

Drug and Alcohol Abuse Prevention and Information Program

I. DRUG-FREE WORKPLACE AND CAMPUS POLICY

Graceland University supports and complies with the provisions of the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988. The Drug-free Schools and Campuses Act of 1989 requires an institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The following describes the Act's provisions.

As a part of its drug prevention program, Graceland University annually distributes the following information to students and employees:

- standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on its property or as part of any of its activities;
- a description of applicable local, state or federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol;
- a description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- a description of available drug and alcohol counseling, treatment, rehabilitation and re-entry programs; and
- a clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the standards of conduct.

The University will conduct regular reviews of its drug prevention program to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.

II. ALCOHOL AND ILLICIT DRUG POLICY

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity, and individual worth. Consistent with its religious heritage and commitment to a healthful life-style, Graceland values and promotes:

- An alcohol-free environment.
- A tobacco-free environment.
- An environment free of substance abuse.

In addition, all members of the Graceland community are expected to abide by all federal, state, and local laws as well as rules and regulations of the University.

III. HEALTH RISKS ASSOCIATED WITH THE USE OF ILLICIT DRUGS AND ALCOHOL

The University recognizes alcohol and drug dependency as an illness and a major health issue. Alcohol is the number one drug problem in this country and on campus. Drinking alcohol has acute effects on the body. It impairs judgment, vision, coordination and speech and often leads to dangerous risk-taking behavior. These may include drunken driving, injuries and serious accidents. Nearly half of all accidental deaths, suicides and homicides are alcohol related. The misuse of alcohol is often involved in violent behavior, acquaintance rape, unintended pregnancies, and the exposure to sexually transmitted diseases. Long-term excessive drinking and drug use can lead to a wide variety of health problems in many different organ systems.

The use of drugs and alcohol can cause physical and psychological dependence. They can interfere with memory, sensation and perception. Drugs impair the brain's ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often experienced by withdrawal symptoms. The psychological dependence occurs when the drug taking becomes central to the user's life.

IV. STANDARDS OF CONDUCT

Employee Standards of Conduct *(excerpt from [GU Policy: HR27](#))*

Graceland University provides a safe and productive work environment for all employees and students. It is our policy that employees shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics while on Graceland property or on official Graceland business. Further, employees shall not possess alcoholic beverages or drugs in the workplace or consume alcoholic beverages in association with the workplace or during work time. The use of alcohol or drugs during working hours is strictly prohibited.

Employees are expected to report to work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs. Alcohol abuse and illegal drug use and their physiological effects represent a threat to the well-being and security of other employees and students. Any involvement that adversely affects the workplace or work environment will not be tolerated.

Off-the-job illegal drug activity or alcohol abuse that could have an adverse effect on an employee's job performance or that cause damage to the University's reputation and community standing will not be tolerated. Employees are required by federal law to report any drug violation conviction which occurred in the workplace within 5 days after the conviction.

Illegal drugs are those drugs defined as illegal under federal, state, or local laws; they include, but are not limited to: marijuana; heroin; cocaine; hallucinogens.

Student Standards of Conduct

The following statements taken from the Code of Conduct (found in the [Student Handbook](#)) set our university conduct standards for alcohol and drug use. The Code of Conduct is administered by the Dean of Students. The listed types of behavior have been identified as inappropriate and may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review.

Class B Violations (On-campus)

1. Consumption or possession of alcoholic beverages or their containers in University housing. Please note: Possession also means being in the presence of alcohol or their containers. (First Offense)

Class C Violations (Anywhere, Anytime)

1. Any disruptive and/or abusive behavior which disrupts a class, an official University function or the living/learning environment of the institution. Please note: Alcohol impairment may be deemed disruptive behavior.
2. Consumption/possession of alcoholic beverages or their containers on campus (excluding University housing) or at University sponsored activities. Please note: Possession also means being in the presence of alcohol or their containers.
3. Second offense and beyond of consumption/possession of alcoholic beverages or their containers in the residence halls.
4. Use, possession or distribution of synthetic marijuana (e.g. K2) or any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Please note: Possession also means being in the presence of controlled substance or synthetic marijuana.
5. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, drug paraphernalia and/or materials prohibited by law while on campus or in attendance at University sponsored activities. Please note: Possession also means being in the presence of any of the aforementioned items.
6. Violation of University policies, city ordinances and/or state and federal laws.

V. SANCTIONS

University Personnel Sanctions

Cases involving administration, staff, professional and professional-technical will be dealt with in accordance with the Disciplinary Policy and Procedures as stated in the [Employee Handbook](#). Disciplinary action may include referral for counseling, suspension, demotion with reduction in pay, or discharge.

Faculty Sanctions

Cases involving faculty will be dealt with in accordance with the Policy on Dismissal published in the **Faculty Handbook**. Disciplinary action may include referral for counseling, suspension, demotion with reduction in pay, or discharge.

Student Sanctions

The listed disciplinary actions are courses of action which may be taken when a student is found to have committed a violation as defined in the **Code of Conduct**. The sanction(s) taken depend(s) upon the severity of the violation, previous offenses, degree of involvement, and the individual circumstances as determined and is at the sole discretion of the administrator/Council hearing the case. These sanctions and their descriptions shall serve as guidelines for the University and may be modified and used in any combination to meet the needs of the University and the individual student involved.

A record of the disciplinary action will go to the student. A copy of the action will be kept in the Dean of Student's Office. Disciplinary actions are not recorded on a student's permanent file unless a student is dismissed from the University.

Acquittal

Student is found not to be in violation of the charge against him/her and the matter is dismissed.

Restitution

Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Life Office within 21 **calendar** days (three weeks) from the date the sanction is issued.

Community Service

A community service sanction depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. The work, not less than five hours and not more than ten hours per violation, may be assigned.

Community service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when it is believed that the student will learn the consequences of his or her actions as a result of the service. It is also appropriate when the action which brought the student to disciplinary review involved a lack of concern for the community. Community service must be completed within 21 calendar days (three weeks) from the date the sanction is issued. If hours are not completed within this time frame, a fine (amount to be determined by the administrator/council) will be applied to the student's account.

Fines

Fines will depend upon the severity of the violation, previous offenses, degree of involvement, and the circumstances. Fines may be levied as a sanction according to the following guidelines:

- Class A violations: Fines may be assessed up to \$50 per violation.
- Class B violations: Fines may not exceed \$100 per violation.
- Class C violations and other cases heard: The fine will not exceed \$250 per violation - with the exception of violations of C5 which will not exceed \$500 per violation. Full payment is due in the Student Life Office within 21 **calendar** days (three weeks) from the date the sanction is issued.
- The student may be ordered to make restitution to the University for vandalism or to another injured party, in addition to any fine that may be given.

Alcohol Education

First time offenders of the alcohol policy will be required to complete the Alcohol Response-Ability Course. The cost for the Alcohol Response-Ability Course is \$35. Students issued this sanction will be required to make an appointment with the counselor in the CAP Center. The course must be completed within two weeks from the date a student is given instructions on starting the course. Failure to complete the course will result in a \$50 fine sent to the student's account and the student's parents will be notified.

Drug Response Program

First time offenders will be required to notify his/her parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

The student will be required to undergo a substance abuse assessment. The student will be required to complete all recommendations made by the substance abuse counselor. The expense of the assessment and required sessions will be the responsibility of the student.

Parental Notification

A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident and for any drug-related violation. Students issued this sanction will be required to notify his/her parents or guardians. Within 24 hours of the meeting with the student, the parent/guardian must inform the Dean of Students that they have been notified.

Program Director Notification

Program directors including coaches will be notified if a student is in violation of a Class C Violation. The program director may impose further sanctions at their discretion.

Residence Hall Probation

This is a formal probationary status for a period of time not to exceed one semester. The terms and conditions will be set by the RLC/CSW or Dean of

Students or the Residence Life Director depending on the circumstances and the individual needs of the student.

Ban From Residence Halls

A ban from the residence halls prohibits you from entering any of the residence halls on campus for any reason, unless specific exceptions are allowed in your sanction letter, e.g. for purposes of attending house meetings. Refer to Violation of Sanctions.

Conduct Probation

This is a formal probationary status for a period of time determined by CSW, the Dean of Students or the Residence Life Director. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation. The student will be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.

Strict Conduct Probation

This term describes a set of conditions making it possible for a student to remain a student in the University in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the University. This status is very near dismissal from the University and indicates the extreme seriousness of the probation.

The student will have the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the University.

- Student will be ineligible to graduate until the student is returned to good standing.
- Student will be restricted from representing the University in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- Student will be ineligible to receive scholarships and/or or grants from the University with the exception of need-based aid.
- Any further violation of University standards while on probationary status means that a student is subject to suspension from the University.

Dismissal From Residence Halls

The student will be required to move out of the residence halls within 72 hours after issue of this sanction. The terms of the dismissal as well as the length of time this dismissal will remain in effect will be determined by the CSW or the Dean or Associate Dean of Students. A student placed on probationary status will be banned from all residence halls and may not attend house sponsored events without the specific permission of the Dean of Students.

Dismissal From University

A student may be dismissed immediately from the University for a period of time to be designated by the CSW or the Dean of Students.

VI. LEGAL SANCTIONS FOR DRUG AND ALCOHOL-RELATED OFFENSES

There are numerous local, state, and federal laws regarding the inappropriate use of drugs and alcohol. Information on local, state and federal laws governing the illegal use of drugs and alcohol may be obtained from the Lamoni Police Department or [online](#).

In general, Iowa state laws prohibit:

- Consuming, possessing or purchasing an alcoholic beverage if you are under 21 (Minor in Possession or "MIP")
- Consuming or possessing an alcoholic beverage in a public place
- Possessing an open or unsealed container in a motor vehicle (when the container is within the immediate reach of the driver)
- Possession of an open or unsealed alcoholic beverage by a passenger in the passenger area of a motor vehicle (Exceptions apply to taxis, limousines and motor homes)
- Public intoxication
- Pretending to be intoxicated
- Giving or selling an alcoholic beverage to someone under age 21
- Giving or selling an alcoholic beverage to anyone who is intoxicated
- Lending your driver's license to someone or knowingly permitting someone else to use it

Each of the above violations is a simple misdemeanor offense punishable by up to 30 days imprisonment, a fine of at least fifty dollars but not more than five hundred dollars, or both. For certain offenses, mandatory fines and periods of driver's license suspension apply.

Retail Outlets/Liquor Licensees

If an employee of a licensed liquor establishment or a alcohol retail outlet serves a minor, the employee and the establishment are each fined \$1500. This penalty applies to anyone who knowingly or by failing to exercise reasonable care, provided alcohol to a minor.

Social Hosts: Providing Alcohol to a Minor

An individual over age 21 who gives, sells or supplies an alcoholic beverage to a person under the legal age commits a serious misdemeanor and is subject to a fine of between \$500 and \$1500 and may also be sentenced to up to one year of jail time. If injury results from the actions of an intoxicated minor, the individual who provided the alcohol commits an aggravated misdemeanor and is subject to two years imprisonment and a fine of between \$500 and \$5000. If death results

from having furnished alcohol, the offense is a Class D felony punishable by up to five years imprisonment.

“Fake I.D.”

Anyone under the age of 21 who alters, displays or possesses a fictitious or fraudulently altered license and uses it to purchase alcohol can lose their driver's license for up to 6 months. This offense is also a simple misdemeanor.

Operating While Intoxicated (OWI)

Under state law, it is illegal to operate a motor vehicle while under the influence of drugs or alcohol. This means driving with a blood alcohol concentration of .08 or greater or driving while under the influence of another drug, such as marijuana or certain prescription medications.

A person convicted of a first offense OWI can be fined up to \$1,250 and can be placed in county jail for up to one year. However, at the court's discretion, up to \$625 of this fine may be waived if there was no personal injury or property damage. The minimum jail time is 48 hours. For a second offense, the individual will be confined for a minimum of seven days and fined not less than \$1,875 and not more than \$6,250 For a third or subsequent OWI conviction (a Class D Felony), the individual will be imprisoned between thirty days and five years and will be assessed a fine of not less than \$3,125 and not more than \$9,375.

In addition to fines and jail time, those convicted for OWI forfeit their driving privileges for a minimum of 180 days (The revocation period is even greater if the individual refuses the blood alcohol test OR has previous OWI convictions.) In the past, OWI violators could obtain work or school permits even though their license had been revoked. With recent legislative changes, there is now a “hard suspension” period, during which time, no temporary licenses are granted. After the hard suspension period has passed, a work or school permit will only be granted after an ignition interlock device is installed on each of the person's vehicles. This device connects to an automobile's ignition system and prevents the vehicle from being started if the intended driver has been drinking.

Minor in Possession (MIP):

First offense - Simple misdemeanor punishable by a \$200.00 fine plus court costs.

Second offense - Simple misdemeanor punishable by a fine of \$500.00. In addition, the violator must choose to either complete a substance abuse evaluation or have their driver's license suspended for up to one year.

Third (and subsequent) offenses - Simple misdemeanor punishable by a fine of \$500.00 AND driver's license suspension for up to one year.

**To learn more information about Iowa's Alcohol and other Drug Laws, please visit: <http://coolice.legis.state.ia.us/Cool-ICE/default.asp?category=billinfo&service=iowaCode&ga=83>
In the chapter/section field, type in "124" for Controlled Substances, or "123" for Alcohol laws, and then click submit for complete listings.*

VII. DRUG AND ALCOHOL PROGRAMS AND ASSISTANCE AVAILABLE

Employee Assistance Program (includes Substance Abuse Resources)

Graceland University provides an Employee Assistance Plan for all full time and part time Lamoni campus employees and includes resources on substance abuse. The provider is Employee & Family Resources. The benefit is totally paid for by Graceland. It is also 100% confidential. Everyone living under the employee's roof is eligible to use this benefit. Services can be accessed for each different event that happens in life. Master's degreed counselors are available on the phone 24 hours a day/7 days a week by calling 1-800-EAP-IOWA. Their website is also available 24/7 at <http://www.efr.org/youreap>. They can assist with any life issue that may be interfering with your well-being. Three in-person counseling sessions are free for each life issue.

Student Drug and Alcohol Education and Assistance Programs Social Norms Marketing

Social Norms Marketing aims to correct students' misperceptions about the amount of alcohol their peers are consuming.

Research has found that most college students **overestimate** the amount that their peers are drinking. Because individuals' behavior is, in part, formed by what they perceive to be normative behavior in their community, misperceptions regarding drinking norms are theorized to be one factor that leads to high-risk drinking on college campuses.

Messages sharing actual data are disseminated to students monthly Student Health 101 e-magazine, stall door flyers, and brochures distributed in various locations on campus. Other means will be used as the activities are assessed.

Counseling and Assistance programs - CAP Center (641.784.5200)

- Individual and group counseling with Counseling & Consultation Services
- Substance Abuse Subtle Screening Inventory (SASSI) - identifies high or low probability of substance dependence disorder and provides clinical insight into level of defensiveness, willingness to acknowledge problems, and the desire for change.
- Alcohol Response-Ability Course - online educational course on alcohol abuse prevention and harm reduction designed specifically as an educational program for campus alcohol violations.

Graceland University recognizes drug and alcohol dependency as an illness and a major health problem. Students and employees who need help in dealing with such problems are encouraged to contact the following resources.

COUNSELING	
Crossroads Mental Health Center 1003 Cottonwood Drive Creston, IA 508001 1.800.622.5168 or 641.782.4053	Rathbun Mental Health Center P.O. Box 886 Centerville, IA 52544 515.856.6471
TREATMENT	
Powell III Chemical Dependency Center Iowa Methodist Medical Center 1200 Pleasant Des Moines, IA 1.800.247.SOBR or 515.283.6454	Our Primary Purpose (adolescent treatment) 7445 University Des Moines, IA 515.277.3000
West Side Clinical Associates 2600 72 nd Street Suite 0 Des Moines, IA 50322 515.2701.1344	
STATE SUPPORTED ALCOHOL TREATMENT	
Zion Treatment Center Clarinda, IA 712.542.4481	Clarinda State Hospital Clarinda, IA 712.542.2161 ext. 281
SUPPORT GROUPS FOR SUBSTANCE ABUSE PROGRAMS	
AA (Alcoholics Anonymous) For specific locations and/or person to contact, call Alcoholics Anonymous Central Office. Des Moines, IA 515.282.8550 *Meeting Schedule <ul style="list-style-type: none"> • Nightly in Creston • Sundays and Thursdays in Osceola • Wednesdays in Lamoni • Thursdays in Mt Ayr 	NA (Narcotics Anonymous) 401 E. Clarke Street Creston, IA <i>*Meets 8pm on Fridays</i>

<ul style="list-style-type: none"> • Saturdays in Leon 	
<p>ACOA (Adult Children of Alcoholics) Central Office: 641.282.8550</p>	<p>AL-ANON Central Office: 641.282.8550 *Meets:</p> <ul style="list-style-type: none"> • Mondays in Osceola • Thursdays in Mt Ayr

Assessment and Evaluation

Survey results from the ACHA National College Health Assessment are used to define the problem and determine how successful current approaches are at decreasing alcohol and other drug abuse on and around campus.

Annual policy review insures that Graceland has clear guidelines for alcohol use on campus that are widely disseminated and consistently enforced. Review is coordinated by Dean of Students.

Drug and alcohol-related violation statistics are available in the [Campus Safety and Security Report](#) on page 10.