



DRUG AND ALCOHOL ABUSE PREVENTION POLICY AND PROCEDURES

1. Policy

The Controlled Substances Act of 1970 (modified by congressional action in 1984) and the Anti-Drug Abuse Act of 1986 provides penalties for the unlawful manufacture, distribution, and dispensing of controlled substances. The Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to have policies in place to prevent the unlawful possession, use, and distribution of illicit drugs and/or alcohol by employees and students.

Anabaptist Mennonite Biblical Seminary discourages the possession and use of alcoholic beverages on campus and in seminary-owned housing; AMBS prohibits the use of alcoholic beverages at any seminary-sponsored function on or off campus and the illegal use of alcohol by minors on campus. AMBS persons (students and employees) who abuse or become addicted to alcohol or drug will be subject to disciplinary action.

This policy addresses six areas as outlined by the Drug-Free Schools and Communities Act Amendments:

1. Prohibition of unlawful possession, use, or distribution of drugs or alcohol;
2. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol;
3. Description of the health risks associated with the use of illicit drugs and alcohol abuse;
4. Description of counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students;
5. Statement of disciplinary sanctions for employees or students imposed by AMBS;
6. Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced

The administration of this policy and its procedures is overseen by the Administrative Cabinet of Anabaptist Mennonite Biblical Seminary, who is responsible for the annual distribution of this document to students and all employees. Students receive the policy and its procedures electronically at the beginning of each academic year through the campus email system. It is also found in the Student Handbook, which is distributed annually. The policy and its procedures are distributed at the August all-employee meeting. It is also available in the Faculty Policy and Procedures Manual and the Staff Policy and Procedures, which is also distributed each fall.

a. Prohibition of unlawful possession, use or distribution of drugs or alcohol

AMBS prohibits employees and students from the illegal possession, use, manufacture or distribution of any controlled substance or drug paraphernalia on its premises or in conjunction with any of its activities, whether on-campus or off, or the abuse of any drugs and/or alcohol which impairs the ability of persons to function as an employee or student in a normal, safe and alert manner.

b. Description of applicable legal sanctions for violation of the state and federal laws applicable to the possession or distribution of illicit drugs or alcohol

State and federal laws related to the possession or distribution of marijuana, alcohol, drugs, or materials for manufacturing drugs vary, but may include arrest; fines (from tens to hundreds of thousands of dollars); time in jail or prison; confiscation of property; loss of driver's license; and criminal record that could bar employees or students from certain types of employment.

No person under the age of 21 (a minor) is allowed to possess or consume alcoholic beverages in the State of Indiana. Any person who provides alcohol to a minor is subject to arrest and prosecution.

Employees are required to report any drug- or alcohol-related convictions under a criminal drug statute for violations occurring in the workplace or during the performance of work-related duties or activities within five days after the conviction, as required by the Drug-Free Workplace Act.

c. Description of the health risks associated with the use of illicit drugs and alcohol abuse

Well-known health risks related to alcohol abuse use include: hangover; weight gain; high blood pressure; depressed immune system; cancer; liver disease; alcohol poisoning; heart or respiratory failure; malnutrition; impotence; nerve damage; memory loss; birth defects; coma; death. Excessive alcohol use may be a sign of alcoholism, a condition that seriously compromises personal health, family and social relationships, financial stability, and capacities for work.

Long-term health risks related to various classes of drug usage and abuse include: heart attack or highly elevated heart rate; respiratory or circulatory failure; coma; tremors, seizures; nausea; depression; psychosis; paranoia; memory impairment; cognitive problems; infertility; weakened immune system; lung damage; impotence; unpredictable and violent behavior; dizziness; headache; death. (Bowles Center for Alcohol Studies, University of North Carolina at Chapel Hill).

See also:

Center for Disease Control <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>;
<http://www.cdc.gov/nchs/fastats/druguse.htm>;

Effects of Alcohol and Drug Abuse <http://alcoholism.about.com/od/effect/u/Risks.htm#s1>;

Center for Substance Abuse Research, University of Maryland
http://www.cesar.umd.edu/cesar/drug_info.asp;

National Institute on Alcohol Abuse and Alcoholism <http://www.niaaa.nih.gov>

d. Description of counseling, treatment, or rehabilitation or re-entry programs that available to employees or students

AMBS does not provide counseling, treatment, or rehabilitation services for employees or students. The campus pastor is available to help students connect with counseling and treatment services in the Elkhart area. Employees may also contact the campus pastor for a list of local programs addressing their particular need.

e. Statement of disciplinary sanctions for employees or students imposed by AMBS

Failure on the part of the employees or students to comply with this drug-free policy will result in one or more of the following actions:

- For employees: Face-to-face meeting with employee and his/her supervisor to identify the controlled substance “personal misconduct” violation; a report is filed in the employee’s permanent file.
- For students: Face-to-face meeting with student, student adviser, academic dean, and campus pastor to identify the controlled substance “personal misconduct” violation; a report is filed in the dean’s office.
- Employees or students may be placed on short-term probation with clear criteria for required behavioral changes and/or counseling with an evaluative review at the end of the probationary period.
- Mandatory participation in substance abuse education or rehabilitation program (likely at employee’s or student’s expense) as a condition of continued employment or studies at AMBS.
- Employees’ work or students’ studies may be terminated temporarily for treatment or pursuit of other interventions.
- For employees: Permanent termination of employment.
- For students: Permanent termination of studies.
- Notification of local police if the violation is more serious than a “personal misconduct” which may include arrest.

In the case of employees, the appropriate disciplinary action will be determined by following the AMBS grievance process and includes the employee, his or her supervisor, and the AMBS president. In the case of

students, the appropriate disciplinary action will be determined by following the AMBS grievance process that includes the student, his or her adviser, the campus pastor, and the academic dean.

Campus disciplinary actions and criminal charges may both be filed for the same violation. Employees and students may be subject to sanctions set by AMBS and by state or federal laws.

2. Procedures

Biennial schedule to review this program and to ensure that disciplinary sanctions are consistently enforced

The effectiveness of the Drug and Alcohol Abuse Prevention Policy is reviewed biennially by the Administrative Cabinet using the following data: 1) the number of public presentations or other forums offered to educate the school community about the effects of alcohol and drug abuse; 2) direct communications about AMBS campus culture that discourages alcohol abuse and drug usage; 3) the number of employee cases of alcohol or drug abuse reported to the president's office; 4) number of student cases of alcohol or drug abuse reported to the dean's office; 5) the number of instances of on-campus drinking and/or drug abuse reported to campus security, the campus pastor, and/or the dean's office; and 6) the number of arrests related to drug- or alcohol-related use. This data will be collected by the president's office and analyzed by the Administrative Cabinet. Needed changes in policy will be identified and implemented immediately.

This review will normally take place between May and July in the years 2015, 2017, 2019, and 2021.

*Approved by Ad Cabinet, 04/2013
Revised by Ad Cabinet, 09/2013*