

Drug and Alcohol Abuse Prevention Program

The Pennsylvania Highlands Community College procedure for a Drug and Alcohol Abuse Prevention Program is as follows:

The unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol is prohibited on any property that is a part of the College. Alcohol may be served at college events with prior permission of the President, but under no circumstances at a student event. Any employee or student violating the policy will be referred to a rehabilitation program and/or disciplined in an appropriate manner, up to and including termination of employment or expulsion from academic course work. Employee discipline, when appropriate, shall be taken under the relevant provisions of Collective Bargaining Agreements and College policies. (For more information on the approved Alcohol and Drug Free Workplace refer to the Employee handbook.)

An employee or student convicted of a drug-related offense must notify the College within five (5) days of conviction. Students will report a conviction to the Office of Security. Employees must report to the Office of Human Resources.

This program is provided to you in compliance with Section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989. The following material will provide you with information concerning:

- The annual distribution in writing to each employee, and to each student.
- Standards of conduct that clearly prohibit the unlawful use of illicit drugs and alcohol by students and employees on its property or any College activity.
- A description of applicable legal sanctions under law for the unlawful possession or distribution of illicit drugs or alcohol.
- A description of health risks associated with the use and/or abuse of illicit drugs or the abuse of alcohol.
- A description of drug/alcohol counseling available to students and/or employees.
- And a clear statement that Pennsylvania Highlands Community

College will impose disciplinary sanctions on students and/or employees for violation of this policy.

All students and employees are expected to adhere to this policy. If you need further information, please contact the Director of Security & Safety (for students) or the Assistant Vice President of Human Resources (for employees)

Annual Distribution

Twice a year, the Registrar's Office will notify all academic credit students of the Drug and Alcohol Abuse Prevention Program in writing. A website link will be continually available on the College "Policies" page on the website.

The Office of Human Resources will provide written information to each new employee advising of the College's Drug and Alcohol Abuse Prevention Program. Further, the Employee Handbook will be distributed which refers to this program.

The Office of Security & Safety will include in its federally mandated Annual Security Report, the information presented in this program.

Prohibited Conduct

The unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol is prohibited at any College facility or activity under the authority of Pennsylvania Highlands. Any student violating the policy will be disciplined under relevant provisions of the Student Code of Conduct.

Pennsylvania Highlands Community College Policy for a Drug-Free Campus is as follows:

1. The consumption, possession, or sale of any alcoholic beverages and/or illegal drugs at any College facility is prohibited.
2. Appearing at a College facility or at an off campus event under the influence of alcohol and/or illegal drugs is prohibited.
3. The consumption, possession, or sale of any alcoholic beverages and/or illegal drugs at College sponsored or College recognized events is prohibited by the College.
4. The procedures for the enforcement of the Drug-Free Campus Policy are as follows: Any College employee who is responsible for monitoring behavior at both College and off- campus events will also be responsible for

reporting policy violations to the Vice President for Student Services. Students or other individuals witnessing policy violations will report those violations to either the College employee in charge of the event or to the Vice President for Student Services.

5. Students who violate the Drug-Free Campus Policies will be subject to the Student Code of Conduct sanctions.

More detailed information about College Policies regarding a Drug-Free College Environment can be found on the College's website. The unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol is prohibited at any College facility or activity under the authority of Pennsylvania Highlands Community College. Any student violating the policy will be disciplined under relevant provisions of the Student Code of Conduct.

Legal Sanctions

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Taken from the Department of Drug Enforcement Agency, "Federal Trafficking Guidelines": <http://www.justice.gov/dea/druginfo/ftp3.shtml>

Drug and Alcohol Health Risks

Substance abuse can affect all individuals; approximately 22 million individuals nationwide suffer from substance abuse. Countless others are affected indirectly as family members or friends of individuals with a substance abuse problem.

The problems caused by substance abuse have now reached epidemic proportions, creating overwhelming pain, suffering, and expense for individuals, their families, and employers. Anyone suffering with the problem of substance abuse is strongly encouraged to seek assistance from the services provided at the college or from local community agencies. Early identification of substance abuse is important in the rehabilitation process. Signs of substance abuse include:

- Sudden change in behavior
- Mood swings; irritable and grumpy and then suddenly happy and bright
- Withdrawal from family members
- Careless about personal grooming
- Loss of interest in hobbies, sports, and other favorite activities
- Changed sleeping pattern; up at night and sleeps during the day
- Red or glassy eyes
- Stuffy or runny nose

In addition to the signs of substance abuse, there are many health risks associated with the use of illicit drugs and abuse of alcohol. The following list is not a comprehensive list but an example of the major health risks associated with substance abuse.

Depression	Anxiety
Suicide	Hepatitis/AIDS from injected drugs
Respiratory Failure	Coma Accidental Death
Delirium	Malnutrition
Hypertension	Paranoia
Bronchitis	Impaired sexual development
Fertility issues	Nausea
Brain Damage	Liver Disease
Heart Disease	Lung cancer
Circulatory problem	

If you or someone you know are experiencing signs/symptoms of substance abuse and would like assistance initiating recovery, counseling services are available at Pennsylvania Highlands Community College free of charge. Located within the Student Success Center, the counselor also has available resources regarding local and national organizations that focus on recovery from addiction.

Information on specific illicit drugs is as follows:

Alcohol	SYMPTOMS: Odor on breath and skin, mild flushing, talkativeness, slurred speech, dizziness, hangover HAZARDS: Impaired judgment, slowed reflexes, peptic ulcers, heart/liver damage
Marijuana	SYMPTOMS: Sweet burnt odor, bloodshot eyes, dry mouth, lack of interest in personal hygiene, increased appetite HAZARDS: Impaired memory, impaired coordination, may cause cancer
Amphetamines	SYMPTOMS: Excessive activity, dilated pupils, decreased appetite, mood swings HAZARDS: Hallucinations, paranoia, psychosis, convulsions, heart failure
Cocaine	SYMPTOMS: Dilated pupils, elevated blood pressure, runny nose, rapid breathing, restlessness HAZARDS: Ulcerated nasal passages, headaches, respiratory arrest
Crack	SYMPTOMS: Erratic mood swings, hoarseness and parched lips HAZARDS: Rapid addiction, irregular heartbeat, respiratory problems, brain seizures, violent/suicidal behavior
Inhalants	SYMPTOMS: Impaired judgment, lightheadedness and disorientation, nasal inflammation HAZARDS: High risk of sudden death by heart failure, suffocation, accidental injury to self and/or others
Narcotics (including heroin and Oxycontin)	SYMPTOMS: Drowsiness, constricted pupils, watery eyes, itching, decreased sensitivity to pain HAZARDS: Infections from needles, coma, withdrawal, overdose death
Phencyclidine (PCP)	SYMPTOMS: Agitation and confusion, slowed movement, impaired coordination, incoherent speech, hostile/unpredictable behavior HAZARDS: Chronic memory and speech problems, mood disorders, hallucinations, convulsions and death.
Sedatives, Hypnotics & Tranquilizers	SYMPTOMS: Relaxation and disinhibition, impaired coordination and judgment, slurred speech HAZARDS: Nausea, vomiting, lethargy, dizziness, blurred vision, death from overdose
Tobacco	SYMPTOMS: Characteristic smell on person, stained teeth and fingers, nervousness when not smoking HAZARDS: Emphysema, heart disease, cancer, stroke, impaired fertility

Drug and Alcohol Counseling Cambria County

Program:	Telephone #:	Address:
Alcoholics Anonymous (Cambria)	Tel: 814-533-5907	
Alliance Medical Services	Tel: 814-269-4700	1419 Scalp Ave Johnstown, PA 15904
B.I. Incorporated Day Reporting Center	Tel: 814-471-1801	499 Manor Drive Ebensburg, PA 15931
Cambria County Drug and Alcohol Program	Tel: 814-536-5388 (Mon – Fri) Tel: 814-535-8531 (weekends/evenings)	Central Park Complex 1086 Franklin Street, Suite 200 Johnstown, PA 15905
Conemaugh Counseling Associates	Tel: 814-534-1095	119 Walnut Street, Suite 500 Johnstown, PA 15901
Conemaugh Health System	Tel: 814-534-9000	320 Main Street Johnstown, PA 15901
Cove Forge Renewal Center	Tel: 814-539-0836	624 Broad Street Johnstown, PA 15906
Independent Family Services, Inc.	Tel: 814-262-0007	636 Scalp Avenue Johnstown, PA 15904
Narcotics Anonymous Helpline	Tel: 888-251-2426	
Narcotics Anonymous Tri-State Regional Services Office	Tel: 412-462-4246 888-251-2426	322 East 8 th Ave. Homestead, PA
New Directions at Cove Forge	Tel: 814-536-2071	538 Main Street Johnstown, PA 15907
Nulton Diagnostic & Treatment Center P.C.	Tel: 814-262-0025	214 College Park Plaza Johnstown, PA
Peniel Drug & Alcohol Residential Treatment Facility	Tel: 814-536-2111	760 Cooper Avenue Johnstown, PA 15906
Twin Lakes Center, Inc. Johnstown outpatient	Tel: 814-535-8830	142 Gazebo Place, Suite 401 Johnstown, PA 15901
Twin Lakes Center, Inc Ebensburg outpatient	Tel: 814-472-7888	Cambria Office Towers, 313 West High Street, Suite 212 Ebensburg, PA 15931

Alcoholics Anonymous Meetings:

<http://www.johnstownaa.com/meeting-list/>

Narcotics Anonymous Meetings:

http://www.lmhana.com/PDFs/LMHANA_Meeting_List.pdf

Blair County

Program:	Telephone #:	Address:
Alcoholics Anonymous	Tel: 814-946-9002	
Altoona Regional Health System	Tel: 814-889-2141	620 Howard Avenue Altoona PA, 16601
Anthony Pater Counseling	Tel: 814-935-1185	516 Allegheny Street, Suite 104 Hollidaysburg, PA 16648
Cove Forge Behavioral Health System at Williamsburg	Tel: 814-832-2121	202 Cove Forge Road Williamsburg, PA 16693
Discovery House	Tel: 814-944-7000	3438 Route 764 Duncansville, PA 16635
Gratitude House	Tel: 814-944-3210	901 Sixth Ave Altoona, PA 16602
Home Nursing Agency Community Services	Tel: 814-943-0414	500 East Chestnut Avenue Altoona, PA
Narcotics Anonymous Helpline	Tel: 888-251-2426	
Pyramid Healthcare Inc. Pine Ridge	Tel: 814-684-1373	13505 South Eagle Valley Road Tyrone, PA 16686
Pyramid Healthcare, Inc.	Tel: 888-694-9996	1894 Plank Road Old Route 220 Duncansville, PA 16635
Pyramid Healthcare – Altoona Outpatient	Tel: 814-204-0066	2 Sellers Drive Altoona, PA 16602
Gratitude House	Tel: 814-944-3210	830 Sixth Avenue Altoona, PA 16602

Alcoholics Anonymous Meetings:

http://wpaarea60.org/Schedules/district_17.pdf

Narcotics Anonymous Meetings:

http://www.lmhana.com/PDF's/LMHANA_Meeting_List.pdf

**Huntingdon
County
Huntingdon County Substance Abuse Resources**

Program:	Telephone #:	Address:
Alcoholics Anonymous	Tel: 814-643-0623	Huntingdon, PA
Juniata Valley Tri-County MH/MR Program	Tel: 814-643-6100	620 Washington Avenue Huntingdon, PA 16652
Mainstream Counseling, Inc.	Tel: 814-643-1114	900 Washington Street Huntingdon, PA 16652
Narcotics Anonymous Helpline	Tel: 888-251-2426	

Alcoholics Anonymous Meetings:

<https://docs.google.com/file/d/0Bx-8RJpUUmTHMjMwWGIEZmRxNUk/edit?pli=1>

Narcotics Anonymous Meetings:

http://www.marscna.org/meeting/SCANA_current.pdf

**Bedford County
Bedford County Substance Abuse and Treatment Resources**

Program:	Telephone #:	Address:
Alcoholics Anonymous	Tel: 888-202-9042	
Narcotics Anonymous Helpline	Tel: 888-251-2426	
Recovery Concepts Addiction Counseling Services, Inc.	Tel: 814-623-7370	233 East Pitt Street, Suite 1 Bedford, PA 15522
Twin Lakes Center, Inc.	Tel: 814-623-7658	9457 Lincoln Hwy, Suite 105 Bedford, PA 15522

Alcoholics Anonymous Meetings:

http://wpaarea60.org/Schedules/district_17.pdf

Narcotics Anonymous Meetings:

http://www.lmhana.com/PDF's/LMHANA_Meeting_List.pdf

Somerset County Somerset County Substance Abuse Resources

Program:	Telephone #:	Address:
Alcoholics Anonymous	Tel: 800-227-2431	
Beal Counseling & Consulting	Tel: 814-444-9696	445 Westridge Road, Suite 103 Somerset, PA 15501
Narcotics Anonymous Helpline	Tel: 888-251-2426	
Somerset County Drug and Alcohol Commission	Tel: 814-445-1530	300 North Center Avenue, Suite 360 Somerset, PA 15501
Twin Lakes Center, Inc.	Tel: 814-443-3639	224 Twin Lakes Road Somerset, PA 15501

Alcoholics Anonymous Meetings:

<http://www.johnstownpa.com/district41/meetings.html>

Narcotics Anonymous Meetings:

http://www.lmhana.com/PDF's/LMHANA_Meeting_List.pdf

Fulton County Fulton County Substance Abuse Resources

Program:	Telephone #:	Address:
Alcoholics Anonymous	Tel: 877-515-1255	
C & S Reed Consulting	Tel: 717-414-9695	292 Buchanan Trail – G McConnellsburg, PA 17233
Celebrate Recovery Church	Tel: 717-762-7147	900 South Potomac Street Waynesboro, PA 17268
Keystone Crisis Intervention Hotline	Tel: 866-918-2555	425 Franklin Farm Lane Chambersburg, PA 17202
Laurel Life Counseling Services	Tel: 717-261-9833	426 Phoenix Drive Chambersburg, PA 17201
Narcotics Anonymous Helpline	Tel: 888-251-2426	
PA Counseling Children's Services	Tel: 717-249-3169	1 Greystone Road Carlisle, PA 17013
Substance Abuse Hotline	Tel: 800-662-4257	

Alcoholics Anonymous Meetings:

http://www.d35pa-aa.org/?page_id=129

Narcotics Anonymous Meetings:

http://www.marscna.org/meeting/CVANA_current.pdf

http://www.marscna.org/meeting/SCANA_current.pdf

Disciplinary Sanctions

The Pennsylvania Highlands Community College Student Handbook and Employee Handbook, individually describe possible disciplinary sanctions for violating any College Policy or Code of Student Conduct.

The Student Code of Conduct Disciplinary Process is as follows:

Reporting an Incident

The College itself, and members of the College community should report violations of College rules, regulations, or policies to the Office of Security and Safety or site staff members. Details of the incident are to be documented on an Incident Report Form and must include all of the following information:

- Date, time and location of incident
- Nature of incident
- Individual(s) involved
- Witnesses
- Description of incident
- Immediate action taken
- Signature of person filing the report and the date

The College community encourages the reporting of sex discrimination and Student Code of Conduct violations. Sometimes, victims are hesitant to report to College officials because they fear that they themselves may be charged with policy violations, such as underage drinking at the time of the incident. It is in the best interest of this community that as many victims as possible choose to report to College officials. To encourage reporting, the College pursues a policy of offering victims of sex discrimination and sexual misconduct limited immunity from being charged with policy violations related to the particular incident. While violations to policy cannot be completely overlooked, the College will provide educational options rather than punishment, in such cases.

Good Samaritan

The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. The college encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in

trouble (for example, a student who has been drinking underage might hesitate to help take a victim of sexual misconduct to the Office of Security and Safety). The College pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need.

Administrative Conference

The Director of Security and Safety, Director of Student Activities and Athletics, or their designee(s) will conduct an investigation of the alleged incident and will hold an administrative conference with each student involved. The administrative conference procedures are as follows:

- The student will be notified that his/her name is mentioned on an incident report.
- A summary of the specific violations will be presented to the student and the student will be given the opportunity to admit to or deny any alleged violations of College rules, regulations, or policies. The conference may result in the charges being disposed of administratively by mutual consent of the parties involved. In these situations, the disposition shall be final and there will be no subsequent proceedings. It is expected that most issues will be resolved informally.

If the student admits to the violation, sanctions will be imposed during the Administrative Conference.

If the student is believed to be responsible but denies the violation, a Judicial Board Hearing will be scheduled.

In situations where the allegations are significant in nature, at the discretion of the Vice President for Student Services, the case may be immediately moved to the pre-board review level to commence judicial board action.

Interim Suspensions

The Vice President for Student Services or designee may impose an interim suspension prior to a hearing before the Judicial Board. Interim suspension may be imposed only to ensure the safety and well-being of members of the College

community or preservation of College property, to ensure the student's own physical or emotional safety and well-being, or if the student poses a definite threat of disruption of or interference with the normal operations of the College.

During the interim suspension, students will be denied access to the College, including classes and all other activities or privileges for which the student might otherwise be eligible. In such cases, the necessary notice and hearing shall follow as soon as is practical.

Pre-Board Review

The Director of Student Activities and Athletics, who will serve as the Hearing Officer, will offer the opportunity to meet with both the accused and complainant students to explain the judicial process and the student's rights and responsibilities. The role of the pre-board review is not to determine accountability, but to assist the student in understanding the hearing process. A student is responsible for participating in the Judicial Board Hearing regardless of whether he or she elects to participate in the pre-board review. As part of the pre-board review, the following processes will occur:

- All charges shall be presented to the accused student in written form.
- A time shall be set for a hearing, not less than five or more than fifteen business days after notification of the parties involved. Both the complainant and the accused student will be notified of the date, time, and location of the judicial board hearing. Maximum time limits for scheduling of the hearing may be extended at the discretion of the Vice President for Student Services.
- The complainant and the accused student will have a maximum of two school days post the pre-board review to submit in writing the names of any witnesses. It is the participants' responsibility to notify approved witnesses of the date, time and location of the hearing.

Judicial Board Hearing

A Judicial Board Hearing is an internal review of alleged violation(s) of College rules and/or policies. Its purpose is to determine if violations have occurred. Judicial Board Hearings are held whether or not the accused and/or the complainant attend.

The Judicial Board will be appointed by the Vice President for Student Services and will consist of ten members: four faculty members, two administrative employees, and four students. One alternate member of each group shall also be appointed. To conduct a hearing, three faculty members, one administrative employee, and two students must be present. The Director of Student Activities and Athletics will serve as the Hearing Officer and will preside over the hearing. The Hearing Officer will also serve as a resource to the Judicial Board during the deliberation process. The Hearing Officer will review the case with the Judicial Board; will introduce witnesses; will direct the proceeding; will make certain that all relevant materials are reviewed and that non-relevant material is not introduced; and ensure that both the accused and the accuser will have ample opportunity to present the facts of the incident in their own words to the Judicial Board members.

The Judicial Board will assume responsibility for its procedural operation and will conduct hearings according to the following guidelines:

1. Hearings shall be conducted in private.
2. Both the Accused and Complainant will have freedom of harassment from each other and/or their supporters.
3. In cases of violations of a highly sensitive nature, every effort will be taken to allow both the accused and the accuser the right to question without direct visual contact during the hearing. Freedom from having irrelevant sexual history discussed during the hearing will be granted to both the complainant and accused.
4. Admission of any person to the hearing shall be at the discretion of the chairperson of the Judicial Board.
5. The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused student are responsible for presenting his or her own case, and therefore,

advisors are not permitted to speak or to participate directly in the hearing.

6. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, and shall have the opportunity to suggest questions for the cross examination.
7. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the hearing board at the discretion of the chairperson.
8. There shall be a single verbatim record of the hearing, such as a tape recording. The record shall be the property of the College.
9. Except in the case of a student charged with failing to obey the summons of the judicial body or College official, no student may be found to have violated the Student Code solely because the student failed to appear for the hearing. In all cases, the information in support of the charges shall be presented and considered at the hearing.
10. All procedural questions are subject to the discretion of the chairperson of the Judicial Board.
11. After the hearing, the judicial body shall meet in closed session to determine by majority vote, whether the student has violated each section of the Student Code of Conduct that the student is charged with violating.
12. The Judicial Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
13. Judicial Hearing Board decisions shall be prepared in writing within five (5) business days and directed to the Vice President for Student Services.

Sanctions

The following sanctions may be imposed upon a student who is found to have violated the Student Code of Conduct. The Vice President for Student Services shall be responsible for determining and imposing appropriate sanctions in all cases.

- A. Warning - A notice in writing to the student that the student is

violating or has violated College regulations.

- B. Probation - A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to be violating any College regulation during the probationary period.
- C. Loss of privileges - Denial of specified privileges for a designated period of time.
- D. Restitution - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- E. Discretionary Sanctions - Work assignments, service to the College, or other related discretionary assignments. Such assignments must have prior approval of the Vice President for Student Services.
- F. Suspension - Separation of the student from the College for a specified period of time, after which the student may apply to return. Conditions of readmission may be specified.
- G. Dismissal - Permanent separation of the student from the College.
- H. More than one of the sanctions listed above may be imposed for any single violation. Notices of disciplinary action shall be filed in the student's confidential disciplinary file in the Vice President for Student Services' Office. Upon graduation, such notices other than dismissal may be removed by application to the Vice President for Student Services.

The following sanctions may be imposed upon student groups or organizations:

- A. Those sanctions listed above in the Student Code.
- B. Deactivation-Loss of all privileges, including College recognition, for a specified period of time.

In each case in which the Judicial Hearing Board determines that a student has violated the Student Code, the decision will be considered by the Vice President for Student Services for final action, who will notify both the accused and complainant students in writing within five (5) business days

of the Judicial Hearing Board's determination and the sanctions imposed, if any.

Appeals

A decision reached by the Judicial Board or a sanction imposed may be appealed in writing by the students in violation or complainants to the Vice President for Student Services. The decision of the Vice President for Student Services is final. Except as required to explain the basis of new evidence, an appeal will be limited to the review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

1. To determine whether the original hearing was conducted in conformity with prescribed procedures of the Student Code.
2. To determine whether the decision reached regarding the student was based on sufficient information to establish that a violation of the Student Code occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which occurred.
4. To consider new information, sufficient to alter a decision, which was not brought out at the original hearing because the information was not known to the person appealing at the time of the original hearing.

Interpretation and Revision

Any question or interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student Services or his or her designee. The Student Code of Conduct shall be reviewed periodically as is practicable under the direction of the Vice President for Student Services.

Employee Disciplinary Procedures (Please refer to the Employee Handbook)

Pursuant to applicable College procedures governing employee discipline and negotiated Labor agreements, any employee involved in the unlawful use, sale, manufacturing, dispensing or possession of controlled substances, illicit drugs and

alcohol on College premises or during the course of employment, or working under the influence of such substances, will be subject to disciplinary action, including dismissal, consistent with applicable laws, rules and regulations.

The College will not shield or protect its members from legal consequences of these actions, and will cooperate fully in investigation and prosecution of these cases. College disciplinary sanctions shall be made independently for the same violation.

As a condition of employment, all employees must abide by the above program statement, and any employee who is convicted of any drug violation in the workplace must inform the Human Resources Department within five (5) days of the conviction. Any employee so convicted is subject to disciplinary action up to and including termination.

At the College's option, the College may require that the employee enter a drug-abuse of rehabilitation program within thirty (30) days of the College receiving notice of conviction. Although the use and/or abuse of alcohol and other drugs at the workplace will not be tolerated, the employee will be encouraged to utilize the opportunity to receive proper help.

Review of the Drug and Alcohol Abuse Prevention Program

As prescribed by Section 1213 of the Higher Education Act of 1965, as amended by the Drug-Free Schools and Communities Act Amendments of 1989, a biennial review will be conducted by Pennsylvania Highlands Community College. The purpose of the review is to:

- **Determine the effectiveness and implement changes to the program if needed**
- **Ensure that the disciplinary sanctions described in the program are consistently enforced.**

The Director of Security & Safety, the Director of Student Activities and Athletics, the Assistant Vice President of Human Resources, and a counselor for the Student Success Center will meet on or about October 1, biennially to discuss documented instances where the Drug and Alcohol Abuse Prevention Program has been violated. They will submit their findings to the College President and present improvements and/or changes to the program. A biennial review of the College's current DAAPP was conducted to assess the current program and make recommendations for improvement, if applicable.

As there were no reports of drug or alcohol violations on campus over the past three years, no assessment can be made to determine if the process and sanctions within the College's DAAPP are effective. However, we also cannot assume that no incidents are a direct correlation to our DAAPP and will continue our efforts in creating awareness in our fight against drug and alcohol abuse.

In an effort to maximize our outreach to students and employees regarding DAAPP, VAWA / SaVE and Title IX, College employees individually working on these initiatives paired up to combine resources for more effective outreach. The Vice President for Student Services, Director of Financial Aid, Dean of Enrollment Services and Registrar, Director of Student Success Center, Director of Student Activities and Athletics and the Director of Security and Safety served as the workgroup conducting the 2015-2016 biennial review of the current DAAPP and other critical initiatives. This work group submitted its biennial review to the College President in October of 2016 and it was approved.