

## **DRUGS AND ALCOHOLIC BEVERAGES**

State and local ordinances, which prohibit the use and/or sale of alcohol, drugs, and tobacco, shall be observed. A local Board policy at Southeastern Illinois College prohibits the use of or trafficking in, alcoholic beverages or drugs in any activity sponsored by the College regardless of the location. This regulation is strictly enforced. Violators will be prosecuted. Information concerning substance abuse is made available through the College.

## **DRUG-FREE WORKPLACE POLICY**

In accordance with the existing law and sound education practice, Southeastern Illinois College strongly discourages alcohol, drug, or substance abuse by any of its students and employees. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on Southeastern Illinois College owned or controlled property. Any Southeastern Illinois College student or employee determined to have violated this policy may be subject to disciplinary action up to and including termination or dismissal. The use of alcohol while on Southeastern Illinois College owned or controlled grounds, including meal periods and breaks, is absolutely prohibited except when authorized by the College for approved college functions. No employee will report to work while under the influence of alcohol or illegal drugs. Violation of these rules by an employee will be reason for mandatory evaluation/treatment for a substance use disorder or for disciplinary action up to and including removal.

While the college does not have rehabilitation or counseling program for drug and substance abusers, it will assist when called upon, in aiding an individual seeking help through appropriate referrals to certified drug and substance abuse counselors in the area.

In addition to aiding in the enforcement of laws that regulate such abuse, the College does provide drug abuse prevention information through its health classes, through its professional counseling staff, through video presentations and through pamphlets made available through the Office of Student Affairs. Each employee of the College receives a written copy of the policy statement regarding a drug-free workplace. Furthermore, each employee is notified that, as a condition of employment, he/she must abide by the policy statement, and notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction.

Southeastern Illinois College will notify any federal contracting agency within ten days of having received notice that any employee who is engaged in the performance of such contract has had any criminal drug statute conviction for a violation occurring in the work place. Southeastern Illinois College will impose a sanction on or require the satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by any employee who is so convicted.

## STANDARDS OF CONDUCT

To provide a safe environment, Southeastern Illinois College Standards of Conduct make explicit those activities which are contrary to the general interest of the college community or which threaten to disrupt the teaching and learning in which members of the College community are engaged. Students enrolling in the College are expected to conduct themselves in a manner compatible to the College's function as an educational institution. Misconduct for which students are subject to discipline include but are not limited to the following:

1. Academic dishonesty, plagiarism, or willful falsification of educational data that is represented as scholarly research;
2. Furnishing false information to Southeastern Illinois College with the intent to deceive, including, but not limited to, incidents of embezzlement and fraud;
3. Forging, alterations or misuse of Southeastern Illinois College documents, records, or identification cards;
4. Assault, or threatening in a menacing manner, striking or wounding another person;
5. Willful indecent exposure of one's person in a place where there are other persons to be offended or damaged thereby;
6. Destruction of, damage or injury to, or unauthorized use of property not one's own;
7. Theft, burglary, or breaking and entering;
8. Carrying or possession of unauthorized weapons, ammunition or other explosives, or creating a clear and present danger to persons or property by the misuse of combustible material;
9. Assembling with one or more persons with the intent to violate any provisions of this code, or with the purpose of, or which results in, disrupting the educational, research or service goals of the College;
10. Possession, use, furnishing on the campus or at any college-owned or supervised property, function or activity any drugs or controlled substances which the possession, use, or furnishing of is illegal by municipal, state or federal law;
11. Obstruction or disruption of teaching, research, administration, disciplinary proceedings on other Southeastern Illinois College premises;
12. Unauthorized obstruction of a free flow of pedestrian or vehicular traffic;

13. Unauthorized entry into any premises owned or controlled by Southeastern Illinois College;
14. Failure to comply with directions of identified Southeastern Illinois College officials acting within the scope of duty or of any law enforcement officer acting in the performance of his or her duties;
15. Conduct of any nature directed at a person while on Southeastern Illinois College property or attending a sponsored event, which conduct would be deemed illegal harassment under State or Federal law;
16. Possession of stolen goods;
17. Gambling on Southeastern Illinois College-owned or supervised property;
18. Participation in hazing as defined by Illinois State Statutes;
19. Failure to comply with Southeastern Illinois College Board of Trustees policy and/or State regulations regarding the use of intoxicating liquor while on the campus or at any Southeastern Illinois College supervised activity, as indicated under Board Policy 9010;
20. Disturbing the peace and good order of Southeastern Illinois College by fighting, quarreling or by intoxication.
21. Use of any obscene, abusive, or threatening gestures or language toward another person;
22. Harassment or intimidation based on sex, race, religion, national origin, or disability, which creates an intimidating, hostile, or offensive working or educational environment.
23. Gross disobedience and /or misconduct;

Any Southeastern Illinois College student determined to have violated this policy may be subject to disciplinary action up to and including temporary or permanent suspension. All students and college employees have a duty to report any incidents or suspicious activities that they observe.

### **Sanctions**

Sanctions are designed to provide Southeastern Illinois College students, employees and community members with a productive and safe educational environment. Sanctions are designed not only to punish a student for violation of the above Standards of Conduct, but also to correct the behavioral conduct at issue. Possible sanctions that a student may face may include, but are not limited to, the following:

1. Not in Violation: A student may be found not in violation when there is evidence presented

during the hearing that shows the student was not responsible. A record of that decisions will be maintained for one year.

2. **Warning:** a verbal or written directive to the student that the student is violating, or has violated, the Standards of Conduct.

3. **Probation:** a verbal or written notification that the student is violating, or has violated, the Standards of Conduct and further violation will result in more severe sanctions.

4. **Loss of Privilege:** denial of specified privileges for a designated period of time. This may include denial of access to a transcript, a course or program of study, facilities, services or offices, or participation in clubs, organizations, or College-sponsored events.

5. **Restitution:** direction to pay for damages caused by the student's action. Failure to pay the directed restitution may result in additional sanctions.

6. **Withdrawal from Class:** administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

7. **Limited Access:** administrative restriction to selected parts/locations of campus buildings.

8. **Counseling or Education Seminars:** required participation in counseling seminars or educational workshops in lieu of, or in addition to, the imposition of sanctions.

9. **Suspension:** denial of any participation in an academic or College related activity, or to be on College premises for a specified period of time, with consequent loss of tuition and fees from the College. Conditions for readmission or re-enrollment may be identified, including ineligibility for specific courses, services, and/or programs of study.

10. **Expulsion/Permanent Suspension:** permanent denial of any participation in an academic or College related activity, or to be on College premises, with consequent loss of tuition and fees of the student from the College.

11. **Immediate Temporary Suspension:** In cases of serious misconduct, which has or may result in significant disruption to the College and/or serious safety concerns for staff and students, a student may be temporarily suspended by the Dean for Student Services and Enrollment, prior to any hearing. A student facing temporary suspension shall be afforded the opportunity to discuss the incident/chargers with the Dean prior to imposition of the suspension. Any hearing on the charge/notice shall be held within 21 calendar days of the imposition of the temporary suspension unless agreed to by the parties or other extenuating circumstances. This hearing must be held within a reasonable time after the student has been notified.

12. **Other Sanctions** which the College administration may deem appropriate given the conduct at issue.

## **Preservation of Records**

Dependent upon the type of action taken, disciplinary records are maintained on file in the office of the Dean for Student Services and Enrollment for specific periods of time:

- 1. Not in Violation:** One calendar year, unless involved in additional violations within the one calendar year period.
- 2. Warning, Loss of Privilege, Restitution, Withdrawal from Class, Limited Access, Counseling or Education Seminars:** One calendar year, unless the student has engaged in additional violations within the one calendar year period.
- 3. Probation:** Two calendar years after the date of the last action taken.
- 4. Suspension:** Permanently.
- 5. Expulsion:** Permanently.
- 6. Alcohol or drug-related violations:** Three years following the academic year of violation.