

Title: Drug and Alcohol Policies -- Drug-Free Schools and Campuses
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Approved: JDM

Introduction

President Bush's National Drug Control Strategy, issued in September 1989, proposed that the Congress pass legislation to require schools, colleges, and universities to implement and enforce firm drug prevention programs and policies as a condition of eligibility to receive federal financial assistance. On December 12, 1989, the President signed the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). Section 22 of the Amendments amends provisions of the Drug-Free Schools and Communities Act of 1986 and the Higher Education Act of 1965 to include these requirements. On April 24, 1990, the Secretary of Education published a notice of proposed rulemaking for Drug-Free Schools and Campuses. These regulations, finalized on August 16, 1990, implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989.

Compliance with the Drug-Free Schools and Campuses regulations requires an institution of higher education (IHE) to provide written certification that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty, and staff. The regulations outline the specific content of the drug prevention program to be adopted and implemented. Written certification was to be made by October 1, 1990. Violation of this certification may result in the imposition of one or more sanctions including the repayment or termination of any or all forms of federal financial assistance. The general policies and procedures that follow have been formulated to facilitate implementation of the Drug-Free Schools and Campuses regulations at Boston College.

Policy

Boston College complies with the requirements of the Drug-Free Schools and Campuses regulations. On September 24, 1990, the University provided the U. S. Department of Education with the required Drug Prevention Program Certification. In further complying with the Drug-Free Schools and Campuses regulations, Boston College has adopted and implemented a drug prevention program that includes the following components:

1. The annual distribution in writing to each faculty and staff member, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of:
 - (a) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students, faculty, and staff on Boston College property or as part of any of its activities.
 - (b) A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
 - (c) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
 - (d) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to students, faculty, and staff.
 - (e) A clear statement that the University will impose disciplinary sanctions on students,

faculty, and staff (consistent with local, state, and federal law), 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 required by paragraph (1)(a). A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. Please see [EXHIBIT A](#), DRUG-FREE CAMPUS AND WORKPLACE PROGRAM, for the text of the annual distribution.
3. A biennial review of its program to:
 - (a) Determine its effectiveness and implement changes to the program if they are needed.
 - (b) Ensure that the disciplinary sanctions described in paragraph (1)(e) are consistently enforced.

Upon request, Boston College will make the following records and information concerning its drug prevention program available to the Secretary of Education and the public:

- A copy of each component of the annual distribution.
- The results of biennial reviews.

Furthermore, Boston College will retain the following records for three years after the fiscal year in which the record was created:

- A copy of each component of the annual distribution and the results of biennial reviews.
- Any other records reasonably related to the University's compliance with the drug prevention program certification.

If any litigation, claim, negotiation, audit, review, or other action involving the records has been started before expiration of the three-year period, the University will retain the records until completion of the action and resolution of all issues that arise from it, or until the end of the regular three-year period, whichever is later.

As required by the Drug-Free Schools and Campuses regulations, the Secretary of Education will annually review a representative sample of IHE drug prevention programs. If Boston College is selected for review, the University will provide the Secretary access to personnel, records, documents, and any other necessary information requested by the Secretary to review the University's adoption and implementation of its drug prevention program.

Detailed procedures for the annual distribution of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM and for the conduct of biennial reviews are to be documented and, as necessary, updated by the Vice President for Student Affairs. These documents are to be maintained on file by the Vice President for Student Affairs and the Director of the Office of University Policies and Procedures.

The Vice President for Student Affairs and the Vice President for Human Resources are responsible for implementing, monitoring, and enforcing the provisions of this policy.

Procedures

- Annual Distribution

The DRUG-FREE CAMPUS AND WORKPLACE PROGRAM is to be distributed annually to each student, as defined in paragraph (1) above, by the Vice President for Student Affairs, and to each faculty and staff member by the Vice President for Human Resources. The Vice President for Student Affairs and the Academic Vice President are to ensure that all students who enroll at the University during the period between annual distributions receive a copy of the DRUG-FREE CAMPUS AND WORKPLACE PROGRAM. The Vice President for Human Resources and the Academic Vice President are to ensure that all new employees who are employed during this period receive a copy of the PROGRAM.

The Vice President for Student Affairs, the Academic Vice President, and the Vice President for Human Resources are to ensure that the appropriate sections of the STUDENT GUIDE, the FACULTY HANDBOOK, and the EMPLOYEE HANDBOOK reference the annual distribution and related University policies ([1-300-020](#), Drug-Free Workplace; 1-300-025, Drug-Free Schools and Campuses; and [1-300-050](#), Use of Alcohol at Boston College), and indicate where copies of the annual distribution may be obtained.

- Biennial Review

The Vice President for Student Affairs is responsible for conducting the biennial reviews in accordance with the requirements of the Drug-Free Schools and Campuses regulations. Reviews are to be undertaken by a representative committee, chaired by the Vice President for Student Affairs, and composed of individuals from the Office of Student Affairs, the Office of the Dean for Student Development, the Office of Human Resources, the Office of the Academic Vice President, and the Boston College Police.

- Records Management

The Vice President for Student Affairs is responsible for the record retention and access requirements of the Drug-Free Schools and Campuses regulations. Copies of the annual distributions, the results of biennial reviews, and the detailed procedures for the distributions and the reviews are to be maintained by the Vice President for Student Affairs; other required records are to be maintained by the offices currently responsible for the data, and are to be made accessible to the Vice President when required.

- Liaison with Department of Education Reviewers

The Vice President for Student Affairs is to provide the Department of Education access to personnel, records, documents, and any other necessary information that is requested by the Department to review the University's adoption and implementation of its drug prevention program.

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