegation may warrant an interim suspension of the student or employee prior to the meeting.

Sanctions

Non-academic sanctions are imposed by the Director of Student Services or Vice President of Operations; however, in some cases, consultation with the President or other members of the administrative staff may be necessary. Violations may be subject to one or more of the following sanctions:

- Warning - an oral notice to the student or employee that he or she has not met the Code of Conduct of Williamson College; the warning includes a caution that if the conduct is continued or repeated, a more serious sanction may be imposed; a record of the oral warning will be placed in the student or employee file.
- Reprimand - a formal, written notification censuring the student or employee for his or her failure to meet the responsibility standards of the College; written reprimands are given to the violator and a copy is placed in the student or employee file.

- Restitution and Fines - the requirement to make restitution or to pay a fine for misuse of or damage to College property.
- Drug and/or Alcohol Rehabilitation Program - the mandatory participation in and completion of a drug and/or alcohol abuse or rehabilitation program.
- Suspension - a temporary withdrawal of the student from College classes or the employee from College work commitments, for serious violations of College policies; notice of suspension is given to the student or employee in writing and indicates the period of suspension and any special conditions that must be met prior to reentry; the violator will remain on probation for a specific period of time; record of the suspension will be placed in the student or employee file.
- Expulsion or Termination - the expulsion of the student from the College or termination of the employee from his or her job for serious violations; notice of expulsion or termination is given to the student or employee in writing; record of the expulsion or termination will be placed in student or employee file.

Appeals Procedure

If a student or employee wishes to appeal a sanction imposed by College, he or she must provide written notification to the Director of Student Services or Vice President of Operations within five business days of the imposition of a sanction. The notification must include reasons he or she believes an appeal is necessary and any supporting documentation he or she may possess. Upon receipt of the appeal by the appropriate department, a Disciplinary Committee shall convene and a chairperson will be appointed to consider the appeal. The chairperson of the committee will notify the student or employee in writing of the date, time and place of the appeal hearing related to the sanction. As such, the student or employee must respond to the chair of his or her intent to be present during the hearing. Should the student or employee fail to attend the hearing, the committee will consider the written appeal and any supporting documentation as the basis for the appeal. Upon hearing the appeal, the student or employee will be informed of the committee's decision from the chairperson in writing. The decision of the Disciplinary Committee is final.

The Drug and Alcohol Policy is distributed to students and employees annually. It is also reviewed in the fall of each year when the Campus Security report is updated to determine the policy's usefulness and to instrument any needed modifications. Information related to the policy can be found at the following link: <http://www.williamsoncc.edu/financialaid/consumer-information/>.

For Fall 2016, it was reported that no drug and alcohol-related violations or fatalities have occurred over the last three years at either of the college's meeting sites: Aspen Grove Christian Church, 274 Mallory Station Rd., Franklin, TN, 37067 and The People's Church, 828 Murfreesboro Road, Franklin, TN, 37064. No sanctions were imposed over this same time period for students or employees. If an incident is reported, sanctions will be followed as stated above.