



Drug-Free Schools and Campuses Regulations [Edgar Part 86] Biennial Review: Academic Years 2017-2018 & 2018-2019

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Biennial Review of Manor College's Alcohol and Other Drug Programs – 2017-2019

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Biennial Review of Manor College's Alcohol and Other Drug Programs – 2017-2019

INTRODUCTION/OVERVIEW

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Manor College to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by Manor College students and employees both on its premises and as a part of any of its activities. At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

PURPOSE

Manor College acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the college fulfills the requirements of the previously mentioned Federal regulations. The Dean of Students office, along with the Director of Counseling, is responsible for conducting the review and reporting on the findings. The Dean of Students serves as the leading student affairs office. Policies and procedures have been in existence for both students and employees and are so delineated in college publications. The purpose of this report is to comply as best as possible, using data collected over the past two years (2017-2019), and to give evidence of the procedures in place for subsequent biennial reports. The intention of this document is to meet the legal requirements of conducting a

biennial review and also summarize the programs and activities related to alcohol and drug prevention on Manor College's campus during the 2017-2018 and 2018-2019 academic years.

The following campus units provide information for biennial reports:

- Vice President and Dean of Student Affairs-Allison Mootz
- Director of Counseling-Christie Prince
- Director of Student Engagement-Ashley Hillegas
- Assistant Director of Residence Life-Shamika Ford
- Human Resources Office-Tina Colella
- Athletic Director-John Dempster
- Manager of Compliance and Risk/Title IX Coordinator-Katharina Kilmer

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided to students
- Athletic Policies related to Drugs and Alcohol
- Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Employee Handbook policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- Manor College Catalog – 2017-2018, 2018-2019 specifically the section dealing with student life on campus and expectations related to student behavior
- Various resources available to students and employees regarding drug and alcohol abuse
- Residence Life policies related to drugs and alcohol
- Incident reports in the Dean of Students Office related to any possible infractions of the drug and alcohol policy presented to students
- Local, State and Federal Mandates

ANNUAL POLICY NOTIFICATION PROCESS

In accordance with the Drug-free Schools and Campuses Act, Manor College is required to provide students and employees with information about the unlawful use of drugs or alcohol on College property. The information contained in this manual describes the Manor College policies and sanctions, provides references to pertinent state and federal laws and penalties, summarizes health risks and describes treatment options for alcohol and other drug use.

Manor College strives to remain in compliance with the federally mandated requirements of the Drug-Free Schools and Communities Act. The College has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by both students and employees on its premises and as a part of any of the college activities. The primary areas on campus that oversees, enforces, and mandates the alcohol and drug policies include the Student Affairs Department, Dean of Students Office, Human Resource Department and the Public Safety office. For infractions involving employees, the Human Resources Department handles interventions and/or sanctions. Manor College has written policies on alcohol and drug testing and distributes this to students during orientation via the Student Handbook, through access to the online College Catalog/Student Handbook, and annual email notification.

The Employee handbook also contains the Drug Free Workplace policy and Code of Conduct Policy. The following are also available in employee handbook policies:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on its property or as a part of its activities;
- A description of applicable legal sanctions under local, state or federal law;
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be distributed to all students via the student handbook and will be discussed in more detail with students during orientation sessions. In addition, the alcohol and drug policy will be presented via email to all employees with the distribution of the Employee Personnel Manual each fall. Manor College also posts notices about alcohol and drug awareness activities throughout the year on campus bulletin boards. Email is the primary method utilized to distribute policy to all students. The notification email is sent at the beginning of the Fall semester (September) and Spring semester (January).

POLICIES

The Manor College Mission Statement is the guiding force for the college's policies:

Manor College believes that personalized education in the Judeo-Christian tradition generates a commitment to a peaceful world, which inspires confidence in the present and hope for the future. Manor's Basilian environment enables students to fully develop as individuals and instills an understanding of scientific, humanistic and ethical principles so students form a global vision. Manor also believes that graduation begins a new chapter of lifelong learning.

By maintaining academic excellence through current, innovative programs and encouraging students to develop a sense of inquiry, their critical thinking, effective communication skills, and by providing opportunities to serve the community, Manor graduates are prepared to serve society effectively and compassionately.

Manor College has policies that clearly prohibit the unlawful possession, use, manufacture, distribution or sale of illegal drugs, drug paraphernalia, unauthorized prescription medication and alcohol by students and employees on the property of Manor College or as any part of Manor College's activities. Additionally, Manor's policy prohibits students and employees from being intoxicated or under the influence of a controlled substance, not prescribed for them by their physician, while on Manor College property or at any College activity or event.

The Manor College community (including Resident Life and Athletics) is all bound by one central Alcohol and Drug Policy. The College's policy is listed below:

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), Manor College has an official drug-free campus policy. Because of the devastating effects of alcohol and drug abuse on the individual student including assault behaviors, alcohol poisoning, vulnerability to sexual assault, academic failure, injury, and even death, Manor College is very serious about enforcement of its Alcohol and Drug Policy. The College complies with the Federal, Commonwealth, and local laws, including those which regulate the possession, use or sale of controlled substances and non-controlled substances.

Alcoholic beverages and containers are prohibited at all times, except at College approved functions. All first alcohol violations will result in strict disciplinary sanctions. Both on campus and at all College-sponsored or College-related activities, whether on or off campus, this policy prohibits, regardless of the age of the student, the possession (including containers, whether full or empty), consumption, sale, or distribution of alcohol, and the possession, use, sale, distribution or manufacture of illegal drugs or drug paraphernalia, as well as the unauthorized distribution or sale of prescription drugs or possession of prescription drugs not prescribed to the student. Possession, use, sale or distribution of non-controlled substances used for the purpose of getting high is also prohibited. Indications of the presence of marijuana use such as, but not limited to, the odor of marijuana, lack of cooperation with room search or other obstructions, attempts to mask or eliminate odors during or prior to a search or other behaviors designed to avoid detection are considered major violations of this policy. Being intoxicated or under the influence of a controlled substance or non-controlled substance either on campus or at any College-sponsored or College related activity, whether on or off campus, is also a violation of this policy. Any drugs or drug paraphernalia found on the Manor College campus will be turned over*

to the proper authorities and, if deemed appropriate, the person involved will be turned over to the proper authorities as well. Manor College will not protect students from possible legal consequences of alcohol or drug possession and use. All alcohol and drug violations will result in strict disciplinary sanctions up to and including dismissal from the College.

*Students who have a guest on campus are responsible for her/his conduct and for advising the guest of the Manor College Alcohol and Drug Policy. It is the student's responsibility to require any guest in violation of this policy to leave the Campus. If the guest will not leave, Security should be called. Otherwise, it will be assumed that the student is engaging in the same behavior as the guest. (Manor College Student Handbook, 2018-2019
<https://sites.google.com/a/manor.edu/manor-college-catalog-18-19/student-affairs/alcohol-and-drug-policy>)*

**Note: For the purposes of this policy, "the Campus" includes all College buildings, grounds, parking lots and any vehicles rented or leased by the College and any vehicles parked on College property.*

See Appendix B for a description of applicable legal sanctions under local, State and Federal law.

DISCIPLINARY SANCTIONS

A. From the Manor College Student Handbook (rev. 08/18)

VIOLATIONS OF THE STUDENT CODE OF CONDUCT AT MANOR COLLEGE

ALCOHOL: Possession of alcohol; intoxication; being on the Manor College campus intoxicated; dispensing alcohol to others.

DRUGS: The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or drug paraphernalia, as well as the unauthorized distribution of prescription drugs.

All alcohol and drug violations will result in strict sanctions up to and including dismissal from the Residence Hall and/or the College.

Under Disciplinary Policy: As per the provisions of the Federal Education Rights to Privacy Act, Section 99.31, notification will be made to the parents or legal guardians of any student under the age of 21 who violates the Manor College Alcohol and Drug Policy.

Resident students age 21 and older must have signed a disciplinary waiver in order for the Dean of Students to disclose to parents or guardians the full details for the suspension or dismissal.

B. From the Manor College Student Handbook

Three Strike Policy

To address alcohol and marijuana use and abuse in a clear and consistent manner, we have adopted a Three Strike Policy. This policy acknowledges that there are some behaviors that are inherently more problematic or risky for our students.

Incidents involving the distribution of marijuana or involving illegal drugs other than marijuana are handled outside of the strike system and will result in a referral to the Code of Conduct Committee. These referrals to the Code of Conduct Committee can result in suspension or expulsion and may include police involvement.

Strikes are not removed annually and strikes received remain with students throughout their tenure at Manor College. For incidents where other violations are involved or where the conduct is particularly egregious, sanctions in addition to the ones listed below may be required. The incident may also be referred directly to the Code of Conduct Committee where sanctions of suspension and expulsion are considered.

Incidents not involving alcohol or illegal drugs are not considered part of the Three Strike Policy, but they may be considered when determining the outcome of a strike violation. Similarly, strikes may be considered when determining the outcome of cases not involving alcohol or illegal drugs.

First Strike

A first strike will result in a meeting with a member of the Student Affairs staff. A warning will be issued and a written copy of the warning will be sent to the student. A copy will also be placed in the individual student's file. The student will be required to visit with the Manor College Counselor. There will also be a requirement that the student complete on-campus community service. Length of service time will be decided by the Hearing Chair and/or the Code of Conduct Coordinator.

Second Strike

A second strike will result in a meeting with a member of the Student Affairs staff. The student will be required to visit with the Manor College Counselor, and a \$150 fine will be applied to their student account. Further intervention may be recommended by the counselor. A copy of the outcome letter will be sent to the student and a copy will be placed in the student's file.

At the meeting with the staff member, the student will be notified that an additional violation of the College's alcohol and drug policy will result in dismissal from the College.

Third Strike

A third strike will result in dismissal from Manor College.

Medical Amnesty

In situations where a student has contacted Security or Manor Resident Life Staff for medical treatment either for themselves or for a fellow student, neither the student calling nor the student receiving

medical attention will receive a strike through the student conduct system. Students transported to the hospital in association with the consumption of alcohol or marijuana will have a conversation with the college's counselor, and a letter will be sent home to their parents. If a student is transported to the hospital more than once, college staff will explore whether a medical leave is appropriate.

Situations involving a transport to the hospital as a result of illegal drugs other than marijuana or involving other non-strike violations (such as assault, disorderly conduct, etc.) fall outside the scope of the medical amnesty policy and may be handled through the student conduct system.

As per the provisions of the Family Education Rights to Privacy Act (section 99.31), notification will be made to the parents or legal guardians of any student under the age of 21 who violates the Manor College Alcohol and Drug Policy.

D. From the Manor College Campus Security and Safety Procedures Manual

Anyone coming to campus intoxicated or under the influence of a controlled substance, regardless of age, is also in violation of the College's Alcohol and Drug Policy. Anyone who has a guest on campus is responsible for their guest's conduct and for advising such persons of the alcohol and drug policy. Any drugs or drug paraphernalia found on the Manor College Campus will be turned over to the proper authorities and, if deemed appropriate, the person involved will be turned over to the proper authorities as well. Manor College will not protect members of its community from possible legal consequences of drug possession and use. If a situation occurs where illegal possession or use of drugs exists, everyone in that area can be charged with "constructive possession" and all individuals are liable unless those individuals personally responsible for the possession or use of the illegal substances are identified.

Any violation of these policies is considered a serious offense, and violators are subject to disciplinary actions. Criminal conduct is grounds for immediate action by the Administration and may result in suspension or dismissal. Compliance with these standards is mandatory.

E. From the Manor College Employee Handbook in the section Drug Free Campus (Drug Free Campus Policy HR 0108):

Administrative Guidelines A2: Any employee convicted of a criminal drug conviction may:

- a) Have appropriate personnel action taken up to and including termination of employment.

or

- b) Be required to participate satisfactorily in drug abuse assistance or rehabilitating program approved for such purposed by a Federal, State or local healthy, law enforcement, or other appropriate agency.

Administrative Guidelines A4:

In compliance with the Drug-Free Workplace Act, any employee convicted of a criminal drug violation in the workplace must notify the College within five (5) calendar days of the conviction. This reporting requirement is a condition of continued employment. The College must, in turn, notify the contracting agency of the conviction within ten (10) days after receiving notice of the

conviction. An employee convicted of criminal drug violation, whether on or off Manor College's premises and whether or not during working hours, is subject to disciplinary action, up to and including termination.

I. Voluntary Disclosure (language from the **Employee Drug and Alcohol Testing Policy - HR 0124**):

- A. If, without prior incident or report, an employee voluntarily notifies his or her immediate supervisor that he or she illegally uses controlled substances or abuses alcohol and is receiving or agrees to receive treatment under a drug/alcohol abuse and education program (approved by HR), such employee will not face disciplinary charges so long as the employee follows the treatment plan and is able to otherwise perform the essential functions of their job (to the extent allowed by law).
- B. The employee's work duties may be restructured if in the opinion of the immediate supervisor, it is deemed advisable.
- C. The College will direct the employee to the Family Medical Leave Act Policy if eligible and will encourage the employee to receive treatment.
 - 1. If the employee qualifies to take Family Medical Leave, the employee shall agree to assist in training any temporary worker by advising and sharing knowledge. Cross-training of employees in anticipation of a leave is strongly encouraged.

This does not obviate the need of the employee to submit to this policy and to perform his/her essential job duties. If the employee does not submit to this policy and if after returning from his/her leave, they are unable to perform their essential job duties, the employee may be terminated from their position at Manor College.

LEGAL SANCTIONS

Detailed information about the applicable legal sanctions is available in the complete Drug-Free Campus Manual, which is available on Manor's website and, in hardcopy format, in the Counseling Center Office. The Pennsylvania Liquor and Penal Code prohibits minors from attempting to purchase, consume, possess, or transport any alcoholic beverages, and prohibits others from selling or furnishing alcoholic beverages to minors. The penalty for anyone who is at least 18 years of age and distributes drugs to anyone under the age of 21 is imprisonment and/or fine up to twice what is otherwise specified by law, with a minimum prison sentence of one year. Federal, State, and Local laws regulate the possession, use and sale of controlled substances. The sanctions for violating these laws, in many cases, consist of mandatory imprisonment along with substantial fines. Sanctions vary with the nature of the offense and the type and quantity of the drug involved. For example, under Federal law, simple possession of a controlled substance carries a penalty of imprisonment of no more than one year, plus a fine between \$1,000 and \$5,000. If the substance contains a cocaine base and the amount exceeds 5 grams, the offender may be imprisoned for not less than five years and not more than 20 years, fined, or both.

Pennsylvania Law

All persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Codes. Following are excerpts from the Pennsylvania Crimes Code - Title 18

SUMMARY

In Pennsylvania individuals can be fined or jailed for the following offenses involving alcohol:

- public drunkenness
- underage drinking
- lying about your age to purchase alcohol
- purchasing alcohol for someone under 21
- selling alcohol to someone under 21
- manufacturing, selling or carrying a false ID card
- drinking while driving
- having an open alcoholic beverage container in a vehicle

In Pennsylvania individuals can be fined or jailed for the following offenses involving drugs:

- growing, selling, delivering, or possessing any controlled substance
- forging or altering a prescription to get drugs

In Pennsylvania it is a violation for individuals to drive under the influence of alcohol or drugs. Driving under the influence can result in a fine, suspension or loss of license, or imprisonment.

For a detailed list of offenses and penalties under Pennsylvania law, please see Appendix B.

Federal Drug Laws

The Controlled Substances Act, 21 U.S.C. 801 et seq., - SUMMARY

Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. Federal penalties are severe and often carry large fines and long prison terms. Distribution to persons under the age of 21 by persons 18 or older carries double or triples penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

For a detailed list of offenses and penalties under Federal law, please see Appendix B.

Summary of Student Eligibility for Federal Loans, Grants or Work-study

A student who has been convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

Student Ineligibility for Grants, Loans, or Work Assistance			
For <i>possession</i> of a controlled substance, ineligibility period is:		For <i>sale</i> of a controlled substance, ineligibility period is:	
First conviction	1 year	First conviction	2 years
Second conviction	2 years	Second conviction	Indefinite
Third conviction	Indefinite		

Note: These are only Federal penalties and sanctions. There are additional Pennsylvania state penalties and sanctions which may apply.

Summary of Alcohol or Drug Possession Disclosure to Parents or Guardians

Federal law authorizes Institutions of Higher Education (IHE) to disclose to parents and guardians violations of institutional policies or rules in addition to local, state, and federal laws governing the use or possession of alcohol or a controlled substance if the student is under 21 and if the IHE determines that the student has committed a violation with respect to such use or possession.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND DRUG USE

The abuse of alcohol and drugs is often progressive, and there is a risk of developing an addiction.

Description of the health risks associated with alcohol use and dependency:

Short-term use

- Short-term or acute, effects of alcohol abuse include sedation, disinhibition of feelings, slurred speech, poor coordination, impaired judgment, poor concentration and reasoning, aggressive or violent behavior, painful hangovers, loss of consciousness, memory blackouts, and death from alcohol poisoning or alcohol-related injury.

Long-term use

- The physical effects of long-term or chronic abuse of alcohol include hepatitis, cirrhosis of the liver, pancreatitis, gastritis, bleeding ulcers, sleep disorders, malnutrition, severe vitamin deficiency, cancer of the esophagus, liver, mouth and throat, heart disease, nerve damage, premature aging, irreversible brain damage, dementia, and death from alcohol poisoning or alcohol-related injury.
- The emotional effects of long-term or chronic abuse of alcohol include anxiety, panic attacks, mood swings, violent behavior, depression, suicide, and alcohol induced hallucinations and delusions.
- The withdrawal effects of long-term or chronic alcohol abuse include severe anxiety, tremors, hallucinations, seizures, and death.
- The specific effects of long-term or chronic alcohol abuse in women include increased risk of breast cancer, miscarriages, infertility, and damage from drinking during pregnancy including Fetal Alcohol Syndrome and Fetal Alcohol Effect
- The specific effects of long-term or chronic alcohol abuse in men include impotency, sterility, testicular atrophy, and breast enlargement.

Special problems for students who abuse alcohol include poor grades, school failure, social conflicts, violent physical and sexual behavior, emotional problems, suicide, increased vulnerability to sexual assault, and death from alcohol poisoning and alcohol-related injuries.

Research has indicated that the effects of alcohol are progressive - the longer the person continues to drink and/or the greater the quantities consumed, the greater the damage.

Description of the health risks associated with the use of drugs:

1. Stimulants

a. Amphetamines - loss of appetite and malnutrition, heart problems, hallucinations, paranoia, agitation and violent behavior, suicidal depression from withdrawal, death

b. Cocaine/crack - loss of appetite and malnutrition, heart problems, hallucinations, paranoia, agitation and violent behavior, painful nosebleeds, destruction of nasal membranes, seizures, and death from overdose, respiratory failure, heart attack or stroke

2. Depressants

Barbiturates, Tranquilizers (such as Valium, Ativan, Xanax, etc.), Quaaludes - Confusion, weakened emotional control, distortion of reality, reduced awareness, loss of coordination, impaired perception, depression, and seizures, coma, and death from overdose

3. Hallucinogens

a. LSD and similar hallucinogens (MDA, DMT, STP, psilocybin) - perceptual distortions, hallucinations, paranoia, panic, violent behavior, suicidal behavior, flashbacks, accidental death

b. Phencyclidine (PCP) - unpredictable euphoria or depression, perceptual distortions, confusion, hallucination, paranoia, irrational behavior, violent behavior, seizures, and death by overdose or accident

4. Narcotics

Heroin, morphine, opium, codeine, OxyContin, methadone, Vicodin, Percocet, etc. - shallow breathing, drowsiness, lethargy, apathy, poor concentration, impaired judgment and self-control, malnutrition, infection, hepatitis, seizures, death by overdose or accident

5. Cannabis

Marijuana, hashish, hashish oil, THC - increased appetite and weight gain, poor concentration, memory problems, loss of coordination, perceptual distortions, hallucinations if there is high THC content, and lung disease from chronic use

6. Inhalants and aerosols

Glue, solvents, aerosol products - nausea, confusion, disorientation, disinhibition, perceptual distortions, irreversible brain damage, nerve damage, organ damage, death from overdose and toxic reactions

Counseling, Treatment, Rehabilitation, and Prevention Programs

(Available to students and employees)

General description of the services offered by the Counseling Center:

Drug and Alcohol Counseling and Referral Services

Manor College strives to educate the “whole person” – intellectually, physically, spiritually, and socially. As a Catholic College, it is especially concerned about the threat to each of these aspects of the individual that is presented by the abuse of alcohol and drugs. Therefore, the college offers both professional and spiritual counseling as valuable resources for prevention and supportive intervention. Spiritual counseling is available through the Campus Ministry Department and Professional counseling, evaluation and referral is available on-campus through the Counseling Center. Both are offered at no charge to current students.

Students who have received an alcohol-related disciplinary sanction are encouraged to seek counseling either through the Counseling Center or through their own private insurance, in order to help avoid more serious consequences.

Counseling services are confidential (except in cases when a student is deemed as an immediate danger to self or others). A student who seeks help through the Counseling Center out of concern for substance use, *not in response to a sanction for violation of the Student Code of Conduct*, will be assisted with referrals for rehabilitation and/ or other services and supported in their recovery process. By law, use of

personal counseling services does not appear on any student records. Professional counseling can help individuals with substance abuse concerns, as well as with the development of healthy coping strategies and interpersonal skills.

Seeking help for personal problems requires self-awareness and courage. It is often very difficult for people to acknowledge their own addiction-related problems. Confidential, non-judgmental, objective feedback from a professional counselor can be extremely helpful. Counseling services are non-sectarian in nature and do not assume that the person seeking help has a specific religious belief. All are treated with respect and dignity. The counselors may make referrals to off-campus counseling resources, rehabilitation or detoxification programs, and 12 step (self-help) programs (including Alcoholics Anonymous and Narcotics Anonymous).

Prevention

Because the abuse of alcohol and drugs can have such devastating effects on the lives and academic performance of students, the Counseling Center and the Residence Hall offer prevention programs. In addition, information is provided about addictions, the legal, social, and health consequences of drug and alcohol use, and also about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The Counseling Center provides information about addictions and risk factors which are associated with the development of addictions (such as growing up in a dysfunctional family or having an alcoholic parent).

1. Prevention - Residence Life

Alcohol and Drug Policy Instruction

The Alcohol and Drug Policy will be presented by the Dean of Students to all incoming students and parents during New Student Orientation in August. In addition, Resident Assistants will review the Manor College Alcohol and Drug Policy with ALL resident students at floor meetings. There will be TWO MANDATORY educational programs on Drug and Alcohol Abuse per academic year. Resident students not attending these sessions will receive a fine.

2. Availability of Health Services Staff as additional resource to students in the area of drug and alcohol referral.

E. Drug and alcohol counseling, treatment, or rehabilitation programs available to students of Manor College

The following situations would be coordinated through the Counseling Center:

1. Alcohol education program following sanction for violation of Alcohol Policy.
2. Referral to substance abuse detoxification programs for students who have been assessed by medical professionals as being in need of in-patient detoxification.
3. Referral to in-patient addiction treatment programs for students assessed as being in need of in-patient rehabilitation.
4. Students assessed by the counselor at Manor College as being in need of out-patient substance abuse counseling or treatment will be referred to off-campus counseling at an addictions treatment facility, program, or office of an individual practitioner.
5. As appropriate, students whose presenting problem involves alcohol and/or drug abuse will be referred to a qualified substance abuse counselor or program including Alcoholics Anonymous or Narcotics Anonymous.

F. Drug and alcohol education and prevention programs which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol offered at Manor College include the following:

- 1. Written materials** pertaining to drug and alcohol abuse, as well as risk factors which are associated with the development of addictions, such as being an adult child of dysfunctional families or addicts, are on display and available to all interested students and employees at the Counseling offices. This provides anonymity should an individual want information but not want to identify themselves to staff.
- 2. Educational programs** sponsored by the Counseling Director and the Residence Coordinator are open to all interested students and employees. Attendance at information sessions on drug and alcohol abuse is mandatory for resident students as part of the requirement of living in the Residence Hall (as stated in the Student Handbook).
- 3. Counseling Center brochure** is distributed to all students during Orientation, and contains information on addictions counseling and a self-screen of substance use problems intended to help individuals privately identify their own possible addiction issues.
- 4. Emails on alcohol and drug related topics** are sent at least once a semester to the entire Manor College Community.
- 5. Counseling Center bulletin board** includes educational information about alcohol and drug abuse.
- 6. Counseling Center website** includes articles about alcohol, drugs and other addictions; a self-screen test; information about Counseling center services; and links to community and web-based resources for dealing with alcohol and drugs
- 7. Classroom discussions, projects, presentations** in various courses on the topic of substance abuse and addictions. Topics include the harmful effects of alcohol, tobacco and other drugs on physical, legal, social, and emotional well-being. These effects on the individual, the family, the workplace, the health care system and society are explored. Exploration of these topics is typically covered in classes in Psychology, Sociology, Early Childhood Education, Dental Hygiene and Business Management.

Alcohol-and Drug-Free Campus Workplace Policy

Manor College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The college recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The college also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the college's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at Manor and monitored by the Human Resources Department. All employees and students have been notified of this policy by print publication and electronic delivery.

All Full Time and Part Time Faculty and Staff will get the policy, which is included in the Employee/Staff Policy Manual. This manual is available on the Manor Intranet (accessible to all Staff, Faculty, Adjuncts).

Employees who begin working at institution after policy is distributed will get the policy before the next distribution at their employee orientation. Any employee that works off-campus (off-campus sites, teaching on-line classes) is told where to find the manual on the Manor's intranet. Any new policies will be distributed to all Manor Staff, Faculty and adjuncts via email. The policy will be updated on Manor's website as well. If an employee asks Human Resources to see a policy, once can be printed out immediately from our website.

From the Manor College Human Resources Policy (rev. 09/17), policy HR0108, in the section Drug-Free Campus - available to all employees on the Manor College website intranet:

In accordance with the Drug-Free Workplace Act of 1988, Manor College has adopted and implemented a program to prevent illicit use of drugs and abuse of alcohol by employees.

I. Definitions:

A. Controlled Substance: includes, but not limited to, narcotics and illicit drugs (including drugs contained in Scheduled I through III of Section 812 of the Controlled Substances Act (21 U.S.C § 812)), and other mood-altering or intoxicating substance taken not pursuant to a valid prescription.

II. Employees:

A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in/on all College premises.

B. Any employee convicted of a criminal drug offense or violating this policy may:

1. Be subject to appropriate disciplinary action up to and including termination of employment; OR
2. Be required to participate satisfactorily in a drug abuse assistance or rehabilitating program approved for such purposes by the Federal, State, or local health, law enforcement, or other appropriate agency

C. Reporting:

1. Any employee convicted of a criminal drug offense in the workplace must notify the College within five (5) calendar days of the conviction.
2. If the conviction involves a federal grant employee, the Human Resources Manager will notify the appropriate federal contracting agency within ten (10) days of receiving notification of such conviction.
3. Failure to notify the College of a drug violation can lead to immediate termination of employment

D. Help:

1. Employees may contact the counseling office for information about referrals to assessment and treatment resources.

PREVALENCE & INCIDENCE RATES, NEEDS ASSESSMENT AND TREND DATA

The number of drug and alcohol-related incidents and fatalities that occur on campus:

2017-2018

Incidents were = 13

Fatalities = 0

Arrest = 0

Alcohol and other Drug Related Admissions to local ER = 0

Alcohol and other Drug Related Ambulance Transports/Calls for Service = 0

Dismissed from the college due to Drug or Alcohol:

Drugs = 0

Alcohol = 0

Dismissed from the Residence Hall due to Drug or Alcohol:

Drugs = 0

Alcohol = 0

2018-2019

Incidents were = 22

Fatalities = 0

Arrest = 1

Alcohol and other Drug Related Admissions to local ER = 0

Alcohol and other Drug Related Ambulance Transports/Calls for Service = 0

Dismissed from the college due to Drug or Alcohol:

Drugs = 0

Alcohol = 0

Dismissed from the Residence Hall due to Drug or Alcohol:

Drugs = 1

Alcohol = 0

POLICY ENFORCEMENT & COMPLIANCE INVENTORY

The primary sources on campus that enforce the alcohol and drug policies are the Code of Conduct Committee, the Public Safety Office, the Assistant Director of Residence Life, and Dean of Student's Office. For instances involving employees, the Human Resources Department works with the Office of the President to handle interventions and/or sanctions. It is the primary responsibility of the Dean of Students to assess instances of infractions by students and to determine sanctions or involve the Code of Conduct Committee which will recommend any necessary sanctions. For 2017-2018 and 2018-2019, 21 referrals were made to the Code of Conduct Committee for Drugs and/or Alcohol violations.

COMPREHENSIVE PROGRAM/INTERVENTION INVENTORY

Counseling Center Summary:

- Educational drug and alcohol brochures are offered in the Counseling Center hallway at all times.
- Individual drug and alcohol counseling is offered to all students throughout the academic year and by appointment during summer sessions.
- Assessments and referrals are offered to all students during the academic year and by appointment during summer sessions.
- The Counseling Director organizes and hosts a presenter to speak on Sexual Assault Prevention and Bystander Intervention. Each presentation includes how drugs and/or alcohol increase the risk of a sexual assault. We had two presentations in the 2017-2018 academic year, and two presentations in the 2018-2019 academic year. The presentations are open to all students, faculty and staff.
- The Counseling Director had a Drug and Alcohol education table in the cafeteria in the Fall semester of 2017 and the Spring semester of 2018, and the Fall semester of 2018 and the Spring semester of 2019. Frozen mocktails were served, drug and alcohol educational brochures were offered, as well as fatal vision goggles which simulate intoxication were offered for students to try. Attached are the brochures that were offered.
- The Counseling Director facilitated Drug and Alcohol education programs to the dorm students in the 2017-2018 school year, as well as the 2018-2019 school year. Due to the Heroin Epidemic, heavy emphasis was on this topic. Attached are the handouts that were presented in these sessions.
- The Counseling Center and Health Services hosted a presenter in the Fall of 2018 to speak to our students and staff on the opioid epidemic.

Student Life Summary:

All Student Engagement Department sponsored events are alcohol-free. These events help to provide opportunities for students to engage with each other in a safe, alcohol and drug-free zone.

During the 2018-2019 and 2019-2020 Academic years, the Student Engagement Department has helped increase service learning and volunteer opportunities for students. Student clubs and organizations have played a big role in helping to achieve this goal by hosting numerous opportunities such as food drives, clothing drives, assisting the elderly with house and yard work, creating Thanksgiving baskets for the needy, raising funds through bake sales, and making scarves for local veterans . More evening events such as outdoor movies, semi-formal dance (Blue Jay Bash), and diversity programming were added to the student activities calendar to encourage students to have alcohol and drug free entertainment.

Residence Hall Summary:

Resident Assistants

Residence Life is committed to education that develops the whole person. This approach promotes the intellectual, spiritual, cultural, and ethical development of all residential students.

Thus, the Resident Coordinator (RC) and the Resident Assistant (RA) positions are vital in the holistic development of student leaders. The Residence Life team use passive and active programs to promote:

- Self Awareness
- Health and Wellness
- Responsible Citizenship
- Cultural Awareness

Each resident is provided information on residence hall policies upon completion of dorm agreement, which is given on move-in day. The college's alcohol and drug policies are contained in the Student Handbook/College Catalog.

The Residence Life team consists of one Resident Coordinator and five Resident Assistants. All team members are trained to enforce community standards and enforce Manor's Drug and Alcohol policies. Additionally, Residence Life members are trained to search and identify signs of drug or alcohol use.

Security Services Summary

- Assisted with resident hall room searches (along with the Assistant Director of Residence Life) as necessary when suspicion of drugs were present.

PROGRAM GOALS AND OBJECTIVES

In the prior Biennial Review report, those conducting the review offered some recommendations, goals and or objectives for the current period being reviewed. These recommendations were as follows:

1. Require Athlete Drug Testing
2. Resident Assistant training with the Liquor Control Board
3. Be more proactive with messaging
4. Involve more students and student leaders in programming and advertising
5. Add AOD training to New Student Orientation
6. Host more programs for non-residents

GOAL ACHIEVEMENT AND OBJECTIVE ACHIEVEMENT

1. Create and enforce a drug testing policy;
 - a. This was tabled until NCAA Application is complete
2. Complete LCB Grant Application;
 - a. This initiative will roll over into next biennial.
3. Create stronger connection between Resident Assistants, Counseling, and Security;
 - a. Working to achieve this through information sharing and more frequent meetings
4. Host more positive evening programming for Residents;
 - a. Coffeehouse Study halls proved to be a positive, substance free event for students.

SWOT ANALYSIS-POLICIES

Internal	Strengths	Weaknesses
	<ul style="list-style-type: none"> • Good relationship with local authorities • Employee Drug testing policy (leniency for self-identification) • Athletic Orientations re: drug and alcohol • Drug recognition and response online annual course • Smoke-free campus policy • Small number of residents in hall • Security check ins at window • Dry Resident Hall • Students are educated of the dangers of alcohol • Security is "present" on campus • Live in Resident Coordinator • Medical Amnesty Policy • Three Strikes Policy • Student Learning Outcomes being used. 	<ul style="list-style-type: none"> • Students are not as concerned of the effects of marijuana use • No drug testing for athletes/scholarship recipients • On campus staff/faculty events have alcohol • No open recreation space. • Woods meet property and provide cover for drug use.
External	Opportunities	Threats
	<ul style="list-style-type: none"> • Local establishments are the convent, high school, and community park • Positive relationship with Abington PD • Not close to other colleges • Many cultural opportunities in surrounding area • Located in Montgomery County, not Philadelphia • Free gym membership = healthy lifestyle 	<ul style="list-style-type: none"> • Marijuana has been decriminalized in neighboring county (Philadelphia) and many students live there • There are a number of bars within walking distance to campus • Medical dispensaries in local neighborhood • Neighbor relations poor. • Medical Marijuana card is easy to obtain

Internal	Strengths	Weaknesses
External	Opportunities	Threats
<ul style="list-style-type: none"> • Faculty involvement with students who appear to be under the influence is high (faculty direct students to counseling) • Increase in student programming and leadership opportunities • Online course for employees • More visible medical presence. • All student events are alcohol and drug-free • Mandatory AOD education for Resident Hall students • Student Concern Team meets monthly and reviews students of concern. • Strong Counseling presence in classrooms to increase student and faculty awareness. 	<ul style="list-style-type: none"> • Very good local resources, such as Victim Services • Good bystander intervention training • Partner with Campus Philly • Increased community presenters • Mobile Crisis Partnership 	<ul style="list-style-type: none"> • No funding for AOD Programming • No mandatory AOD for all students (i.e. Alcohol Edu) • No programming at Orientation for AOD • Limited funding for weekend activities • Low opiod education •
<ul style="list-style-type: none"> • Speakers and trainers are very expensive • Large commuter population (may bring drugs to campus) • Commuters tend to be less traditional aged • Little to do in the local area • Poor “carding” policy • Staff/faculty are not cognizant of student ability to access alcohol on campus 		

CONCLUSION

Through the process of reviewing the Alcohol and Other Drugs Policies and Procedures at Manor College, we have found that we are generally pleased with our progress to date. The number of student and staff incidents, although increased from previous years, remains low compared to peer institutions. As with any review process, there are areas that could be improved upon and they are listed below in the Summary of Recommendations, Goals and Objectives.

SUMMARY OF RECOMMENDATIONS, GOALS AND OBJECTIVES

1. Seek funding to support education and testing.
2. Educate campus employees about safety measures to prevent the abuse of alcohol and other drugs among students.
3. Host more programming for students that is both educational and social to encourage healthy, substance-free activities.

RECOMMENDATIONS FOR NEXT BIENNIUM

4. Create drug testing policy for athletes;
5. Educate staff and faculty about student accessibility to alcohol
6. Seek funding sources to support initiatives (LCB Grant)
7. Host more educational programs for residents
8. Train campus staff/faculty on how to use NARCAN
9. Introduce support for students who have family members struggling with addiction

GOALS AND OBJECTIVES FOR NEXT BIENNIUM

Actual goals and objectives that will receive specific focus during the next biennium period include:

10. Require Athlete Drug Testing after approval to join NCAA
11. Complete LCB Grant Application;
12. Create stronger connection between Resident Assistants, Counseling, and Security;
13. Require Resident Assistants to host one drug and/or alcohol education program per term
14. Train all of student affairs staff, athletics, resident life staff on NARCAN

APPENDIX A: LEGAL SANCTIONS

In addition to college penalties, all persons while in the Commonwealth of Pennsylvania are subject to the Pennsylvania Liquor and Penal Codes, (Source: PA Crimes Code Title 18). The following are violations of those codes:

- *Misrepresentation of age to secure any alcohol, liquor or malt or brewed beverage – fine not to exceed \$500 and suspension of driver's license.*
- *Individual less than twenty-one years of age purchasing, consuming, possessing or transporting any alcohol, liquor, malt or brewed beverage – fine not to exceed \$500 and suspension of driver's license.*
- *Misrepresenting to liquor dealers or others that another party who is a minor is of age – fine not less than \$300.*
- *Inducement of minors to buy alcohol, liquor, malt or brewed beverage – fine not less than \$300.*
- *Selling or furnishing alcohol, liquor, malt or brewed beverages to minors – first violation fine not less than \$1000, subsequent violation fine not less than \$2500.*
- *Carrying false ID card – first offense is summary offense with restriction of driver's license; subsequent offense results in restriction of driver's license and fine of \$300.*

Students charged with possession, use, or intent to distribute illegal drugs are subject to College disciplinary action, including dismissal from the College, independent of any external legal actions. In addition, eligibility for Federal Financial Aid may be subject to suspension or termination. Loss of Title IV eligibility will result if a student is convicted of a state or federal offense involving the possession or sale of an illegal drug that occurred while the student was enrolled in school and receiving Title IV aid.

While in the Commonwealth of Pennsylvania, all students are subject to Commonwealth law regarding possession and/or use of illegal drugs:

- *Possession of any amount of marijuana is a misdemeanor - subject to a fine and/or possible imprisonment and a permanent arrest record.*
- *Possession of any other illegal substance including crack, LSD, cocaine, heroin, hashish, etc. – Subject to one-year imprisonment and/or \$5,000 fine and a permanent arrest record.*

Possession with intent to sell – subject to three to five years' imprisonment and/or \$10,000 to \$1,000,000 fine and a permanent arrest record.

Pennsylvania Liquor and Penal Codes

Following are excerpts from the Pennsylvania Crimes Code - Title 18

Note: This listing is not intended to be a comprehensive listing and is not intended for legal purposes.

1. TITLE 18 (ALCOHOL-RELATED STATUTES)

a. Section 5505 -- Public Drunkenness

A person is guilty of a summary offense if he appears in any public place manifestly under the influence of alcohol... to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity.

Penalty: 1st Offense - Fine - 0-\$300 - Jail - 0-90 days

b. Section 6307 -- Misrepresentation of Age to Purchase Liquor or Malt or Brewed Beverages

A person is guilty of a summary offense for a first violation and a misdemeanor of the third degree for any subsequent violations if he/she being under the age of 21 years, knowingly and falsely represents

himself to be 21 years of age or older to any licensed dealer, distributor or other person, for the purpose of procuring or having furnished to him, any liquor or malt or brewed beverages.

Penalty	1st Offense	2nd Offense	Subsequent Offense
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	1year	1year
License Suspension	90 days	1 year	2 years

c. Section 6308 -- Purchase, consumption, possession or transportation of liquor or malt or brewed beverages by a minor

A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any liquor or malt or brewed beverages.

Penalty	1st Offense	2nd Offense	Subsequent Offense
Fine	0 - \$300	0 - \$500	0 - \$500
Jail	0 - 90 days	0 - 90 days	0 - 90 days
License Suspension	90 days	1 year	2 years

d. Section 6309 - Representing to liquor dealers that a minor is of age

A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully and falsely represents to any licensed dealer or other person, any minor to be of full age, for the purpose of inducing [that] person to sell or furnish any liquor or malt or brewed beverages.

Penalty: Fine - \$300-\$2500 Jail - 0-1 year

e. Section 6310 - Inducement of minors to buy liquor or malt or brewed beverages

A person is guilty of a misdemeanor of the third degree if he/she hires or requests or induces any minor to purchase, or offer to purchase, liquors or malt or brewed beverages....from a duly licensed dealer for any purpose.

Penalty: Fine - \$300-\$2500 Jail - 0-1 year

f. Section 6310.1 - Selling or furnishing liquor or malt or brewed beverages to minors

A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or... furnishes or purchases with the intent to sell or furnish any liquor or malt or brewed beverages to persons less than 21 years of age.

Penalty	1st Offense	2nd and Subsequent Offenses
Fine	\$1000-\$2500	\$2500
Jail	0-1 year	0-1 year

g. Section 6310.7 - Selling or furnishing nonalcoholic beverages to persons under 21

A person commits a summary offense if he intentionally and knowingly sells or furnishes nonalcoholic beverages to any person under 21 years of age. As used in this section, the term “nonalcoholic beverage” means any beverage *intended to be marketed or sold as nonalcoholic beer, wine or liquor having some alcohol content but not containing more than 0.5% alcohol by volume.*

Penalty: Fine - 0 - \$300 Jail - 0 - 90 days

h. Section 6310.2 - Manufacture or Sale of False Identification Card

A person commits a misdemeanor of the second degree if he intentionally, knowingly or recklessly manufactures, makes, alters, sells or attempts to sell an identification card falsely representing the identity, birth date or age of another.

Penalty	1st Offense	2nd Offense and Subsequent Offenses
Fine	\$1000-\$5000	\$2500-\$5000
Jail	0-2 years	0-2 years

i. Section 6310.3 - Carrying a False ID

A person commits a summary offense for a first violation and a misdemeanor of the third degree for subsequent violations if he/she, being under 21, possesses an identification card falsely identifying that person by name, age, date of birth or photograph as being 21 years of age or older or obtains or attempts to obtain liquor or malt or brewed beverages by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of that person who possesses the card.

Penalty	1st Offense	2nd Offense	Subsequent Offense
Fine	0-\$300	0-\$500	0-\$500
Jail	0-90 days	0-1 year	0-1 year
License Suspension	90 days	1 year	2 years
Parental Notification			

j. Section 7513 - Restriction on alcoholic beverages

It is unlawful for any person who is an operator or an occupant in any motor vehicle to be in possession of an open alcoholic beverage container or to consume any alcoholic beverage or controlled substance... in a motor vehicle while the motor vehicle is located on any highway in this commonwealth. This section does not prohibit possession or consumption by passengers in the passenger areas of a motor vehicle designed, maintained or used primarily for the lawful transportation of persons for compensation, including buses, taxis and limousines, or persons in the living quarters of a house coach or house trailer. Any person who violates this section commits a summary offense.

Penalty: Fine - 0 - \$300 Jail - 0 - 90 days

2. TITLE 35 - PA CONTROLLED SUBSTANCE, DRUG, DEVICE AND COSMETIC ACT.

a. § 780-113, et. al. - The Commonwealth prohibits, [in summary,] the manufacture, growth, sale or delivery, holding, offering for sale, or possession of any controlled substance by a person not registered under this act, or a practitioner not registered or licensed by the appropriate State board, unless the substance was obtained directly from a valid prescription order or by order of a licensed practitioner.

b. Penalties - Penalties for first-time violators of the Act range from imprisonment not exceeding 30 days and a fine not exceeding five hundred dollars (\$500) or both for possession or distribution (though not sale) of a small amount of marijuana or hashish, to imprisonment not exceeding fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic drug.

i. 18 Pa. C.S. Section 6314a - A person over eighteen years of age who is convicted of violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a mandatory minimum of one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor.

ii. Pa. C.S. Section 6317 - If the offense is committed within 1,000 feet of the real property on which a college is located, the person shall be sentenced to a mandatory minimum sentence of at least two years total confinement but no more than four years.

iii. **18 Pa.C.S. §7508** - amended 12/19/90, provides for Mandatory Sentencing for Drug Offenses

The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.

Title 75 (Pennsylvania Vehicle Code – Driving under the Influence)

a. Section 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes **imprisonment for a maximum of thirty days.**

b. Section 1543 - Driving while operating privilege is suspended or revoked

A person is guilty of a summary offense if he/she is driving while his/her operating privileges are suspended or revoked due to a charge for driving under the influence or as a condition of acceptance of Accelerated Rehabilitative Disposition (ARD) or for refusal to take a chemical test. **The mandatory penalty is a \$1,000 fine, 90 days in jail and an additional 1-year license suspension for first conviction.** A person who has an amount of alcohol by weight in his/her blood that is equal to or greater than .02% or is under the influence of a controlled substance... and who drives a motor vehicle on any highway or traffic way of this Commonwealth at a time when the person's operating privilege is suspended or revoked as a condition of acceptance of Accelerated Rehabilitative Disposition for a violation of driving under the influence or because of a violation of section 1547(b)(1) (refusal to take a chemical test) or is suspended under section 1581 for an offense substantially similar to a violation of section 3731 (driving under the influence) shall, upon a first conviction, be guilty of a summary offense and shall be sentenced to pay a fine of \$ 1,000 and to undergo imprisonment for a period of not less than 90 days.

[A second violation constitutes a misdemeanor of the third degree. The penalty shall be a fine of \$2,500 and imprisonment for not less than six months. A third or subsequent violation of this paragraph shall constitute a misdemeanor of the first degree. The penalty is a fine of \$5,000 and imprisonment for not less than two years.]

c. Section 1547 - Chemical testing to determine amount of alcohol or controlled substance

Any person who drives, operates or is in actual physical control of the movement of a motor vehicle in Pennsylvania shall be deemed to have given consent to one or more chemical tests of breath, blood or urine for the purposes of determining the alcoholic content of blood or the presence of a controlled substance if a police officer has reasonable grounds to believe that person to have been driving, operating or in actual physical control of the movement of the motor vehicle:

- While under the influence of alcohol or a controlled substance or both; or
- which was involved in an accident in which the operator or passenger of any vehicle involved or a pedestrian required treatment at a medical facility or was killed.

If a person refuses to submit to a chemical test, the testing shall not be conducted but upon notice by the police officer, the Department of Transportation shall suspend the operating privilege of the person for a period of 12 months.

d. Section 3718 - Minor prohibited from operating with any alcohol in system

Notwithstanding any other provision of this title, a minor (person under 21 years of age) shall not drive, operate or be in physical control of a motor vehicle while having any alcohol in his system. A person who violates this section commits a summary offense and shall, upon conviction, be **sentenced to pay a fine of \$100.**

e. Section 3731 - Driving under the influence of alcohol or controlled substance

Pennsylvania has set .08% Blood Alcohol Content (BAC) as the legal limit for Driving Under the Influence (DUI) convictions. This law is effective September 30, 2003.

A person shall not drive, operate or be in actual physical control of the movement of any vehicle:

- While under the influence of alcohol to a degree which renders the person incapable of safe driving;
- While under the influence of any controlled substance . . . to a degree which renders the person of incapable of safe driving;
- While under the combined influence of alcohol and any controlled substance to a degree which renders the person incapable of safe driving; or
- While the amount of alcohol by weight in the blood of the person who is an adult is 0.08% or greater or a minor is 0.02% or greater.

It is considered prima facie evidence if an adult has 0.08%, a minor has 0.02% or anyone operating a commercial vehicle has 0.04% or more by weight of alcohol in his or her blood at the time of driving, operating or being in actual physical control of the movement of said vehicle. For the purpose of this section, the chemical test of the sample of the person's breath, blood or urine shall be from a sample obtained within three hours after the person drove, operated or was in actual physical control of the vehicle.

Any person violating any of the provisions of this section, on a first or second violation is guilty of a misdemeanor of the second degree. Any person on a third or subsequent violation within seven years is guilty of a misdemeanor of the first degree.

Penalty	1st Offense	2nd Offense	3rd Offense	4th Offense
Fine	\$300 - \$5,000	\$300 - \$5,000	\$300 - \$10,000	\$300 - \$10,000
Jail	48 hours-2 yrs	30 days-2 yrs	90 days-5 yrs	1 - 5 yrs

The operating privilege of any driver convicted of driving under the influence shall be suspended for 12 months.

A person may face additional suspensions and charges. These include:

- A mandatory \$1,000 fine, minimum 90 day imprisonment, and an additional one year suspension if you drive on a suspended license
- Mandatory minimum three years imprisonment if you are found guilty of or plead guilty to homicide by vehicle while driving under the influence and
- Charges of a felony of the second degree when the violation is the cause of a serious bodily injury (See Section 3735.1 of the Pennsylvania Vehicle Code)

In some cases, first time DUI offenders may be eligible for the Accelerated Rehabilitative Disposition (ARD) program. Offenders are not eligible for the ARD Program if they:

- Have been convicted of a DUI within the past seven (7) years
- Have seriously injured or killed someone as the result of a DUI crash or
- Have been charged at the time of a DUI with other specific serious vehicle violations.

The ARD program consists of the following:

- 1 to 12 month license suspension

- Probation of at least 6 months to 2 years
- Restitution
- Attendance at Alcohol Highway Safety School and its costs
- CRN evaluation
- Court and administrative costs, and
- Treatment and other conditions that a judge may impose

f. Section 3735 - Homicide by Vehicle While Driving Under the Influence

Any person who unintentionally causes the death of another person as the result of... driving under the influence of alcohol or controlled substance and who is convicted of violating [the law regarding driving under the influence] is guilty of a felony of the second degree when the violation is the cause of death.

The penalty is a mandatory sentence of 3-10 years incarceration and consecutive 3-10 year terms for each victim whose death is a result. The fine may be as high as \$25,000 per victim.

g. Section 3735.1 - Aggravated Assault by Vehicle While Driving Under the Influence

Any person who negligently causes serious bodily injury to another person as the result of a violation of section 3731 (relating to driving under the influence of alcohol or controlled substance) and who is convicted of violating section 3731 commits a felony of the second degree when the violation is the cause of the injury.

Penalty: Fine - 0 - \$25,000 Jail - 0 - 10 years

Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance

FEDERAL TRAFFICKING PENALTIES – CONTROLLED SUBSTANCES

Controlled Substances	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	*Not less than 5 years. Not more than 40 years	*Not less than 10 years. Not more than life	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure or 1 kg or more mixture	*Not less than 10 years. Not more than life.	*Not less than 20 years. Not more than life
			100-999 gm mixture	Heroin	1 kg or more mixture		
	*If death or serious injury, not less than 20 years or more than life	*If death or serious injury, not less than life	500-4,999 gm mixture	Cocaine	5 kg or more mixture	*If death or serious injury, not less than 20 years or more than life.	*If death or serious injury, not less than life
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
	*Fine of not more than \$2 million individual, \$5 million other than individual	*Fine of not more than \$4 million individual \$10 million other than individual	10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture	*Fine of not more than \$4 million individual, \$10 million other than individual	*Fine of not more than \$8 million individual, \$20 million other than individual.
			1-9 gm mixture	LSD	10 gm or more mixture		

			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		
Controlled Substances	Drug		Quantity	1st Offense		2nd Offense	
I and II	Others (law does not include marijuana, hashish, or hash oil)		Any	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million not individual		*Not more than 30 years *If death or serious injury, life *Fine \$2 million individual, \$10 million not individual	
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbiturates)		Any	*Not more than 5 years *Fine not more than \$250,000 individual, \$1 million not individual		*Not more than 10 years *Fine not more than \$500,000 individual, \$2 million not individual	
IV	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)		Any	*Not more than 3 years *Fine not more than \$250,000 individual, \$1 million not individual		*Not more than 6 years *Fine not more than \$500,000 individual, \$2 million not individual	
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)		Any	*Not more than 1 year *Fine not more than \$100,000 individual, \$250,000 not individual		*Not more than 2 years *Fine not more than \$200,000 individual, \$500,000 not individual	

FEDERAL TRAFFICKING PENALTIES - MARIJUANA (INCLUDES HASHISH AND HASHISH OIL)

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	*Not less than 10 years, not more than life *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$4 million individual, \$10 million other than individual	*Not less than 20 years, not more than life *If death or serious injury, not more than life *Fine not more than \$8 million individual, \$20 million other than individual
Marijuana	100 kg to 999 kg mixture; or 100-999 plants	*Not less than 5 years, not more than 40 years *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$2 million individual, \$5 million other than individual	*Not less than 10 years, not more than life *If death or serious injury, not more than life *Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture ----- ----- ----- 50 to 99 plants	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million other than individual	*Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture		

Hashish	10 kg or more	*Not more than 5 years *Fine not more than \$250,000, \$1 million other than individual	*Not more than 10 years *Fine \$500,000 individual, \$2 million other than individual
Hashish Oil	1 kg or more		

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

1. 21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both. 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if 1st conviction and the amount of crack possessed exceeds 5 grams, 2nd crack conviction and the amount of crack possessed exceeds 3 grams, or 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

2. 21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment.

3. 21 U.S.C. 881(a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

4. 21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations).

APPENDIX B: DISCIPLINARY SANCTIONS/CODE OF CONDUCT

Manor College is a private Catholic College founded by the religious Sisters of Saint Basil the Great, who follow the teachings of the Catholic Church and the Catholic values of respect and reverence for the unique dignity of the human person.

The Student Code of Conduct makes it possible for members of a diverse student body to live, interact, and learn together in ways that protect both individual freedom and support institutional values. To ensure the fulfillment of its mission, it is important that the Manor College community be sensitive to and respectful of the rights of others. As members of the Manor College community, students are expected to be familiar with and to abide by these standards of behavior. They should demonstrate respect for College regulations and the laws of the Federal, Commonwealth, and local governments. Their conduct should be in accordance with the College Mission Statement, ideals and expectations.

Students are expected to conduct themselves in a manner that reflects decorum and the moral and ethical standards of behavior appropriate at a College based on Judeo-Christian values of respect for one's self and others. Inappropriate displays of affection are not acceptable.

Because Manor College affirms the uniqueness and dignity of each person, any conduct that violates the dignity of another person, including but not limited to threats of violence, verbal or physical; assault or abuse of any kind; hazing or harassment, including sexual harassment; lewd, obscene, or indecent language, behavior, or representations reasonably found offensive by others; or discrimination against another person based on race, color, religion, national origin, age, sex (including pregnancy, childbirth and related medical conditions), disability, genetics, citizenship status, military service, or any other status protected by law is a violation of the Code of Conduct.

Because the Manor College Community values a scholarly, supportive, and caring environment, any conduct that violates the pursuit of a scholarly, supportive, and caring environment including but not limited to obstruction or disruption of institutional activities or of the individual pursuit of learning; the damaging, defacing, destruction, of the property of another; the theft of the property of another; or the unauthorized entry into or use of College property is a violation of the Code of Conduct.

Because the Manor College community reflects Judeo-Christian values, any conduct that violates the stated mission and values of Manor College or local, state, or federal law, including but not limited to an incident of substance abuse, the forging or altering of College records, the use or threatened use of violence, the possession of weapons, the furnishing of false information to the College, the failure to respond to the instructions of College personnel in the pursuit of their duties, or behavior that is disorderly or irresponsible of any kind is a violation of the Student Code of Conduct.

In the spirit of Judeo-Christian values, students are expected to show respect for one another and for all members of the Manor College community, in person and on-line. Students must be aware that blogs, web pages and social media platforms such as Twitter, Snapchat, Instagram, Facebook, etc. are in the

public sphere and are not private. These public postings can subject a student to a code of conduct violation.

Because students aspire to integrity as a core value, students are expected to be honest and truthful in dealings with the College regarding their identity (e.g., name or Social Security number), and in the use of College and other identification.

Students are expected to cooperate fully and honestly with the College's Systems, including, but not limited to, the obligation to comply with all sanctions, housing contracts, and behavioral agreements.

Students are expected to comply with all contracts made with the College, such as Residential Living Housing Contracts, Behavioral Contracts, and Dining Services contracts and any applicable rules and regulations. All students are subject to, and expected to familiarize themselves with the Manor College Student Handbook, including the Student Code of Conduct.

In addition, any violation of federal, state or local law shall be considered a violation of the Student Code of Conduct. All College rules and regulations apply to students and their conduct both on the College Campus and at College-sponsored events held off campus. The College reserves the right to bring charges against a student for any violation concurrent with or following criminal charges being filed in a court of law for the same act.

Manor College reserves the right to take disciplinary action against anyone who violates the Student Code of Conduct up to and including dismissal from the College. The College reserves the right to suspend, dismiss, or expel any student when his or her behavior disrupts, threatens, or endangers the health, safety, or well-being of the College community. In addition, Manor College reserves the right to impose penalties which include but are not limited to fines, cancellation of housing contracts, suspension, expulsion, etc. Students should be aware that if they receive any code of conduct violation, even if it is not related to academics, that their Advisor and/or Program Director may be notified.

Philosophy of Discipline

The basic philosophy of discipline at Manor College is one of education, encouraging individual responsibility and fostering a respect for the rights of others. Through the disciplinary process, the College attempts to teach moral and ethical values and, in doing so, maintain the orderly operation of the College. The disciplinary process is intended to protect the rights of all members of the College community.

Furthermore, it is intended to redirect the behavior of students into patterns consistent with the Manor College Mission Statement. In keeping with this philosophy, the College encourages students to avail themselves of the services of the professional counselors in the Manor College Counseling Center. When an individual is willing to accept responsibility for his/her behavior and work toward change, potential disciplinary problems can be avoided.

Disciplinary Policy

Students are responsible for reading and understanding the Code of Conduct and all Manor College policies. An incident report will be completed for each Code of Conduct violation and kept on file in the Public Safety Department and the Dean of Students office. Any student who commits, aids, or attempts to commit any violation of the expected standards of behavior will be subject to disciplinary proceedings. This may result in sanctions being levied against the individual or individuals involved.

Students who are in a situation or area where College policy is being violated must make a reasonable, positive effort to

Students must accept responsibility for any guests and will be held accountable for their guests' actions. Therefore, they must ensure that their guests comply with the behavioral standards of the Manor College community. Any guest who violates the Student Code of Conduct will be barred from campus.

In cases where a local, Commonwealth or Federal law may also apply, students may be subject to civil or criminal liability. In certain cases where the College's interests as an academic community are impacted, disciplinary procedures may be instituted against a student charged with a violation of a local, Commonwealth or Federal law that is also a violation of the Code of Conduct; thus, both institutional charges and civil or criminal charges may result from the same event. College disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings and are unrelated.

Violations

Violations of the Student Code of Conduct at Manor College are not limited to this list. The College reserves the right to classify other behaviors and situations not specifically defined or discussed in this handbook as violations. In such cases, the Hearing Officer or his/her designee may formally charge a student in writing with the specific nature of the violation.

Violations could result in serious sanctions up to and including dismissal.

Abuse of the Student Disciplinary System

- failing to respond to a request made by the Hearing Officer, or his/her designee; failing to appear for presentation of charges; failing to cooperate in any investigation; failing to appear when requested, before the Student Conduct Committee;
- falsifying, distorting or deliberately omitting information provided to the investigation;
- disrupting an investigation or student conduct hearing;

- attempting to influence others not to provide information to the investigation or to appear before the Student Conduct Committee;
- attempting to influence members of the Student Conduct Committee through intimidation, harassment or promises of reward.

Aggressive Behavior

- behavior that provokes possible or actual physical harm;
- behavior that incites others to violence;
- actions which intentionally or recklessly harm others;
- threats to harm another person, including, but not limited to, verbal and written (inclusive of text messages, emails, etc.), or physical intimidation. Also includes the use of gestures and symbols intended to threaten or intimidate; making a bomb threat; and assault. A single occurrence of these behaviors may result in disciplinary sanction.
- physically touching a Security Officer; being disrespectful to a Security Officer.

Abuse of Public Space - littering, leaving food in public space, smoking in unauthorized space etc.

Alcohol and/or Drug Use – Possession of alcohol or drugs; intoxication; being on the Manor College campus intoxicated; dispensing alcohol or drugs to others.

First Strike

A first strike will result in a meeting with a member of the Student Affairs staff. A warning will be issued and a written copy of the warning will be sent to the student. A copy will also be placed in the individual student's file. The student will be required to visit with the Manor College Counselor. There will also be a requirement that the student complete on-campus community service. Length of service time will be decided by the Hearing Officer.

Second Strike

A second strike will result in a meeting with a member of the Student Affairs staff. The student will be required to visit with the Manor College Counselor, and a \$150 fine will be applied to their student account. Further intervention may be recommended by the counselor. A copy of the outcome letter will be sent to the student and a copy will be placed in the student's file.

At the meeting with the staff member, the student will be notified that an additional violation of the College's alcohol and drug policy will result in dismissal from the College.

Third Strike

A third strike will result in dismissal from Manor College.

Medical Amnesty

In situations where a student has contacted Security or Manor Residence Life Staff for medical treatment either for themselves or for a fellow student, neither the student calling nor the student receiving medical attention will receive a strike through the student conduct system. Students transported to the hospital in association with the consumption of alcohol or marijuana will have a conversation with the college's counselor, and a letter will be sent home to their parents. If a student is transported to the hospital more than once, college staff will explore whether a medical leave is appropriate.

Situations involving a transport to the hospital as a result of illegal drugs other than marijuana or involving other non-strike violations (such as assault, disorderly conduct, etc.) fall outside the scope of the medical amnesty policy and may be handled through the student conduct system.

(See Alcohol and Drug Policy for complete information.)

Bullying – a form of aggressive behavior in which someone intentionally and usually repeatedly causes another person injury, fear or discomfort. Bullying can take the form of physical, verbal, written or more subtle behaviors. Cyberbullying can be particularly destructive. Bullying can cause physical and psychological harm, which are also violations.

Dangerous Materials – Possession or unauthorized use of flammable liquids or gases, explosives, acids, fireworks, pepper spray, or any other substances which are hazardous, dangerous, or illegal is prohibited on the Manor College campus.

Disorderly Conduct – A breach of peace, which includes, but is not limited to, disruption of any of the functions of the College, disruption of the peace, or disruption of a class or meeting.

Disrespect for Authority – Failure to cooperate with legitimate requests of College employees in the performance of their duties. Examples: failure to produce an ID upon request, failure to open bags for bag checks.

Drugs – The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance or drug paraphernalia, as well as the unauthorized distribution of prescription drugs. First offense may result in strict sanctions up to and including dismissal from the Residence Hall and/or the College.

Ethnic Intimidation – Subtle or blatant acts, words or deeds, symbols or gestures, which may be offensive to an individual or group of a particular race, color, religion or national origin.

Falsification – Making a statement intended to deceive a College representative, including, but not limited to dishonesty, fraud, using false identification, altering official documents, misrepresentation;

forging, altering or using College documents or instruments of identification with intent to defraud the College or any other person or institution.

Fire and Safety Equipment Violations –Tampering with safety equipment including, but not limited to, removing batteries from smoke detectors or otherwise interfering with the operation of smoke detectors, turning off hallway/stairwell lights, tampering with fire extinguishers or AED. Causing a false fire alarm, arson (setting any kind of material on fire), smoking in a campus building, and obstructing stairwells. Smoking of any kind in the residence hall will result in immediate removal from Residence Hall. Tampering with the smoke detectors will result in immediate removal from Residence Hall.

Gambling – Games of skill or chance involving illegal gambling for money or other item of value including prizes, whether on campus or at College sponsored activities. Exempted are College events for which gambling is officially approved.

Harassment – See Harassment Policy under General Campus Policies

Lewd Speech or Behavior – Explicit or vulgar speech or behavior that is sexual or provocative in nature, including the distribution of such materials on campus or via electronic means.

Online Presence - In the spirit of Judeo-Christian values, students are expected to show respect for one another and for all members of the Manor College community, in person and on-line. Students must be aware that blogs, webpages such as Twitter, Facebook, Snapchat, Instagram, etc. are in the public sphere and are not private. These public postings can subject a student to a code of conduct violation.

Physical Harm -

- Intentionally inflicting, attempting to inflict, or conspiring to inflict bodily harm upon any person or threatening to do the same; or
- Taking any action for the purpose of inflicting bodily harm, whether or not harm actually occurs; or
- Taking any reckless action that results or could result in bodily harm to any person.

Psychological Harm -

- Intentionally inflicting, attempting to inflict, or conspiring to inflict mental harm upon any person; or
- Taking any action for the purpose of inflicting mental harm, whether or not harm actually occurs; or
- Taking any reckless action which could result in mental harm to any person; or
- Leading a person to reasonably believe that someone is likely to cause that person harm; or

- Any act that demeans, degrades, or disgraces any person.

Sexual Assault – By law, sexual assaults are classified as forcible and non-forcible sexual offenses. Forcible sexual offenses are defined as any sexual act directed against another person forcibly and/or against the person's will; or not forcibly when the victim is incapable of giving consent. These offenses include forcible rape, forcible sodomy, sexual assault with an object and forcible fondling. Non-forcible sexual offenses are determined as unlawful, non-forcible sexual intercourse and including incest and statutory rape.

Sexual Harassment – See Policy on Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Stalking, Dating Violence, and Domestic Violence.

Stalking – A pattern of conduct, repeated actions toward, or repeated communications with another person, including following the individual without proper authority, under circumstances intended to create fear of bodily injury or to cause substantial emotional distress to such other person. Includes conduct, actions and communications through texting, e-mail, instant messaging, and social media.

Theft / Attempted Theft – The unlawful taking or attempted theft of personal or College property, including taking food and merchandise from the dining hall, campus store or vending machines. Possession of stolen property is also a major violation.

Trespassing – See Trespassing under General Campus Policies.

Vandalism – Vandalism is defined as the deliberate, attempted, or actual destruction, reckless damage, misuse or defacement of College property or the property of a member or guest of the Manor College community on College premises. Vandalism causing damage to an educational facility may also be a violation of Commonwealth law.

Weapons – Possession of firearms and/or weapons of any type, including concealed weapons for which the carrier has a legal permit are STRICTLY PROHIBITED on campus. Weapons can include clubs, bats, knives and other objects for which the person has no legitimate use. Students are required to contact Campus Security immediately to report their knowledge of the presence of any weapon.

Incident Worksheets, Sanctions and the Student Disciplinary System

Incident Worksheets

The disciplinary system begins with the filing of an incident worksheet. Complaints against a student or group of students' behavior are made by completing an incident worksheet. Incident forms are available in the Public Safety Department, mail rooms, and online. Any member of the Manor College community (students, faculty, administrators, and staff) may initiate complaints about the behavior of a student or group of students.

Sanctions

Students, staff, and faculty are responsible for reading and understanding the Code of Conduct and all Manor College policies. This policy explains the process for students who are assigned a sanction due to conduct.

Scope of Policy:

This policy applies to all students.

Administrative Guidelines

The sanctions defined below may result from the disciplinary system, and are set forth to assist students in meeting the expectation for conduct that the College has set out:

Official Warning: An official warning indicates that a student's pattern of behavior, if continued, may lead to probation or more severe sanctions.

Probation: Probation means that the student may be endangering his or her continuation as a student at the College (or as a resident student, of the Residence Hall). Probation may also include stated prohibitions (e.g., temporary loss of Residence Hall visitor or visitation privileges) until such time as the student's behavior warrants the lifting of said probation.

Suspension: Suspension from the College means that the student loses all privileges and connection with the College (or as a resident student, with the Residence Hall) for a specified period of time, which is not less than one week, or more than one academic year. The student may not enter College property without the express permission of the Dean of Students. If any, financial refunds will be made in accord with the College's published refund policy. Students who have been suspended from the College or leave the College for more than one academic year may return after the specified suspension period. This does not guarantee a student will meet any time-limited degree requirements.

Dismissal: Dismissal means the permanent termination of any relationship between the college and the student. A permanent disciplinary record is maintained in the Dean of Students office. The student may not enter College property under any circumstances. Financial refunds, including those from Residence Life, if any, will be made in accord with the College's published refund policy.

The additional sanctions below, which are not meant to be an all-inclusive list, may be imposed as required by policy statements or at the discretion of the hearing officer, Student Conduct Committee, or Dean of Students.

Parent/Guardian/Family Notification: College officials may, within their discretion, contact a student's parent, guardian or family, when there is significant concern for the student's behavior, safety, or health, in accordance with FERPA.

Fines: Students must pay fines in cash or by check, made out to Manor College. Fines accrued due to any violation will be added to the student's account from the date of the sanction. If fines are not satisfied, students are not able to access grades, register for the following semester, or be eligible for student housing.

Withdrawal by Mutual Agreement: This sanction may be imposed by the Dean of Students, independently or on the recommendation of the Student Conduct Committee when, in the opinion of any, the future interest of the student would be best served by the use of this sanction rather than a more severe sanction that may result in a permanent record.

Interim Suspension/Dismissal: The immediate suspension of a student from the College, on an interim basis, may be enacted by the Dean of Students, until a formal conduct hearing can be held if, in the opinion of the Dean of Students, the incident may be serious enough to warrant suspension or dismissal from the College.

Restitution: Restitution for damaged or stolen property is always required.

Loss of Resident Status: A decision may require a resident student to move off campus, if the student has exhibited behavior that violates the rights of the resident community.

Administration of Sanctions

Except where specifically designated otherwise, the Dean of Students is responsible for administering sanctions for violations of the Code of Conduct and for violations of policies that provide for specific sanctions as set forth in this Student Handbook.

Failure to Comply

Students who fail to complete the terms of the sanctions will be held accountable in the following ways:

All fines and/or restitution will be added to the student's bill and must be paid to the Bursar's Office by the date assigned. Fines may also be paid with cash, check, or credit card.

Campus services and privileges, such as residing on campus and free gym membership, among other services, may be suspended or limited due to failure to pay.

Students are fully expected to continue attending classes and completing all course work.

Student Disciplinary Records

Student disciplinary records are kept on file with all case records in the Dean of Students Office.

STUDENT DISCIPLINARY SYSTEM

Students accused of violating College policy have the right to due process as outlined below if they choose. This process may also be initiated if, in the opinion of the College's Hearing Officer, it would be in the College's best interest. The Hearing Officer is appointed by the Dean of Students. The College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community at all times.

The college may audiotape any conduct processes. Any audiotape that is made by the college may be listened to by the responding student, but not copied, and will be kept for as long as deemed necessary.

The Hearing Officer will review the incident report to verify that the stated allegations are in violation of college policies.

Within three (3) days of receiving the incident report, the Hearing Officer will inform the student(s) named in the incident report that an incident report has been filed and of the date they are required to meet with the Hearing Officer.

On the date of the scheduled meeting, the Hearing Officer will meet with the student(s) accused of violating college policy.

If the accused student(s) does not appear for his/her meeting with the Hearing Officer, and does not contact the Hearing Officer prior to the scheduled meeting to reschedule, a decision for sanction will be rendered based on the incident report, information provided by witnesses, and any other information pertinent to the report, and issued to the student by the Dean of Students. Additional sanctions may be added for a student's failure to respond to the process.

At the onset of this meeting, the Hearing Officer will inform the student(s) of the alleged violation indicated in the incident report.

The student(s) has the right to review the incident report that was filed, and will be provided with a copy that has been redacted (identifying information has been deleted), to the extent necessary to protect the personal privacy of individuals discussed in the report.

The student(s) has two options to settle a disciplinary matter, unless otherwise deemed by the Hearing Officer to be in the College's best interest to proceed with a formal hearing:

The student may choose to proceed with an Informal Meeting with the Hearing Officer to settle the matter, and forgo a Formal Hearing, before the Student Conduct Committee, or

The student may choose to proceed with a Formal Hearing, before the Student Conduct Committee

Informal Meeting

Student(s) may choose to dispose of the matter during the meeting with the Hearing Officer. The matter will be settled, as long as both the accused student(s) and the Hearing Officer mutually and satisfactorily agree that a violation of policy did in fact occur, and are then able to settle on a mutually acceptable sanction for the violation. At that point, there shall be no other meetings, hearings, or appeals. (If no mutually acceptable agreement can be reached between the accused student(s) and Hearing Officer, the case shall go to the Student Conduct Committee for a formal hearing.) All cases involving Dismissal from the College will be sent to the Student Conduct Committee for a hearing.

At any time during an informal meeting, the accused or the Hearing Officer may cease discussion of the case and choose to send the matter to the Student Conduct Committee. The Hearing Officer may direct the student to the handbook for information regarding the formal hearing process.

Once a mutually acceptable agreement is decided upon, it shall be put in writing. The Hearing Officer will forward the decision to the Dean of Students for approval. If the decision is upheld, the Dean of Students, or her designee, will notify the student in writing of the final ruling, and a copy of the decision will be kept on file with all case records in the Dean of Students office. If the decision is denied, the Dean of Students will refer the matter to be heard by the Student Conduct Committee at a Formal Hearing.

Formal Hearing

The Hearing Officer will notify the Student Conduct Committee that a request for a Formal Hearing has been made. The Hearing Officer will schedule the hearing and notify all parties concerned, including witnesses, when and where the hearing will take place.

If the accused student(s) does not appear for his/her meeting with the Hearing Officer, and does not contact the Hearing Officer prior to the scheduled meeting to reschedule, a decision for sanction will be rendered based on the incident report, information provided by witnesses, and any other information pertinent to the report, and issued to the student by the Dean of Students. Additional sanctions may be added for a student's failure to respond to the process.

The Student Conduct Committee

The Student Conduct Committee has four members, three of whom are voting members, approved by the Vice President of Academic Affairs and the Dean of Students.

Voting Members include:

One (1) student, elected by the Student Senate

Two (2) staff members appointed by the Dean of Students

The Hearing Officer appointed by the Dean of Students counts towards determining a quorum. The Hearing Officer only votes if a $\frac{3}{4}$ quorum is not met.

The duty of the Hearing Officer is to organize the Committee, preside over its hearings, and act as an impartial facilitator for the work of the Committee. The Student Conduct Committee's hearings are not formal legal proceedings; that is, neither the rules of evidence nor the procedures of a court of law apply to these proceedings. The purpose of these proceedings is for a community of members to pass judgment on the behavior of one or more of its members in terms of its Catholic values, policies, and the mission as stated in official publications such as the Student Handbook and any Manor College Catalogs.

A student is presumed innocent until proven otherwise by a preponderance of evidence. The Student Conduct Committee is bound to follow the sanctioning guidelines stated in the Student Handbook.

Procedures of the Student Conduct Committee Formal Hearings

The Hearing Officer conducts the procedure for the hearing. The procedure for hearings is as follows:

The Student Conduct Committee must have a $\frac{3}{4}$ quorum to hold a hearing. A $\frac{3}{4}$ quorum must be present at all times during the hearing including deliberations and sanctioning.

The Hearing Officer will read the Incident Reports and provide copies to the Committee members.

The Hearing Officer may place limits on testimony and rule on admissibility of such testimony.

The Hearing Officer will set the number of witnesses permitted to testify, and shall rule on admissibility of information. While not an official voting member of the Student Conduct Committee, the Hearing Officer is expected to be present at all sessions of the hearing.

The Hearing Officer presents testimony/evidence concerning the Incident Report.

The Hearing Officer remains during deliberation, to answer questions for clarity and will vote only in the event that a $\frac{3}{4}$ quorum is not met.

The accused student is required to be in attendance for all sessions of the committee (with the exception of deliberation), during which time the accused student will have the opportunity to provide information.

Witnesses will be asked to leave and wait at another location until they are called by the Hearing Officer to give testimony. The accused student and the Hearing Officer shall have the right to call witnesses to support their positions.

Witnesses must be named in previously submitted written statements, and approved by the Hearing Officer before their testimony will be heard. Anonymous testimony is not admissible.

No party, neither the accused, nor the Student Conduct Committee members, nor any witness or participant in the hearing, may be represented by legal counsel at the hearing. No person other than the Hearing Officer, accused student, Committee members, and witnesses will be permitted to attend the hearing.

The members of the Committee shall maintain confidentiality, except as prescribed by law, or permitted by FERPA.

The hearing shall be tape-recorded, with the exception of the Committee deliberation; the recordings will be kept on file with the incident report and disposition records, in the Dean of Students office.

The Student Conduct Committee shall deliberate on the information presented, and a simple majority vote shall determine the Committee's final decision. The Student Conduct Committee shall report its decision(s), in writing within three class days, after the close of the hearing, to the Dean of Students, who will either uphold the Committee's decision, or overrule it. The Dean of Students or her designee will notify the student and the Hearing Officer of the final ruling. All case records, including the incident report, hearing recordings, and final disposition, will be maintained in the Dean of Students office.

The Dean of Students' ruling is final unless there are reasons for an appeal as set forth in #2 under Appeal Procedure below.

No rulings, other than College Dismissal, shall appear on the student's transcripts as part of his/her permanent academic record.

APPEAL PROCEDURE

Students found in violation of the Student Code of Conduct may appeal the administrative decision to the Student Conduct Appeals Committee. The Student Conduct Appeals Committee consists of one faculty member, one staff member and two students. One member of the Committee will serve as recording secretary.

The student must submit to the Dean of Students a written request for appeal within two class days of the notification of their sanction. The student must include her/his email address to receive the Dean of Student's response in a timely manner. It is the student's responsibility to check her/his email during this time frame for the response. If the student who is appealing would like to request that witnesses appear before the Committee, the witnesses' names must be included in the petition letter. A maximum of two witnesses are allowed and they should be persons who can give specific input to the case, not merely offer support or character reference. The Dean of Students will forward this request to the Chair of the Student Conduct Appeals Committee who is appointed by the Dean of Students. .

For an appeal to be heard, students must be able to demonstrate one or both of the following in the letter to the Dean of Students:

They did not receive a hearing consistent with the established disciplinary procedures listed above in the section entitled "Disciplinary Procedure."

New evidence is available. The student must include in the appeal request letter documentation of new evidence that was not provided for the Administrative Hearing.

The Chair of the Student Conduct Appeals Committee will make a decision regarding the request within two class days and notify the student in writing of the decision. It is the student's responsibility to check her/his email during this time frame for the response. If a hearing is allowed, it will be held in a timely manner. The decision of the Appeals Committee to grant or deny an appeal shall be final.

Attendance at the appeals hearing is limited to the individuals on the Student Conduct Appeals Committee, the individual/s who filed the charges against the student, the student appealing the charge/s and witnesses allowed by the Committee.

Following testimony by the student who requested the appeal, the witnesses will be called separately to testify privately in the presence of the Student Conduct Appeals Committee.

If the student fails to appear for the hearing, the Student Conduct Appeals Committee shall automatically uphold the original decision and sanction.

The Student Conduct Appeals Committee shall render their decision by a majority vote and the Chair will notify the student and the Dean of Students of the decision at the conclusion of the appeals hearing. This decision is final.

The student who appealed is expected to assert in writing his or her agreement to abide by the sanction imposed. The decision and the student's written response will be included in the student's disciplinary record, which is maintained by the Dean of Students. Only College dismissal shall appear on the student's transcript as part of the student's permanent academic record. All other disciplinary actions shall become part of the student's disciplinary record.

A written record of the appeals hearing proceedings will be prepared by the Appeals Committee and filed with the Dean of Students.

Notification of parent/s or legal guardian/s regarding the charge, the sanction, and the findings of the Appeal Committee by the Dean of Students will be according to FERPA guidelines.

NOTE: Any individual who retaliates or attempts to retaliate against a complainant, witness or member of the Student Conduct Committee or Student Conduct Appeals Committee will be subject to disciplinary action. Please see Abuse of the Student Conduct System for more information.

Appendix C: Program Flyers & Handouts

ALCOHOL POISONING

★ ★ ★ **ALWAYS STAY WITH THE PERSON** ★ ★ ★

KNOW THE SIGNS	KNOW WHAT TO DO
If a person is conscious and vomiting	<ul style="list-style-type: none"> • Prevent choking • Prevent drowning in toilet • Stay with the victim • Talk to the victim
Is passing out or unconscious	<ul style="list-style-type: none"> • Talk to the victim to try to keep the victim awake • If the victim is lying down, roll victim on his/her left side to prevent choking or vomiting • Call 911-report alcohol overdose
Is not breathing	<ul style="list-style-type: none"> • Call 911-report alcohol overdose • Check pulse-perform rescue breathing (if trained)
Cannot be awakened Has bluish lips, is cold clammy, and pale	<ul style="list-style-type: none"> • Call 911-report alcohol overdose • Check pulse-perform rescues breathing (if trained) • If no pulse-perform CPR (if trained)

KNOW THE FACTS

- A person with alcohol poisoning cannot sleep it off!
- Blood Alcohol Content (BAC) continues to rise even after a person stops drinking.
- It is illegal for anyone under 21 to purchase, consume, possess, or transport any alcohol, liquor, malt, or brewed beverages.
- It is illegal for anyone under 21 to purchase, consume, possess, or transport any alcoholic beverage or to lie about their age or carry a false ID card to obtain alcohol.

If an individual, in good faith, calls and believes they are the first to call 911, police, ambulance or campus security, gives their name and stays with the person to prevent that person's death or serious injury, the caller is immune from prosecution for consumption or possession of alcohol.



pennsylvania
LIQUOR CONTROL BOARD

PLCB-2429 12/15 Reorder Item # 0429

For more information:
www.lcb.state.pa.us
 800.453.PLCB (7522)
 Hearing Impaired: TDD/TTY 717.772.3725
 PA Alcohol Education

The Pennsylvania Liquor Control Board
 Bureau of Alcohol Education offers a variety of
 materials free of charge.

- ### TIPS FOR STAYING SAFER
- Alternating your alcoholic drinks with nonalcoholic beverages like water, soda or juice will provide you with "drink spacers" and help limit your alcohol consumption.
 - Having a smaller serving of a multi-drink beverage will make you less prone to over-drinking and still allow you to savor the taste.
 - Different bartenders may pour differently, so watch your drink being made to know exactly what's in your drink.
 - Drinking too much could signal it's time to seek help.
- For more tips, check the field guide at www.controltonight.com.

- ### WHAT YOU SHOULD KNOW
- Everyone reacts differently to alcohol. It takes the adult body about one hour to fully process a standard drink.
 - Women's bodies tend to process alcohol less efficiently than men's. That means women reach a higher BAC faster than men and remain intoxicated longer.
 - Just one drink can raise your BAC enough for you to be arrested for driving under the influence if it contains the equivalent of three or more shots of alcohol.
 - Depending on your weight and body chemistry, just two drinks can cause alcohol poisoning if you consume something with the equivalent of four or more shots in less than one hour.

What can I do when alcohol becomes a problem?

A person does not have to be an alcoholic to have problems with alcohol. If you find yourself experiencing any of the following, then you may be having trouble controlling your drinking:

- Drinking to calm your nerves or forget your worries.
 - Lying about or hiding your drinking habits.
 - Needing to drink increasing amounts to achieve the desired effects.
 - Feeling guilty about your drinking.
 - Causing harm to yourself, family, and/or friends as a result of drinking, or
 - Feeling irritable or resentful when not drinking.
- There are many resources that are available if you find yourself or a friend becoming too dependent on alcohol. Here are a few suggestions:

PENNSYLVANIA DEPARTMENT OF HEALTH

Website: www.health.state.pa.us
Phone: 1 (877)-PA-HEALTH or 1 (877) 724-3258

SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION [SAMHSA]

Website: <http://www.samhsa.gov>
Phone: 1 (800) 662-HELP or 1(800) 662-4357

ALCOHOLICS ANONYMOUS [AA]

Website: www.alcoholics-anonymous.org
Phone: (212) 870-3400

The Pennsylvania Liquor Control Board's Bureau of Alcohol Education offers a variety of alcohol education materials free of charge. For more information, please contact us:

Office of Regulatory Affairs Pennsylvania Liquor Control Board Bureau of Alcohol Education

Northwest Office Building
Harrisburg, PA 17124-0001

www.lcb.state.pa.us

Or call our toll-free line:

1 (800) 453-PLCB (7522)

Hearing Impaired: TDD/TTY (717) 772-3725



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Over 21? It's Your Call





As an adult who is of legal drinking age, 21 years old or older, the choice is yours when it comes to alcohol. Seventy per cent of American adults either do not drink at all, or limit how much alcohol they drink in order to maintain their health. If you choose to drink, you should make informed and responsible decisions about alcohol.

What is alcohol?

Alcohol can be simply defined as a drink or liquor that contains the intoxicating agent of ethanol. It acts as a depressant that slows down your body's central nervous system and if consumed excessively it can cause damage to your liver, kidneys, brain, stomach, and other organs.

Alcohol affects men and women differently. Because women usually have less muscle tissue than men and have less of a certain stomach enzyme that aids in the breakdown of alcohol, it typically takes less alcohol to affect a woman than it does a man of the same weight.

You have heard it before and it is still true, impairment begins with the first drink. Alcohol begins to affect your body long before you ever feel it or notice its effects.

What is a drink?

One 12-ounce beer, one 5-ounce glass of wine, one 8-ounce serving of malt liquor, and one 1.5-ounce shot of eighty-proof liquor all contain the same amount of alcohol and each is equivalent to one drink.

* National Institute on Alcohol Abuse and Alcoholism, 2011

How can I avoid problems when drinking?

Moderation is the key when you decide to drink alcohol. It takes your body approximately one hour to process and remove the alcohol from just one alcoholic drink. Because of this, you should try to limit yourself to one drink or less per hour. Remember that drinking coffee, taking a cold shower, or exercising will NOT speed up this process. Only time can make a person sober. A few other ways that you can avoid problems include:

- Never drink on an empty stomach. Food will help slow alcohol's absorption into the bloodstream.
 - Do not drink with the intention of getting drunk.
 - Have a designated driver take you where you need to go if you have been drinking.
 - If you are hosting a party where alcohol is being served, take the focus away from drinking. Provide exotic nonalcoholic drinks, plenty of food, and fun activities for your guests.
- Remember that deciding to drink is an individual choice. If someone chooses not to drink, you should respect his or her decision. He or she may not like the taste of alcohol, may not be in the mood to drink, may be pregnant, may be serving as the designated driver, or may not drink due to personal or religious beliefs.

What is responsible drinking?

Although most adults do drink responsibly, some make dangerous decisions when it comes to alcohol. If you do not understand the effects of alcohol or take the steps to minimize the potential problems before you start drinking, you are putting your life and the lives of others in jeopardy.

Alcohol should NOT be consumed by anyone who is...

- **Under the age of 21 years old.**
It is against the law for anyone under the age of 21 to drink alcohol. It is also illegal for you to sell or give alcohol to someone under the age of 21, even if it is your own child.
- **Operating a motor vehicle.**
By now we are all aware of the dangers of mixing alcohol while operating a car, motorcycle, watercraft, or any other moving vehicle. It takes just one drink to slow down your reaction time and impair your vision.
- **Working.**
Alcohol will prevent you from working at your top level and could possibly keep you from getting that promotion that you have always wanted.
- **Taking medications.**
If you consume alcohol while taking over-the-counter, herbal, or prescription medications, it could cause a severe reaction to occur. You should always check with your doctor or pharmacist about the restrictions and possible side effects when taking medications.
- **Trying to conceive, pregnant, or breastfeeding.**
Drinking during pregnancy can cause birth defects that are associated with Fetal Alcohol Spectrum Disorder. If you drink alcohol while you are breastfeeding, it could have an adverse effect on the development of your child's motor skills.
- **Playing sports or participating in other recreational activities.**
If you drink while engaging in activities like football, hunting, snowmobiling, swimming, or boating, you are putting yourself and others at risk. If you feel that alcohol has to be included on the days of these events, wait until the event is complete and then drink responsibly.



YOUR DEGREE DOESN'T MATTER.

You've studied long and hard. You've kept up your grades. You've worked many hours for your degree. Finally you land that important job interview. You know - the interview for the dream job that you've set your sights on since before college? This job could be the springboard that will launch your career and set you on a new life journey.

After the interview, you hear from the company's Human Resources officer. You impressed them! They are very interested in making you a job offer and the starting salary is much better than you had hoped.

a background check.

And there it is—the question that leaves you with a sickening feeling in the pit of your stomach—the one that asks if you've ever been convicted of a misdemeanor or felony.

A lot of students don't realize how one moment of bad judgment can jeopardize all of their hard work and academic success.

Convictions including:

- carrying or manufacturing a false ID,
- misrepresentation of your age to purchase or attempt to purchase liquor or malt or brewed beverages,
- driving under the influence,
- disorderly conduct, or
- purchasing and/or furnishing liquor or malt or brewed beverages to minors,

can mean that a number of occupations—from real estate broker to funeral director to chiropractor—will remain beyond your reach.

Many professions that require further licensing or certification beyond your degree may be unattainable if you have been convicted of an alcohol-related offense in Pennsylvania. Several professions, especially those which serve the public, have standards about good moral character and judgment. Such qualities are crucial for these practitioners to have, because they make decisions about the health and safety of the public.

Underage Drinking is a summary offense in Pennsylvania. While a summary offense will not prevent you from getting a license, it will show up on a background check. A prospective employer can still use it as a reason not to hire you.

If there's one lesson you take to heart as you work toward your degree, make it this one: act with responsibility when it comes to alcohol or you may find, regardless of your good grades and hard work, your degree doesn't matter.

See inside of brochure for a list of professions that may be denied to you for alcohol-related misdemeanors or felonies.

Section 9124 of the PA Crimes Code directs state licensing agencies to consider convictions of an applicant of crimes but the convictions alone shall not preclude the issuance of a license, certificate, registration, or permit. Section 9125 of the PA Crimes Code allows potential employers to use criminal history record information in the hiring process. Felony and misdemeanor convictions may be considered only to the extent to which they relate to the applicants suitability for employment in the position for which he has applied.

There are also volunteer jobs that do not need licensure/certification, however, some require these types of background checks. Some programs include: Camp Counselor, Student Teacher, Little League Coach, YMCA volunteer, Community Coaches (soccer, baseball, cheerleading), 4-H Youth Development Educator, Sunday School Teacher, Nursing Home Employees.

The Pennsylvania Liquor Control Board's Bureau of Alcohol Education offers a variety of alcohol education materials free of charge.

For more information, please contact us:

Pennsylvania Liquor Control Board
Office of Regulatory Affairs
Bureau of Alcohol Education

Northwest Office Building
Harrisburg, PA 17124-0001

www.lcb.state.pa.us

Or call our toll-free line:
1(800) 453-PLCB (7552)

Hearing Impaired:
TDD/TTY (717) 772-3725



PA **pennsylvania**
LIQUOR CONTROL BOARD
ALCOHOL EDUCATION

This information is not intended to be legal advice, but merely conveys information pertinent to alcohol-related offenses. For more information or further clarification, please contact your local District Attorney's Office or a private attorney.

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Violate PA's statutes regarding alcohol and all you may hear is...

YOUR DEGREE DOESN'T MATTER.



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LIQUOR CONTROL BOARD
ALCOHOL EDUCATION

The following occupations may be denied to you for misdemeanor and felony alcohol statute convictions.

OCCUPATION	EDUCATION AND LICENSE REQUIREMENTS		CRIMINAL VIOLATION		RESULT
			MISDEMEANOR	FELONY	
Accountant	Bachelor's Degree (1)	License - State Board of Accountancy (3)	X	X	(\$9.4b of Title 63) Must represent good moral character; (\$9.9a) Board may refuse to issue licensure/certification (3)
Agent: ATF, DEA, FBI, Secret Service	Bachelor's Degree (1)	N/A	X	X	Fail mandatory security clearances; ineligible for employment (1,3)
Architect	Bachelor's Degree (1)	Pass Architect Registration Examination; License - Architects Licensure Board (3)	X	X	(\$34.8) Must be an individual of good character; (\$34.19) Board may refuse to issue licensure/certification (3)
Chiropractor	Doctor of Chiropractic Degree from 4 year chiropractic college (1)	License - State Board of Chiropractic (3)	X	X	(\$625.501) Must represent good moral character; (\$625.506) Board may refuse to issue licensure/certification (3)
Dentist	Obtain Doctor of Dental Surgery (D.D.S.) degree from accredited dental school; pass National Board Dental Exam and practice exam (1)	License - State Board of Dentistry (3)	X	X	(\$123.1) Board may refuse to issue licensure/certification (3)
Engineer	Bachelor's or Master's Degree (1)	Licensed Professional Engineer (P.E.), 4-8 years progressive work experience, pass State Boards (3)	X	X	(\$151.4) Must represent good moral character (3)
Funeral Director	Associate Degree in Funeral Service Education; pass National Board Exam, 1-2 years apprenticeship (1)	License - State Board of Funeral Directors (3)	X	X	(\$479.11) Board may refuse to issue licensure/certification (3)
Insurance Adjuster	High School Diploma but Associate or Bachelor's Degree preferred (1)	License - Insurance Commissioner (3)	N/A	X	(\$1606) Board may refuse to issue licensure/certification (3)
Law Enforcement: Police Officer (state, local & municipal)	Bachelor's Degree (1)	N/A	X	X	Fail mandatory background checks; denied employment (1)
Lawyer/Attorney	Juris Doctor (J.D.) from an American Bar Association accredited law school; pass Bar Exam (1)	License - State & Federal Courts/Bar Associations (2)	X	X	Lacks "good moral character"; ineligible for admission into the Bar (2)
Medical Doctor	Obtain Medical Doctorate Degree (M.D.) from accredited school of medicine, 3-8 years Internship/Residency (1)	License - State Board of Medicine (3)	X	X	(\$422.22) Must represent good moral character; (\$422.41) Board may refuse to issue licensure/certification (3)
Nurse	Degree from approved nursing program (1)	License - State Board of Nursing (3)	X	X	(\$216) Must represent good moral character; (\$216.22a) Board may refuse to issue licensure/certification up to 10 years.
Nursing Home Administrator, Health Services Manager	Master's Degree in Health Services Administration (1)	License - State Board of Examiners of Nursing Home Administrators (3)	X	X	(\$1106) Must represent good moral character; Board may refuse to issue licensure/certification (3)
Occupational Therapy	Master's Degree; pass National Certification Exam (1)	License - State Board of Occupational Therapy Education and Licensure (3)	X	X	(\$1508) Must represent good moral character; (\$1516) Board may refuse to issue licensure/certification (3)
Pharmacist	Obtain Doctor of Pharmacy (Pharm.D.); pass N. American Pharmacist Licensure Exam	License - State Board of Pharmacy (3)	X	X	(\$390-3) Must represent good moral & professional character; (\$390-3, 390-5) Board may refuse to issue licensure/certification up to 10 years.
Physical Therapy	Master's Degree (1); pass National Certification Exam (1)	License - State Board of Physical Therapy (3)	X	X	(\$1309.1) Must represent good moral character; (\$1311) Board may refuse to issue licensure/certification (3)
Psychologist	Obtain Doctorate Degree, Internship/Residency (1)	License - State Board of Psychology (3)	X	X	(\$1206) Must represent good moral character; (\$1206) Board may refuse to issue licensure/certification (3)
Real Estate Broker	Associate or Bachelor's Degree (1)	License - State Real Estate Commission (3)	X	X	(\$455.604) Board may refuse to issue licensure/certification (3)
Social Worker	Master's Degree (1)	License - State Board of Social Work Examiners (3)	X	X	(\$1907) Must represent good moral character; (\$1911) Board may refuse to issue licensure/certification (3)
Speech /Language Therapist	Master's Degree (1)	License - State Board of Examiners of Speech/Language and Hearing (3)	X	X	(\$1707) Must represent good moral character; (\$1710) Board may refuse to issue licensure/certification (3)
Teacher	Bachelor's Degree leading to Master's or Equivalency; pass competency exams (1)	License - State Department of Education (1)	X	X	Fail mandatory background checks; denied employment (4)
Veterinarian	Obtain Doctor of Veterinary Medicine Degree (D.V.M. or V.M.D.) (1)	License - Pennsylvania State Board of Veterinary Medicine (3)	N/A	X	(\$485.9) Board may refuse to issue licensure/certification for up to 10 years (3)

Sources: 1) U.S. Department of Labor Statistics, Occupational Outlook Handbook (www.bls.gov/oco/home.htm). 2) PA Bulletin - Admission to Practice Law (www.pabulletin.com/secure/data/vol29/29-50/2081.htm) 3) Purdon's Penna. Statutes Annotated, Title 63, Professions and Occupations 4) PA Crimes Code, Section §124.

• The PLCB recognizes this is not a comprehensive list of all occupations requiring licensure/certification. The information contained herein is to be used only as a guide.

• Many healthcare degrees, such as dietitian or radiologic technologist, also have certification requirements, which can be delayed or denied due to someone's criminal records related to alcohol use.

• If you need to have a valid driver's license for a job, then DUI or other offense could impact your eligibility for that job.

What are Date Rape Drugs?



These are drugs that are sometimes used to assist in sexual assault. Sexual assault is any type of sexual activity that a person does not agree to. These drugs are powerful and dangerous.

They can be slipped into a drink if a drink is left unattended, even for just a moment. The drugs often have no color, smell, or taste, so you cannot tell if you are being drugged. The drugs can make you become weak and confused or even pass out so that you are unable to refuse sex or defend yourself.

You might not remember what happened while you were drugged. Date rape drugs are used on both females and males.

Three Most Common Date Rape Drugs

- Rohypnol Rohypnol is the trade name for flunitrazepam. Abuse of two similar drugs appears to have replaced Rohypnol abuse in some parts of the United States. These drugs are: clonazepam (marketed as Klonopin in the U.S. and Rivotril in Mexico) and alprazolam (marketed as Xanax). Rohypnol is also known as

Mind Erasers

Roofies

Lunch Money

- GHB, is short for gamma hydroxybutyric acid. GHB is also known as

Cherry Meth

Energy Drink

Gook

- Ketamine is also known as
- Bump**
- Special K**
- Super Acid**

What do Date Rape Drugs look like?



- Rohypnol comes as a pill that dissolves in liquids. Some are small round, and white. Newer pills are oval and green-gray in color. When slipped into a drink, a dye in these new pills makes clear liquids turn bright blue and dark drinks turn cloudy. This color change might be hard to see in a dark drink, like cola or dark beer, or in a room. Also, the pills with no dye are available. The pills may be ground up into a powder.

- GHB has a few forms: a liquid with no odor or color, a white powder, and a pill. It might give your drink a slightly salty taste. Mixing it with a sweet drink such as fruit juice, can mask the salty taste.
- Ketamine comes as a liquid and a white powder.

DUI LAW GRADING AND SENTENCING GUIDE (Vehicle Code Sections 3802, 3803, 3804, 3805, 3807, 3814 and 3815)				
DUI LAW SECTIONS VIOLATED	1ST IN 10 YEARS	2ND IN 10 YEARS	3RD IN 10 YEARS	4TH IN 10 YEARS
3802 (a)(1) Inoperative of Safe Driving • No blood alcohol content (BAC) • No implied consent violation* • No injury or damage (accident)** 3802 (a)(2) BAC 0.06% to less than 0.10%	Ungraded misdemeanor Mandatory 6 months probation Fine — \$300 Alcohol Highway Safety School No license suspension Full drug & alcohol (D&A) assessment if indicated by Court Reporting Network (CRN)	Ungraded misdemeanor Jail — 5 days to 6 months Fine — \$300 to \$2,500 Alcohol Highway Safety School License suspension† Ignition interlock† Full D&A assessment	Misdemeanor 2 Jail — 10 days to 2 years Fine — \$500 to \$5,000 License suspension† Ignition interlock† Full D&A assessment	
3802 (a) BAC 0.10% to less than 0.16% 3802 (a)(1) with damage or injury** 3802 (a) Minors 0.02% or greater 3802 (f) Commercial 0.04% or greater 3802 (f) School vehicles 0.02% or greater 3802 (f) Commercial/school vehicles incapable of safe driving	Ungraded misdemeanor Jail — 48 hours to 6 months Fine — \$500 to \$5,000 Alcohol Highway Safety School License suspension† Ignition interlock† Full D&A assessment	Ungraded misdemeanor Jail — 30 days to 6 months Fine — \$750 to \$5,000 Alcohol Highway Safety School License suspension† Ignition interlock† Full D&A assessment	Misdemeanor 1 Jail — 90 days to 5 years Fine — \$1,500 to \$10,000 License suspension† Ignition interlock† Full D&A assessment	Misdemeanor 1 Jail — 1 to 5 years Fine — \$1,500 to \$10,000 License suspension† Ignition interlock† Full D&A assessment
3802 (c) BAC 0.16 or higher 3802 (a)(1) with an implied consent violation* 3802 (d) Controlled Substances	Ungraded misdemeanor Jail — 72 hours to 6 months Fine — \$1,000 to \$5,000 Alcohol Highway Safety School License suspension† Ignition interlock† Full D&A assessment	Misdemeanor 1 Jail — 90 days to 5 years Fine — \$1,500 to \$10,000 Alcohol Highway Safety School License suspension† Ignition interlock† Full D&A assessment	Misdemeanor 1 Jail — 1 to 5 years Fine — \$2,500 to \$10,000 License suspension† Ignition interlock† Full D&A assessment	

ARD (Accelerated Rehabilitative Disposition)
 A DUI offense is eligible for ARD under the following circumstances:
 • It is a first offense within 10 years.
 • No person, other than the offender, was killed or seriously injured.
 • There was no passenger in the offender's vehicle under the age of 14 at the time of the offense.

Mandatory license suspension guidelines for ARD are as follows:
 • No suspension if BAC is under 0.10% and offender is not a minor.
 • A suspension of 30 days if BAC 0.10% to <0.16%.
 • A suspension of 60 days if BAC 0.16% or greater, BAC unknown, DUI involving drugs or violations of implied consent or DUI resulting in an accident with bodily injury or damage to a vehicle or property.
 • A suspension of 90 days if the offender is a minor.

All penalties include up to 150 hours of community service and drug and alcohol evaluation.
 A full drug and alcohol assessment is required for a DUI offender prior to sentencing if any one of the following applies:
 1. The offender has a prior DUI offense within 10 years.
 2. The CRN Evaluation indicates a need for further evaluation for counseling or treatment.
 3. The offender's BAC was 0.16% or greater.
 When a full assessment is completed and the assessment indicates a need for counseling or treatment, the court is required to order treatment as indicated by the assessment. When the court orders treatment or counseling, the court is required to order the statutory maximum as the top end of the offender's sentence.

*A violation of 3802 (a)(1) that involves an implied consent violation is subject to the highest penalty.
 **Violations of 3802 (a)(1) and 3802 (a)(2) that involve an accident with injury or damage are subject to the second-highest penalty level.
 †For more information on license suspension, restoration and ignition interlock requirements please visit PA DOT's website: www.pendot.gov

Ignition Interlock Systems
 An ignition interlock system uses a breath sample to detect whether the driver has consumed alcohol. If so, the vehicle cannot be started.
 The ignition interlock system is installed after the license suspension has been served.

Open Container
 It is against the law in Pennsylvania for drivers or their passengers to consume alcohol or possess an open container of alcohol in their vehicle on Pennsylvania roads.
 This law does not apply to passengers of legal drinking age in a commercial transport vehicle, such as a bus, taxi or limousine, or those 21 or older riding in the living quarters of a house coach or trailer.

Under 21?
 Underage DUI offenders face the additional charges of underage drinking. These include a \$500 fine for the first underage drinking offense and \$1,000 for the second or subsequent offenses. Your driving privileges could also be suspended for misrepresentation of age to secure, purchase, consume, possess or transport alcoholic beverages and carrying a false identification card. Penalties may also include probation or prison time.

PLCB DISCLAIMER OF LIABILITY
 This information is not intended to be legal advice, but merely conveys information pertinent to alcohol-related offenses. For more information or further clarification, please contact your local district attorney's office or a private attorney.

An Exception to the Rule — ARD
 In some cases, first-time DUI offenders may be eligible for the ARD program.
 Don't think that if you qualify for the ARD program you are getting off easy. Even though there will be no jail sentence, the program could consist of any or all of the following:
 • community service
 • 6-12 months probation
 • attendance at Alcohol Highway Safety School and its costs
 • CRN evaluation
 • restitution
 • court and administrative costs
 • treatment and other conditions that a judge may impose
 The total cost of ARD has been estimated to be \$2,500, excluding attorney fees, but costs can go higher.
 You are not eligible for the ARD program if you have previously been placed in an ARD program, have been convicted of DUI within the past 10 years (except for a first offense 3802 (a)(2) prior convictions), have seriously injured or killed someone as a result of a DUI crash or have a passenger under 14 years of age in the motor vehicle.
 In addition, the district attorney may have other requirements that may disqualify you from ARD.

That's Not the End of the Story
 The effects of a DUI arrest can continue for years. Is drinking and driving worth:
 • depending on family, friends or public transportation for rides?
 • serving time in prison, living with parole restrictions and paying court costs?
 • possibly causing a crash and injuring or killing yourself or someone else?
 If your insurance company considers you a high-risk driver, your premium could be increased or your policy could be canceled.
 It's just not worth it! If you have been drinking, don't drive. Choose to:
 • ask a sober friend
 • call a cab, friend or family member
 • select a designated sober driver before you go out
Friends don't let drinking friends drive.
Help make Pennsylvania roadways safe — for your family, friends and other drivers.

For additional information concerning DUI, contact:
The Pennsylvania DUI Association
 2413 N. Front St., Harrisburg, PA 17110
800.62.PADUI (72384)
www.pdai.org

MADD, Pennsylvania State Office
 408 E. 4th St., Ste. 310,
 Bridgeport, PA 19405
610.825.4902
 Victim toll-free number:
877.MADHELP (877.623.3435)
800.848.6233

The Pennsylvania Liquor Control Board's Bureau of Alcohol Education offers a variety of materials free of charge.
 For more information:
ra-lbeducation@pa.gov
Pennsylvania Liquor Control Board
 Bureau of Alcohol Education
www.lcb.state.pa.us
800.453.PLCB (7522)
 Hearing Impaired TDD/TTY 717.772.3725

PA pennsylvania
 LIQUOR CONTROL BOARD
LCB-142 9718 Reorder Item #0140

DUI ARREST in Pennsylvania

PA pennsylvania
 LIQUOR CONTROL BOARD

The Montgomery County Drug and Alcohol Program began with the passage of the Pennsylvania Drug and Alcohol Abuse Control Act of 1972. The goals of the program are: to prevent people from abusing drugs and alcohol; to intervene in a timely, helpful way with persons already experimenting with drugs and alcohol; and to provide needed treatment services to people dependent on drugs and/or alcohol. This brochure lists the community agencies in Montgomery County that have been approved by the Pennsylvania Department of Drug and Alcohol. All services are provided regardless of race, religious creed, ancestry, national origin, age, sex, or sexual preference.

PREVENTION

Prevention services offer educational programs that strive to increase self-understanding improve interpersonal skills and offer methods for coping with stress. Programs are designed to be of value to the total population and are given in cooperation with schools, media, family, community agencies, and community groups.

Prevention Agencies

Aldersgate Youth Service Bureau
42 North York Road
Willow Grove, PA 19090 (215) 657-4545

Carson Valley Children's Aid
1314 DeKalb Street
Norristown, PA 19401 (215) 362-8422

Creative Health Services
11 Robinson Street
Pottstown, PA 19464-6439 (610) 327-1503

North Western Human Services of Montgomery County
2506 North Broad Street - Suite 201
Colmar, PA 18915 (215) 716-9001

INTERVENTION

Intervention services are designed to discourage the experimenting or abusing population from further involvement by suggesting alternative ways to cope with problems. Services are provided on a walk-in, telephone, and hotline basis.

Intervention Agencies

Aldersgate Youth Service Bureau
42 North York Road
Willow Grove, PA 19090 (215) 657-4545

Carson Valley Children's Aid
1314 DeKalb Street
Norristown, PA 19401 (215) 362-8422

Creative Health Services
11 Robinson Street
Pottstown, PA 19464-63-439 (610) 327-1503

Northwestern Human Services of Montgomery County
2506 North Broad Street - Suite 201
Colmar, PA 18915 (215) 716-9001

CASE MANAGEMENT SERVICES

There are three Drug and Alcohol Case Management Offices located in Montgomery County. Trained staff at each location determines the needs of each individual and makes arrangements for appropriate kinds of treatment. For information about all services, please call one of the offices listed below.

Creative Health Services
11 Robinson Street
Pottstown, PA 19464-6439 (610) 327-1503

Gaudenzia - Norristown
166 W. Main Street
Norristown, PA 19401 (610) 279-4262

Gaudenzia - Willow Grove
Pennwood Building
2500 Maryland Road, Suite 309
Willow Grove, PA 19090 (215) 667-8022

TREATMENT

Treatment services are determined by the unique needs of each person. Initial contacts may be made through any of the Outpatient Treatment Facilities or Case Management Offices.

Outpatient treatment is for persons with patterns of abuse or addiction who are seeking help. Individual, group and family counseling is available through regularly scheduled hourly appointments.

Outpatient Agencies

Creative Health Services
11 Robinson Street
Pottstown, PA 19464-6439 (610) 327-1503

Gaudenzia, Norristown
166 W. Main Street
Norristown, PA 19401 (610) 279-4262

Gaudenzia, Willow Grove
Pennwood Building
2500 Maryland Road, Suite 309
Willow Grove, PA 19090 (610) 667-8022

Montgomery County Recovery Center
316 DeKalb Street
Norristown, PA 19401 (610) 272-3710

Penn Foundation Recovery Center
807 Lawn Avenue
Sellersville, PA 18960 (215) 257-9999

The Montgomery County Drug & Alcohol Information and Advocacy Service
1-800-221-6333
Assisting Montgomery County residents experiencing drug and alcohol problems, or seeking help for a family member, friend or colleague.

RESIDENTIAL TREATMENT

Residential treatment is provided for persons with serious substance use disorders (SUD) and includes individual and group counseling on a daily basis. Family education and counseling may be provided as needed.

This treatment is typically offered in a non-hospital residential setting. The length of treatment varies with the severity of the (SUD) and the structure of the program. Ongoing treatment typically occurs on an outpatient basis after completion of the residential program. Listed are several of the residential programs utilized for eligible individuals.

Bowling Green Kennett Square, PA	610-268-3588
Conewago/Firetree, Ltd. Group Williamsport, PA	570-601-0877
Family House Norristown, PA	610-278-0700
Gaudenzia Programs Norristown, PA	610-239-9600
Keystone Center Chester, PA	610-876-9000
Kirkbride Center Philadelphia, PA	215-471-2488
Libertae Bensalem, PA	215-639-8681
Livengrin Foundation Bensalem, PA	215-638-5200
Malvern Institute Willow Grove, PA	610-647-0330
Penn Foundation Recovery Center Sellersville, PA	215-257-9999
Pyramid Health Care Alltoona, PA	814-940-0407
Treatment Trends Allentown, PA	610-439-8479
White Deer Run Allentown, PA	570-538-2567
Womanspace Ardmore, PA	610-649-8136

DETOXIFICATION

Detox services are offered in a residential setting for individuals who are severely disabled due to their Substance Use Disorder (SUD). Detox treatment is intensive and consists of detoxification, medical and psychiatric care. Detox typically lasts one week with treatment continuing on a residential basis and recommendation of step down to outpatient treatment thereafter. Listed below are several residential detox programs utilized for eligible persons.

Eagleville Hospital & Rehabilitation Center 100 Eagleville Road Eagleville, PA 19408	(610) 539-6000
Valley Forge Medical Center and Hospital 1033 West Germantown Pike Norristown, PA 19403	(610) 539-8500

PLACEMENT PREFERENCE

Montgomery County gives preference in treatment placement in the following order:

1. Pregnant Injection Drug Users
2. Pregnant Substance Users
3. Injecting Drug Users
4. Overdose Survivors
5. Veterans



**Montgomery County
Board of Commissioners**
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Val Arkoosh, Vice Chair
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Barbara O'Malley, Director
Department of Health and Human Services
Penny Lafferty, Assistant Director
Department of Health & Human Services -
Strategic Services & Supports

Kay McGowan, Deputy Administrator
Drug & Alcohol Program

Revised Sept. 2016

DRUG & ALCOHOL PROGRAM



Montgomery County Human Services Center
1430 DeKalb Street
PO Box 311
Norristown, PA 19404-0311
610-278-3642
<http://www.montcopa.org>

True and False D&A Test

1. Signs of a heroin overdose are:

- Slow breathing
- Blue lips & fingernails
- Cold damp skin
- Shaking
- Vomiting or gurgling noise

True

2. Even immediate assistance cannot save a person from a heroin or other opioid drug overdose.

False

Naloxone can save a person's life by reversing the effects of heroin or other opioid drug overdose if given immediately when symptoms appear. There is usually not enough time to wait for emergency personnel. Naloxone has to be on hand.

3. Naloxone is often carried by emergency responders, including police officers and EMT's

True

5. Narcan and Naloxone comes in nasal spray or auto –injector.

True

6. Most teens get prescription drugs from a Dr.

False

Friends and relatives

7. Statistics show that more teens are killed by alcohol than by all illegal drugs combined.

True

8. After marijuana and alcohol, prescription drugs are the most commonly abused substances by Americans age 14 and older.

True

9. You cannot die from using heroin.

False

Heroin slows and sometimes stops breathing, and can kill a person.

10. Depressants are a commonly abuse drug. They are prescribed to be used to relieve anxiety or help a person sleep, such as Valium or Xanax.

True