

2016-2018

Drug and Alcohol Abuse Prevention Program

Biennial Report



Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362
(509) 522-2500
www.wwcc.edu

In Compliance with the U.S. Department of Education's Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations



DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS ALCOHOL AND OTHER DRUGS PREVENTION CERTIFICATION

The federal Education Department General Administrative Regulations (EDGAR) Part 86 require, as a condition of receiving funds or any other form of financial assistance under any federal program, that Walla Walla Community College (“WWCC” or “College”) certifies it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, both on College premises and as part of any of its activities, in order to comply with the Drug-Free Schools and Campuses Regulations.

The undersigned certifies that it has adopted and implemented a Drug and Alcohol Abuse Prevention Program (DAAPP) for its students and employees that, at a minimum, includes:

- 1) The annual distribution to each employee and student of:
 - Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on college property or as part of any of the college activities;
 - A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - A description of the health risks associated with the use of illicit drugs and the abuse of alcohol or drugs;
 - A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs available to employees or students; and
 - A clear statement the College will impose sanctions on students and employees (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 above.

- 2) A biennial review of the College’s drug and alcohol prevention program to:
 - Determine its effectiveness and implement any needed changes to the program and policies; and
 - Ensure its disciplinary sanctions are consistently enforced.

Dr. Derek R. Brandes
President (Signature)

4/8/19
Date

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INTRODUCTION

The federal Drug-Free Schools and Communities Act Amendments of 1989 require institutions of higher education to design and implement alcohol and illicit drug programs on their campuses. As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education has to certify that it has adopted and implemented a program to prevent "the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees" on campus property or as part of any campus activity. This legislation directed Colleges to:

- Develop a written policy on alcohol and other drugs.
- Develop a process that ensures policy distribution to all students, staff, and faculty.
- Enumerate federal, state, or local sanctions for unlawful possession or distribution of illicit drugs and alcohol.
- Describe health risks associated with alcohol abuse or illicit drug use.
- Describe College drug and alcohol programs available for students and employees.
- Specify disciplinary sanctions imposed on students and employees for policy violations.
- Conduct biennial reviews to assess the effectiveness of its alcohol and drug programs.

In addition, the Drug-Free Schools and Campuses Regulations require Walla Walla Community College ("WWCC" or "College") to conduct a biennial review of our alcohol and other drugs programs and policies with the following two objectives:

- (1) To determine program effectiveness of, and to implement changes to the WWCC Drug and Alcohol Abuse Prevention Program (DAAPP).
- (2) To ensure disciplinary sanctions for employees and students violating the standards of conduct are enforced and administered consistently by the College.

In compliance with federal legislation, the College has prepared this biennial review.

BIENNIAL REVIEW PROCESS

Biennial Review Period

This biennial review of WWCC's Drug and Alcohol Abuse Prevention Program covers the program's activities during Academic Year 2016-2017 and Academic Year 2017-2018.

Biennial Review Responsibility

The DAAPP review was initiated in November 2018 by the Human Resource department. The DAAPP Biennial Review Committee was established with representatives from key campus departments including Advising, Counseling, Student Life, Security and Environmental Health and Safety, Human Resources, Student Conduct and Community Standards, and Athletics. Officials collaborated to conduct and submit the biennial review to the College President for approval.

Review Methodology and Data Analysis Tools

A variety of methods and tools were used to conduct the biennial review of the College’s Drug and Alcohol Abuse Prevention Program, which is aimed at evaluating its own unique set of challenges in regard to the prevention of drug and alcohol abuse faced by students and employees at the College—the review included a review of policy statements, orientations and trainings, acknowledgement forms, college publications, support and treatment services, educational programs and activities, departmental records and policies, and student and employee disciplinary data.

Report Access and Availability

The final report approved by the College President will be made available to employees, students and the public online at the WWCC website. Copies can also be obtained by contacting the Office of the Vice President of Human Resources at (509) 527-4300 or at 500 Tausick Way, Walla Walla, WA 99362.

POLICY NOTIFICATION PROCESS

Alcohol and Drug Abuse Prevention Statement

Pursuant to the U.S. Department of Education’s Drug-Free Schools and Communities Act (DFSCA) and the Drug and Alcohol Abuse Prevention Regulations, Walla Walla Community College’s Alcohol and Drug Abuse Statement (Appendix A) can be found online at <https://www.wvcc.edu/wp-content/uploads/2015/10/300.250-Drug-Free-Workplace-Policy.pdf>.

Employee Notifications

Employees are provided and have access to policy and program information related to alcohol and other drugs as outlined in Table 1.1 and Table 1.2.

Table 1.1 Alcohol & other drug policy & program notifications provided to employees

EMPLOYEE NOTIFICATIONS				
Notification Type	Employees	Occurs	Format	Appendix
Annual Policy Reminder	All Employees	Wtr. Quarters	E-mail	B
Drug Free Workplace Policy	New Employees	Upon Hire	New Employee Packet (requires employees signature)	C
Drug Abuse Prevention Program	New Employees	Upon Hire	Online Employee Handbook (link to policy and program)	D
Drug Free Workplace Policy	New Employees	Upon Hire	Online Employee Handbook (employees must acknowledge)	C, E
Drug Free Workplace Policy	Temp/Hourly New Employees	Upon Hire	Temporary/Hourly New Employee Packet (requires employees signature)	C, F
Drug Free Workplace Policy	New Adjunct Faculty	Upon Hire	New Adjunct Employee Packet (requires employees signature)	C, G

Table 1.1 Continued: Alcohol & other drug policy & program notifications provided to employees

EMPLOYEE NOTIFICATIONS (CONTINUED)				
Notification Type	Employees	Occurs	Format	Appendix
Alcohol and Controlled Substance Testing Program for CDL Drivers	Employees needing a CDL license as a part of their job	Upon Hire	<ul style="list-style-type: none"> https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ https://www.wvcc.edu/wp-content/uploads/2015/10/400.300-Federal-Highway-Administration-Drug-and-Alcohol-Testing.pdf https://www.wvcc.edu/hr/policies-and-procedures/ https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/cdl-board-policy-10-08.pdf https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/cdl-administrative-procedure-1-15-nsr.pdf 	H
Tobacco Free Campus Reminder	All	Quarterly	Email	Y

Table 1.2 Alcohol & other drug policies & programs published on college website for employees

ONLINE POLICY PUBLICATIONS FOR EMPLOYEES		
Notification Type	Audience	Webpage/URL
Drug Free Workplace Policy	All Employees	<ul style="list-style-type: none"> https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ https://www.wvcc.edu/wp-content/uploads/2015/10/300.250-Drug-Free-Workplace-Policy.pdf https://www.wvcc.edu/hr/policies-and-procedures/
Drug Abuse Prevention Program	All Employees	<ul style="list-style-type: none"> https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ https://www.wvcc.edu/wp-content/uploads/2015/10/400.325-Drug-Free-Workplace-Policy.pdf
Alcohol and Controlled Substance Testing Program for CDL Drivers	Employees needing a CDL license as a part of their job	<ul style="list-style-type: none"> https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ https://www.wvcc.edu/wp-content/uploads/2015/10/400.300-Federal-Highway-Administration-Drug-and-Alcohol-Testing.pdf https://www.wvcc.edu/hr/policies-and-procedures/ https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/cdl-board-policy-10-08.pdf https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/cdl-administrative-procedure-1-15-nsr.pdf

Table 1.2 Continued: Alcohol & other drug policies & programs published on college website for employees

ONLINE POLICY PUBLICATIONS FOR EMPLOYEES (CONTINUED)		
Notification Type	Audience	Webpage/URL
Drugs	All Employees	<ul style="list-style-type: none"> https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ https://www.wvcc.edu/wp-content/uploads/2015/10/300.200-Drugs.pdf
Tobacco Free Campus Policy	All Employees	<ul style="list-style-type: none"> https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ https://www.wvcc.edu/wp-content/uploads/2015/10/300.400-Tobacco-Free-Campus-Policy.pdf https://www.wvcc.edu/hr/policies-and-procedures/ https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/tobacco-free-campus-policy.pdf

Student Notifications

Students are provided and have access to policy and program information related to alcohol and other drugs as outlined in Table 1.3 and Table 1.4.

Table 1.3 Alcohol & other drug policy & program notifications provided to students

STUDENT NOTIFICATIONS				
Notification Type	Students	Occurs	Format	Appendix
Annual Security Report Notification	All Students	Quarterly	Via Student E-mails	I
Drug, Alcohol and Tobacco Violations (Under Student Policies)	New Students	Quarterly	Student Handbook (provided to student when obtaining ID or upon request)	J
Drug Free Workplace Policy	Student Employees	Upon Hire	Hardcopy (requires student employees signature)	A, C
Substance Abuse Guidelines and Consent to Urinalysis Test Acknowledgment	Student Athletes	Upon Acceptance	Hardcopy (requires student athletes signature)	K
Athletic Department Substance Abuse Guidelines	Student Athletes	Upon Acceptance	Hard Copy, provided at Athletics Orientation	L
Athletics Department Substance Abuse Guidelines	Parents of Student Athletes	Upon Acceptance	Document Mailed to Parents	M
Tobacco Free Campus Reminder	Nursing Students	Upon Enrollment	Nursing Handbook (signed by student provided at Nursing Orientation)	N

Table 1.3 Continued: Alcohol & other drug policy & program notifications provided to students

STUDENT NOTIFICATIONS (CONTINUED)				
Notification Type	Students	Occurs	Format	Appendix
NCOAC Nurse Licensing Information	Nursing Students	Upon Enrollment	Nursing Handbook	O
Substance Use/Abuse Statement, Expectations, Reporting, Procedures, and Readmissions	Nursing Students	Upon Enrollment	Nursing Handbook (signed by student provided at Nursing Orientation)	P
Tobacco and Substance Use/Abuse & Expectations	Fires Science Education Students	Upon Enrollment	Fire Science Handbook (signed by student/provided at FS Orientation)	Q
Substance Abuse and Tobacco Free Campus Statements	Enology & Viticulture Students	Upon Enrollment	Enology & Viticulture Handbook (provided to students at EV Orientation)	R
Alcohol Responsibility & Effects of Alcohol on the Body	Enology & Viticulture Students	Upon Enrollment	Enology & Viticulture Handbook (provided to students at EV Orientation)	S
Policies for EV Student Use of Alcohol and Conduct	Enology & Viticulture Students	Upon Enrollment	Enology & Viticulture Handbook (signed by students at EV Orientation)	T
Tobacco Free Campus Reminder	All	Quarterly	Email	Y

Table 1.4 Alcohol & other drug policies & programs published on college website for students

ONLINE POLICY PUBLICATIONS FOR STUDENTS		
Notification Type	Students	Webpage/URL
Tobacco Free Policy & FAQs	All Students	<ul style="list-style-type: none"> • https://www.wvcc.edu/tobacco-guidelines/ • https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ • https://www.wvcc.edu/wp-content/uploads/2015/10/300.400-Tobacco-Free-Campus-Policy.pdf • https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/tobacco-free-campus-policy.pdf
Drug and Alcohol Violations	All Students	<ul style="list-style-type: none"> • https://www.wvcc.edu/wp-content/uploads/2015/10/student-code-of-conduct.pdf
Drug, Alcohol and Tobacco Disciplinary Sanctions	All Students	<ul style="list-style-type: none"> • https://www.wvcc.edu/wp-content/uploads/2015/11/student-conduct-processes.pdf

Table 1.4 Continued: Alcohol & other drug policies & programs published on college website for students

ONLINE POLICY PUBLICATIONS FOR STUDENTS (CONTINUED)		
Notification Type	Students	Webpage/URL
Drug Free Workplace Policy	Student Employees	<ul style="list-style-type: none"> • https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ • https://www.wvcc.edu/wp-content/uploads/2015/10/300.250-Drug-Free-Workplace-Policy.pdf • https://www.wvcc.edu/hr/policies-and-procedures/ • https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/drug-free-workplace-policy-01-2014.pdf
Drug Abuse Prevention Program	Student Employees	<ul style="list-style-type: none"> • https://www.wvcc.edu/about-wvcc/board-of-trustees/board-policies/ • https://www.wvcc.edu/wp-content/uploads/2015/10/400.325-Drug-Free-Workplace-Policy.pdf

POLICIES

WVCC values the health and safety of its students and employees, and therefore supports local, state, and federal laws concerning alcohol and illegal drugs. The College acknowledges that substance abuse is a serious, yet treatable condition that affects the productive lives of students and employees. Furthermore, the College pledges to work collaboratively with departments, agencies, and programs designed to reduce and eradicate the abuse of alcohol and drugs.

Student Policies

WVCC is an alcohol and drug free institution, under certain circumstances, alcohol may be authorized at specific events. Students (and student organizations/clubs) who unlawfully possess, use, manufacture, distribute, and/or illegally dispense alcohol or a controlled substance on college premises or during any college activity are subject to behavioral intervention or disciplinary action as outlined in the Student Code of Conduct, other college policy, and applicable local, state, and federal laws.

The Student Code of Conduct and Student Conduct Process are found on the College website and are available to all new and returning students electronically via the following websites:

- Student Code of Conduct (includes prohibited conduct offenses and violation descriptions) www.wvcc.edu/wp-content/uploads/2015/10/student-code-of-conduct.pdf
- Student Conduct Process (includes procedures and possible disciplinary sanctions) www.wvcc.edu/wp-content/uploads/2015/11/student-conduct-processes.pdf

Student Athletes and Athletic Administration/Coaches - NWAC Policy

In addition to the Student Code of Conduct, student athletes and the Athletic Department must comply with the Northwest Athletic Conference (NWAC) regulations. NWAC is the parent organization for intercollegiate athletics at community colleges located in Idaho, Oregon, Washington,

and British Columbia. Student athletes are subject to NWAC rules and regulations related to alcohol and other drug use. Specifically, the following are excerpts taken from the NWAC Codebook:

- (1) “Alcoholic Beverages. The use or possession of alcoholic beverages by any participant (student, coach, faculty, staff, or official) during any NWAC or member college practice, game, or athletic activity is prohibited and will result in the participant being removed from that activity.
- (2) Tobacco Use. The use or possession of any form of tobacco by any participant (student, coach, faculty, staff, or official) during any NWAC or member college practice, game, or athletic activity is prohibited and will result in the participant being removed from that activity.
- (3) Drugs. Any student-athlete convicted for the use or sale of legend drugs, including anabolic steroids, will be disqualified from participation in any member college sponsored athletic event or activity.
- (4) Standard Three (NWAC Coaches Code of Professional Conduct and Ethics): Create a culture of excellence that emphasizes a life-style free of drugs, tobacco, and alcohol.”

The full codebook is located at: http://www.nwacsports.org/nwaacc_documents/2018-19_CODEBOOK&SOPs-Jan25-2019.pdf

Employee Policies

It is the intent of the WWCC Board of Trustees to provide a drug free, healthful, safe, and secure work environment in accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1989. Thus, each employee is expected to report to work physically and mentally prepared to perform their assigned duties as outlined in the following policy and program (also see Appendix A and Appendix D):

- Drug Free Work Place Policy (Appendix A)
<https://www.wvcc.edu/hr/wp-content/uploads/sites/32/2016/09/drug-free-workplace-policy-01-2014.pdf>
- Drug Abuse Prevention Program (Appendix D)
www.wvcc.edu/wp-content/uploads/2015/10/400.325-Drug-Free-Workplace-Policy.pdf

The unlawful manufacture, distribution, dispensing, possession, or use of alcohol or a controlled substance is prohibited in and on college premises and/or at college activities, except in cases where the College President may authorize the use of alcohol in accordance with the State of Washington Liquor Control Board procedures. No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy by any employee will result in:

- (1) Disciplinary action that may include termination of employment in accordance with bargaining unit agreements, tenure laws, or other College policies; and/or
- (2) Satisfactory participation in an approved chemical dependency program.

Additionally, although the State of Washington allows for the recreational use of marijuana, College policy prohibiting the possession and use of any amount of marijuana on campus and at college sponsored events remains unchanged.

Tobacco Free Policy

WWCC adopted a smoke-free and tobacco-free policy effective June 2015 which prohibits smoking and the use of tobacco products on college property owned or controlled by the college. This policy applies to all campuses, employees, students, visitors, and contractors. WWCC is dedicated to providing a safe and healthy environment for the entire College community. The policy and guidelines are located at the following websites (also see Appendix U and Appendix W):

- Tobacco Free Campus Policy (Appendix U)
www.wvcc.edu/wp-content/uploads/2015/10/300.400-Tobacco-Free-Campus-Policy.pdf
- Tobacco Free Guidelines and FAQs (Appendix W)
www.wvcc.edu/tobacco-guidelines/

REPORTING VENUES

Counseling Services

Confidential counseling offered through the WWCC Counseling Center are free to enrolled students, and provide short-term counseling and short-term crisis intervention for students suffering from acute emotional distress. Students are supported, assessed as needed, and appropriate referrals arranged. Counseling services do not include providing diagnosis for the purposes of treatment, insurance reimbursement, Americans with Disabilities Act (ADA) documentation, or the courts. Counselors practice under professional standards that prohibit the disclosure of any information that students tell them during a counseling session, except by a release from the student or under specific circumstances. Exclusions may include: risk of harm to self or others, abuse of a minor, elder or vulnerable adult, or other circumstances required by law. Students needing assistance may contact the counseling center and/or students and employees can refer a student to the counseling center by contacting each respective campus:

- CLARKSTON CAMPUS: (509) 527-1713; Administration Building, Room 119
- WALLA WALLA CAMPUS: (509) 527-4262; Building D, Advising & Counseling Center

Campus Security

Members of the college community, visitors, and guests are encouraged to report any possible activity of drug and alcohol use or possession to the Security and Environmental Health and Safety Department at (509) 526-SAFE (7233) or campussafety@wvcc.edu. Reporting can also be completed through multiple platforms online:

- Campus Security Authority (reporting of drug and alcohol related incidents)
www.wvcc.edu/security-environmental-health-safety/campus-security-authority/
- Accident/Injury Report (includes reporting of accidents involving alcohol and other drugs)
www.wvcc.edu/security-environmental-health-safety/accidentinjury-report/

Student Conduct and Community Standards Office

Members of the college community, visitors, guests, and anonymous reporters are encouraged to report any alcohol or drug activity by students on campus or at college activities to the Student Conduct and Community Standards Office (SCCSO). Reporting can be done by submitting an incident report form online located at:

- Student Behavior Incident Report
www.wvcc.edu/student-behavior-incident-report/

Criminal Conviction for Alcohol or Drug-Related Violations of Law

Students or employees convicted of a violation of federal or state drug laws should be reported to the following offices:

- Employees (Alcohol and Drug Convictions)
Human Resource Department: (509) 527-4300; sherry.hartford@wvcc.edu
- Students (Drug Convictions)
Financial Aid Office: (509) 527-4301; financialaid@wvcc.edu;
Security and EHS: (509) 526-7233; campussafety@wvcc.edu; or
Student Conduct and Community Standards: (509) 527-4619; studentconduct@wvcc.edu

PREVENTION AND EDUCATIONAL EFFORTS

In support of the Drug-Free School and Communities Act of 1989 as well as other laws, policies, and regulations related to alcohol and drug use and abuse prevention and education, WVCC is committed to fostering a college environment where employees, students, and visitors can be free from the negative impacts of alcohol and drugs, while also benefiting from a safe, positive, and productive work, educational, and social environment in the college community. In support of this goal, the following provides information about the various College departments directly involved in working with students and employees, and the programs and measures implemented throughout the College to prevent the use of alcohol and other drugs.

CARE Team (Behavioral Intervention Team)

A multidisciplinary committee that meets weekly (and/or as needed) to identify and assess student behavioral challenges and issues on campus before they escalate, including those related to drug and alcohol use or abuse. Reports of concerning behavior and/or mental health issues can come from students, employees, and third-parties. The CARE team upholds all WVCC policies in its efforts to provide support, resources, and accountability for students and employees. The primary purpose as it relates to drugs and alcohol is to provide various multi-faceted support measures for students addressing possible substance abuse issues.

Counseling Services

The Counseling Center provides a variety of educational and prevention programs throughout the academic year for students and employees including:

- Alcohol and Other Drug Prevention Program
- Substance Misuse and Sexuality Presentations
- Recovery First Support Group
- Faculty consultation and support service related to helping students with alcohol or drug related challenges

Student Conduct and Community Standards Office

Students involved in a violation of alcohol and drug policies are referred to the Student Conduct and Community Standards Office (SCCSO). The primary focus of the SCCSO in working with students who have engaged in risky behaviors related to alcohol and drugs is to provide a learning process complemented by educational interventions, which positively change student's decision, behaviors, and actions. This includes incorporating social justice foundations, educational theories, and human development models such as restorative justice practices, moral development theories, and student development models, while also employing practical experiences of reflection-based activities, collaborative interventions, counseling, and other support resources. Other educational interventions may include:

- Restorative justice activities;
- Alcohol/drug prevention, support, or rehabilitation workshops;
- Specialized academic support to address an underlying problem or challenge which may be the cause of alcohol or drug use/misuse;
- Reflection papers/essays related to alcohol/drug effects, prevention, and recovery;
- Meeting/interviews with alcohol and drug-related prevention experts or professionals;
- Co-facilitating drug and alcohol awareness programs

Athletics

Any student athlete participating in any athletic program must sign a statement regarding their awareness of the College's policy regarding the use/misuse of alcohol, tobacco, or illicit drugs, and are also required to participate in the annual Athletics Department substance abuse awareness program. This program meets the specific needs of student athletes concerning awareness and knowledge of substance abuse.

Financial Aid

In general, a student who has a federal or state drug conviction may be disqualified from receiving federal aid. During the application process, the students certify they are eligible for federal financial aid by indicating they do not have a drug-related conviction. Any conviction which was reversed, set aside or removed from the student's record does not count, nor does one received when the student was a juvenile, unless he/she was tried as an adult. Students who have been convicted of a drug-related offense may complete an acceptable rehabilitation program to reinstate their financial aid eligibility.

Student Activities Office

The Student Activities Office provides a diverse array of on-campus and off-campus substance free co-curricular and extracurricular programs. In addition to these programs, students can also join one of the 25+ student clubs, which are all committed to substance free activities, both on and off campus, regardless of age. For example, some of the events provided to students (and open to employees and student's families) during 2016-17 and 2017-18 included:

- Trivia Nights
- Game Nights
- Karaoke Nights
- Cosmic Roller Skating Night
- Trunk or Treat Halloween Night
- Ski/Snowboard Weekend
- Scarywood Amusement Park Trip
- Student Leadership/Training Weekends
- Black and Gold Nights: Intercollegiate Athletic Support Events
- Intramurals and Sports Tournaments
- Walla Walla County Traffic Safety Superhero Run

Human Resources

The Human Resource office is responsible for the administration of policies, procedures and services to employees of the College. Communications are distributed to all full- and part-time employees, such as policies and services regarding alcohol and other drug use prevention and treatment options. In addition, the College has contracted with First Choice Health (www.FirstChoiceEAP.com) to provide an Employee Assistance Program (EAP). Through the EAP, regular full-time and part-time employees, including adjunct faculty, and their eligible dependents, have access to various educational modules, prevention tools, and referral services related to alcohol, drug and substance abuse, and tobacco use.

Academic Courses/Instruction

SOC 204 Drugs and Society

SOC 204, a five (5) credit academic course, is an introduction to psychoactive drugs and their use and abuse from a sociological perspective. This course addresses the social, biological, and psychological factors associated with therapeutic use, recreational use, and abuse of drugs. This course provides an exploration of the impact of drugs on social institutions, including issues regarding regulation of drug use. Other topics include prevention and treatment. (See Appendix V).

FYE 101 First Year Experience Course

FYE 101, a three (3) credit academic course, offers students the opportunity to build relationships, discover college resources, and develop college success skills, including alcohol and drug abuse prevention and assisting students with identifying the various resources on campus for alcohol and drug abuse prevention, education, and treatment.

WWCC Tobacco Free Guidelines

The College has also created a Tobacco Free webpage as an educational resource tool for employees and students facing challenges with smoking and tobacco related products. The webpage contains FAQs and lists support programs available to students and employees, including (See Appendix W):

- Tobacco Quit Line (800) QUIT-NOW | (800)784-8669
- Spanish Quit Line (877) 2NO-FUME | (877) 266-3863

COUNSELING, TREATMENT AND REHABILITATION SUPPORT

WWCC is committed to maintaining an alcohol and drug-free institution to create a safe and healthy learning and work environment and to assist students and employees who may have problems with alcohol or drugs. WWCC constantly strives to provide the best activities, programs, services, and environment for its students and employees.

Counseling Services

College counseling services are confidential in accordance with federal and state laws as well as professional codes of ethics and free to all enrolled students. Counselors provide welcoming, affirming, and culturally-sensitive support to help students succeed in their college experience. In addressing alcohol and substance use, prevention, and abuse issues, counselors provide a number of services to students, staff, and faculty including: personal counseling and therapeutic check-ins, crisis support and intervention, skill-building, outreach and consultation services, education, and liaising with community services. If it is determined that a student needs or requires resources or competencies beyond which the counseling center can provide, staff will assist students with locating appropriate on or off campus resources.

Employee Assistance Program

In addition to educational and prevention tools for employees, the EAP also provides college employees with various treatment and rehabilitation options, tools, and referrals, including Health Risk Assessments for alcohol, drugs, and tobacco. Employees can contact the EAP at (800) 777-4144.

Student Conduct and Community Standards Office

At times, student may be voluntarily or involuntarily withdrawn or suspended from the College for violations of college policy involving alcohol and drugs. Under these circumstances, the SCCSO, in cooperation with the CARE Team, college departments, and/or external agencies, will explore various behavioral intervention plans for the student's reentry into the College. Behavioral intervention plans may set conditions for a student's eligibility to reenroll at the College, including:

- Completion of an approved drug and alcohol rehabilitation program or course;
- Alcohol/drug or counseling assessment from a licensed mental or medical health agency;
- Regular attendance at a substance abuse support session or group;
- Participation in stress management training.

External Treatment and Rehabilitation Resources

The Counseling Center, Student Conduct and Community Standards Office, Security and Environmental Health and Safety Department, Financial Aid, and Human Resources may partner and use several community groups and external agencies as referrals for students and employees related to alcohol and drug abuse prevention and treatment services and approved rehabilitation programs such as:

Clarkston Campus and Surrounding Communities

- Alcoholics Anonymous (509) 758-2821
- Narcotics Anonymous (509) 325-5045
- Quality Behavioral Health (509) 758-3341

Walla Walla Campus and Surrounding Communities

- Alcoholics Anonymous (509) 522-5059
- Blue Mountain Counseling (509) 382-1164
- Celebrate Recovery Support Group (509) 529-1212
- Comprehensive Mental Health (509) 529-2920
- Eastern Oregon Alcoholism Foundation (541) 276-3518
- Ideal Option (877) 522-1275
- Jonathan M. Wainwright Memorial VA Medical Center (509) 525-5200
- Serenity Point Counseling Services (509) 529-6036
- Narcotics Anonymous (800) 766-3724
- Oregon Alcohol & Drug 24-hr Hotline (800) 621-1646
- Trilogy Recovery Community (509) 876-4525
- Umatilla County Alcohol & Drug Program Milton-Freewater Office (541) 938-3988
- Washington DSHS – Family Services (509) 524-4900
- Washington Alcohol & Drug 24-hr Hotline (800) 278-2558

State-Wide and National Resources

- Health and Recovery Services Administration (360) 725-3700
- National Council on Alcoholism and Drug Dependence (800) 622-2255
- SAMHSA Treatment Referral Routing Service (800) 662-HELP (4357)
- Spanish Quit Line (877) 2NO-FUME | (877) 266-3863
- Tobacco Quit Line (800) QUIT-NOW | (800)784-8669
- Washington Drug and Alcohol Addiction (800) 407-7195
- Washington Recovery Help Line (866) 789-1511

ENFORCEMENT, DISCIPLINARY SANCTIONS AND CONSISTENCY

Campus Security Drug and Alcohol Reporting and Referrals

The tables below indicate the number of alcohol and other drug arrests and referrals for disciplinary action as reported in the WWCC 2017 Annual Security Report, and as provided by the Security and Environmental Health and Safety Department. This data consolidates statistics from page 16 of the

report, which can be accessed at <https://www.wvcc.edu/security-environmental-health-safety/wp-content/uploads/sites/43/2018/05/safety-and-fire-report.pdf>.

Table 2.1 Alcohol & other drug arrests & referrals for disciplinary action at Walla Walla Campus

ALCOHOL AND DRUG ARRESTS AND REFERRALS – WALLA WALLA										
Arrests & Referrals	On Campus			Non-Campus			Public Areas			Total
	2016	2017	2018	2016	2017	2018	2016	2017	2018	
Liquor Law Arrests	0	0	*	0	0	*	0	0	*	0
Liquor Law Referrals	0	0	*	0	0	*	0	0	*	0
Drug Abuse Arrests	0	0	*	0	2	*	0	0	*	2
Drug Abuse Referrals	0	1	*	0	0	*	0	0	*	1

Table 2.2 Alcohol & other drug arrests & referrals for disciplinary action at Clarkston Campus

ALCOHOL AND DRUG ARRESTS AND REFERRALS - CLARKSTON										
Arrests & Referrals	On Campus			Non-Campus			Public Areas			Total
	2016	2017	2018	2016	2017	2018	2016	2017	2018	
Liquor Law Arrests	0	0	*	0	0	*	0	0	*	0
Liquor Law Referrals	0	0	*	0	0	*	0	0	*	0
Drug Abuse Arrests	0	0	*	0	0	*	0	0	*	0
Drug Abuse Referrals	0	0	*	0	0	*	0	0	*	0

**Data for 2018 unavailable at time of publication.*

College Sanctions

The College responds to alcohol abuse and other drug activity by employees or students on a case-by-case basis and in accordance with its Drug Free Workplace Policy. Details of each case are taken into consideration along with the outcome of any legal action against the individual. In addition to any penalties under federal, state, or local laws, employees and students found to be in violation of this administrative procedure may be subject to disciplinary sanctions consistent with employment contracts or the WWCC Student Code of Conduct. Sanctions imposed by the College can range from a warning or disciplinary action up to, and including, termination of employment or expulsion from school. Other potential sanctions may include referral for prosecution and may require participation in approved drug and/or alcohol abuse assistance or rehabilitation programs. Additionally, as required by law, the College will report to a federal agency any employee convicted of violating a criminal drug statute if the employee is involved in work supported by that federal agency.

Assessing Enforcement Consistency

WWCC seeks to ensure consistent enforcement of sanctions by providing evidence that similar infractions of the College’s policies are treated in a similar manner. Due process for alleged violation of conduct for both employees and students are consistently upheld in accordance with Washington State laws, college policy, and applicable federal laws and regulations by Human Resources and the Student Conduct Office respectively. The Vice President of Human Resources facilitates investigation of all employee related allegations and the Student Conduct Officer for all

student related allegations. Findings and disciplinary sanctions are determined in accordance with due process and based upon a preponderance of evidence. For the purposes of this biennial report, Table 3.1 and Table 3.2 document the number of infractions for both students and employees, respectively, during Academic Years 2016-17 and 2017-2018.

Student Disciplinary Sanctions and Consistency

Behavioral intervention and/or disciplinary action may include, but is not limited to:

- (1) **Warning.** Verbal or written reprimand to the student or student organization, that further violation of the code will result in more serious disciplinary action.
- (2) **Educational Assignments.** An educational assignment is a developmental task for the purpose of making a positive contribution to the student's well-being and/or the College community. Assignments may include, but are not limited to:
 - restorative justice activities;
 - attendance at alcohol/drug educational webinars, seminars, or workshops;
 - specialized academic support;
 - alcohol and other drug abuse/misuse research projects, reflection papers, and essays;
 - apology letters;
 - meetings/interviews with WWCC or community agencies/officials; and
 - planning and implementing alcohol and drug prevention educational programs.
- (3) **Service Work Hours.** Completion of a specified number of hours of service to the College or local community.
- (4) **Restitution.** Restitution for loss or damages may be a part of any sanction, and may include monetary compensation, property replacement, or services up to the amount of the damage, loss, or injury incurred. Restitution may also be in the form of work service to the person, group, or organization where the damage, loss, or injury occurred.
- (5) **Campus Access Restriction.** Termination of a student's or student organization's privilege to enter into and be in the near vicinity of one or more campus areas, facilities, buildings, or restriction from entering onto WWCC campus grounds in its entirety. A student will lose their privilege to enter onto campus grounds entirely if under suspension or expulsion from WWCC.
- (6) **Removal from Class.** Behavior which has been disruptive to a class to the extent that the continued presence of the student in that class will impair, interrupt, or interfere with the instructor's ability to deliver instruction or other students' ability to obtain instruction will result in a withdrawal from that class without a refund or grade penalty.
- (7) **No Contact Order.** A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, e-mail, telephone, any form of electronic communication, or third parties.
- (8) **Counseling Assessment.** Referral for personal, mental, or academic assessment through the Advising & Counseling Center, Disability Support Services, other campus academic support

services, or a certified/licensed health agency may be required for some cases where it is deemed the intervention may positively affect the student's learning, behavioral modification, and/or academic success. In cases of probation, deferred sanctions, or suspension, counseling assessment conditions that permit the student's satisfactory completion of the probationary status or readmission to WWCC will be specifically outlined in writing. This may also include Drug/Alcohol Assessments.

- (9) **Loss of College Privileges or Associations.** Certain privileges or associations within the College are withdrawn for a specified period of time, not to exceed two (2) academic years. This includes, but is not limited to: removal from athletic events; denial of the privilege of participating in recreational/sports activities, student organizations or hold office in an organization; or revocation of social function privileges for student organizations.
- (10) **Disciplinary Probation.** A specified period of time during which a student/student organization has an opportunity to demonstrate their ability to be a responsible member of the WWCC community. Any further violation of the Student Code of Conduct places the student's or student organization's status with the College in jeopardy.
- (11) **Deferred Suspension.** A sanction of suspension may be deferred pending successful completion of all educational assignments or other outlined sanctions specified as a condition of the deferred sanction. All sanctions must be completed by the specified deadline date to satisfy the conditions of the deferred sanction. If a student/student organization fails to complete all the sanctions as set forth for a deferred sanction, suspension from the College will automatically be enacted without further review.
- (12) **Suspension (Individual Student).** Separation of the student from WWCC to include removal from academic enrollment and revocation of other privileges or activities, and the privilege to enter all WWCC campuses for a period of time not to exceed two (2) years. Conditions that will permit the student's readmission, if appropriate, will be specifically outlined in writing.
- (13) **Suspension (Student Organization).** Separation of the student organization from WWCC to include removal from and revocation of all privileges or activities for a period of time not to exceed two (2) years. Conditions that will permit the student organization's reinstatement, if appropriate, will be specifically outlined in writing.
- (14) **Dismissal (Individual Student).** Separation of the student from WWCC to include removal from academic enrollment and revocation of other privileges or activities, and the privilege to enter all WWCC campuses for a period of time not less than two (2) years and no more than five (5) years. Conditions that will permit the student's readmission, if appropriate, will be specifically outlined in writing.
- (15) **Dismissal (Student Organization).** Separation of the student organization from WWCC to include suspension from and revocation of all privileges or activities for a period of time not less than two years and no more than five (5) years.
- (16) **Expulsion (Individual Student).** Complete termination of a student's status and academic enrollment at WWCC. Any communications with the College and student during the period

of expulsion will be directed to the Student Conduct Officer or designee. Expelled students will have the following notation made on their college transcript: “Disciplinary Expulsion”.

The following table shows the number of drug and/or alcohol offenses committed by students that were reported to the Student Conduct and Community Standards Office:

Table 3.1 Number of student violations & interventions imposed for alcohol & drug offenses

STUDENT OFFENSES			
Academic Year	Number of Occurrences (2016-17)	Number of Occurrences (2017-18)	Interventions/Disciplinary Sanctions
Public Intoxication	1	1	1. Class Removal 2. Campus Restrictions 3. Counseling Assessment 4. Drug & Alcohol Assessment
Drug Use	0	5	1. Removal from Athletic Team 2. Campus Restrictions 3. Counseling Assessment 4. Drug & Alcohol Assessment 5. Disciplinary Probation 6. Reflection Paper 7. Letter of Apology
Drug Possession	0	1	1. Campus Restrictions 2. Counseling Assessment 3. Drug Assessment 4. Letter of Apology

Employee Disciplinary Sanctions and Consistency

In addition to student sanctions, the College is committed to ensuring there is consistent enforcement of policies and state and federal laws related to alcohol and other drug misuse or abuse by employees. Furthermore, program effectiveness is also measured by consistently addressing policy violations by college employees through the appropriate administrative processes for employee conduct. The following table shows the number of employee drug and/or alcohol offenses reported to the Human Resource department.

Table 3.2 Number of employee violations & interventions imposed for alcohol & drug offenses

EMPLOYEE OFFENSES			
Academic Year	Number of Occurrences (2016-17)	Number of Occurrences (2017-18)	Interventions/Disciplinary Sanctions
Public Intoxication	0	0	N/A
Drug Use	1	0	1. Warning 2. Leave of absence for treatment and rehabilitation 3. Termination
Drug Possession	0	0	N/A

PROGRAM EFFECTIVENESS

Recommendations

Assessment of the effectiveness of programs in place prior to Drug and Alcohol Abuse Prevention Program implementation in Fall Quarter 2018 (listed above in programming). Discuss the evaluation and determination of the need for a more in-depth program and the creation and implementation of the DAAPP in Spring Quarter 2019. As a result of the biennial review of the Drug and Alcohol Abuse Prevention Program, the Vice President of Human Resources, in collaboration with the DAAPP committee and key stakeholders, recommends the following actions occur by July 1, 2021 in order to improve the effectiveness of the College's Drug and Alcohol Abuse Prevention Program:

1. Determine terminology, wording, and titles and ensure consistent use of terminology across all policies, publications and materials [e.g. Alcohol or other Drug Policy; Drug-Free Schools Policy; Drug-Free Schools and Campuses Policy; Drug and Alcohol Abuse Prevention Program (Policy)]. Once completed, revise all publications and communications to reflect the agreed upon terminology college-wide.
2. Establish annual goals and objectives for the DAAPP to measure outcomes and improve effectiveness.
3. Establish written outcomes and assessment methods for alcohol and drug programs to improve effectiveness.
4. Create an alcohol and drug prevention marketing and branding campaign for communicating a consistent message as well as increase awareness of the DAAPP.
5. Publish an annual and quarterly timeline for the distribution and communication of the College's alcohol and drug policy to new and current employees and students, including the mechanism and venue by which the information will be disseminated and the college official(s) responsible for the distribution of DAAPP materials pursuant to federal law.
6. Revise and re-publish the annual "Your Health and Safety" pamphlet to reflect the DAAPP (see Appendix X).
7. E-mail a quarterly reminder to all students of policies related to alcohol and other drugs as well as the DAAPP.
8. Ensure all publications, websites, and e-mail communications contain consistent data and policy information and that all published handbooks, policy manuals, and web-based policies are consistent and up-to-date, including:
 - Employee Handbook
 - Faculty Handbook
 - Student Handbook
 - Athletics Handbook/NWAC Regulations
 - College Union Contracts

9. Create a comprehensive College webpage dedicated to DAAPP to consolidate all materials, programs, and activities into one location for easier access to employees and students as well as to create a consistent message to the college community.
10. Develop local partnerships and/or establish contracted services with organizations and agencies that specialize in drug and alcohol abuse awareness interventions and programming.
11. In conjunction with the Student Government Association and Human Resources, administer an Alcohol and other Drug Use Survey to employees and students every two (2) years, and use the results to improve Drug and Alcohol Abuse Prevention Program effectiveness.
12. Submit a Services and Activities budget request to the Services and Activities Fee Committee requesting funds to provide programs and/or host events for:
 - National Collegiate Alcohol Awareness Week: October 19-25, 2019
 - National Drug and Alcohol Facts Week: January 20–25, 2020
13. Incorporate alcohol and other drug education into all First Year Experience courses.
14. Review the CollegeAIM and NIAAA Alcohol Intervention matrix and determine if it can be incorporated into college programs and activities related to alcohol and drug prevention.
15. Provide annual training and education to leadership in student government, student clubs, and student athletes related to alcohol and drug use, misuse, reporting, support, intervention, and prevention.
16. Provide alcohol and drug prevention training to employees to identify, refer, or assist students and other employees in obtaining the appropriate support from the College or external resources (e.g. NASPA, NIH, NIAAA, NIDA, and OpenPath Alcohol & Drug Abuse Prevention Training Courses).
17. Develop opioid and prescription drug abuse focused education, in cooperation with the Walla Walla Police Department, Walla Walla County Sheriff's Office, and the Walla Walla County Traffic Safety Department.
18. Ensure the Drug Abuse Prevention Program includes the updated state and federal penalties for unlawful acts related to alcohol and drugs.
19. Provide individual opportunities for employees and students to evaluate programs, initiatives, and intervention services, both anonymously and self-identifying (if so inclined), and use these results to improve DAAPP effectiveness.

APPENDIX

- A - Drug Free Workplace Policy
- B - Annual Policy Reminder 2018 (e-mail sent to all employees)
- C - Drug Free Workplace Policy Employee Acknowledgment (signed by new hires)
- D - Drug Abuse Prevention Program
- E - Employee Handbook (applicable excerpts)
- F - Temp/Hourly Employee Packet (applicable excerpts)
- G - Adjunct Faculty Packet (applicable excerpts)
- H - CDL and Drug-and-Alcohol-Testing Policy and Procedure
- I - Security Report E-mail to Employees and Students (applicable excerpts)
- J - 2017/18 Student Handbook (applicable excerpts)
- K - Athletics Substance Abuse Guidelines/Urinalysis Test Acknowledgement
- L - Athletics Substance Abuse Guidelines
- M - Athletics Substance Abuse Guidelines Letter to Parents & Student Athletes
- N - 2017-18 Nursing Student Handbook: Tobacco Free Statement (excerpt)
- O - 2017-18 Nursing Student Handbook: NCQAC Licensing (excerpt)
- P - 2017-18 Nursing Student Handbook: Alcohol/Drug Statement (excerpt)
- Q - Fire Science Education Student Handbook (applicable excerpts)
- R – 2018 Enology & Viticulture Student Handbook: Substance Abuse Statements
- S - 2018 Enology & Viticulture Student Handbook: Alcohol and Effects on the Body
- T - 2018 Enology & Viticulture Student Handbook: Policies on Use of Alcohol
- U - Tobacco Free Campus Policy
- V – SOC 204: Drugs and Alcohol Course
- W - Tobacco Guidelines (excerpt from website)
- X – Your Health and Safety Brochure
- Y – Tobacco Free Campus Reminder

A - Drug Free Workplace Policy



WALLA WALLA COMMUNITY COLLEGE

DRUG FREE WORKPLACE POLICY

It is the intent of the Board of Trustees of Walla Walla Community College to provide a drug free, healthful, safe, secure work environment in accordance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1986. Thus, each employee is expected to report to work physically and mentally prepared to perform their assigned duties.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in and on Walla Walla Community College owned or controlled property or while conducting College business.

The use of alcohol while on Walla Walla Community College owned or controlled property is also prohibited except when authorized in writing by the College President and in accordance with State of Washington Liquor Control Board procedures.

No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy by any employee will result in: 1) disciplinary action that may include termination of employment in accordance with Bargaining Unit Agreements, tenure laws, or other College policies; and/or, 2) satisfactory participation in an approved chemical dependency program.

Initiative 502 allows people 21 years of age and older to possess and use small amounts of marijuana in a private setting in Washington State. While this changes how the state treats marijuana use and possession, it is important to understand that:

- 1) Public use of marijuana is punishable as a civil infraction under the law; and,
- 2) WWCC's student conduct code and employment policies, which prohibit the possession and use of any amount of marijuana on campus and at college sponsored events, remain unchanged.

Faculty, staff and students should be aware that, although state law has changed, possession and use of marijuana is still a criminal offense under federal law. This is of particular concern to WWCC because our receipt of federal funding (in the form of financial aid, contracts, and grants) is contingent upon the college complying with the federal Drug-Free Schools and Communities Act. This act requires WWCC to adopt and implement programs and policies to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus or at

college sponsored events. Because marijuana is not legal at the federal level, it is still considered to be an illicit drug under federal law. Accordingly, failure by WWCC to implement and enforce policies prohibiting the possession and use of marijuana on campus or at college sponsored events could jeopardize the college's federal funding.

In summary, students, faculty and staff are to continue to refrain from possessing or using any amount of marijuana on campus or at college sponsored events. Initiative 502 prohibits public consumption of marijuana. Possession and use of marijuana continues to be a crime under federal law.

The student conduct code and college policies continue to prohibit the use or possession of any amount of marijuana on campus or at college sponsored events and such policies are unchanged and remain in force. As required by policy, those possessing or using marijuana on campus or at college sponsored events will be subject to appropriate disciplinary procedures.

If an employee is engaged in the performance of a federally sponsored grant or contract, the College must provide written notification to the federal contracting agency within ten (10) calendar days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. Compliance with federal law requires all employees to provide notification in writing to the employing official, of any criminal drug statute conviction occurring in the workplace no later than five (5) calendar days after such a conviction. The College will take disciplinary action against any College employee so convicted within thirty (30) calendar days of notification. Disciplinary action may include dismissal from employment, satisfactory participation in an approved chemical dependency program, or a combination of sanctions.

Walla Walla Community College recognizes chemical dependency to be a treatable illness. The College has established an ongoing education program that will provide: 1) information about the dangers of drug and alcohol abuse in the workplace; 2) the College's Drug Free Workplace Policy; 3) information about the availability of drug and alcohol counseling, rehabilitation, and the Employee Assistance Program; and, 4) the possible penalties for employee drug or alcohol abuse violations.

Conscientious efforts to seek help for a chemical dependency problem will not jeopardize employment. Employees or their family members needing assistance with chemical dependency problems are encouraged to utilize the confidential referral services of the College's Employee Assistance Program.

B - Annual Policy Reminder 2018 (e-mail sent to all employee)

From: Sherry Hartford <sherry.harford@wwcc.edu>
Subject: Annual Policy Reminder 2018
Date: Sunday, January 21, 2018
Importance: High

Dear Colleagues:

This email is intended to serve as an annual notification and reminder to all employees of the following policies and procedures of the College:

CONTENTS OF THIS REMINDER:

Affirmative Action & Non-Discrimination
Behavior Intervention Team
Copyright
Drug Free Workplace
Employee Assistance Program (EAP)
Equipment Use
Ethics
FERPA
Grievance Procedures
Higher Ed Opportunity Act – Course Materials
Hours of Work/Rest Periods/Meal Periods
Information Technology
Mandatory Reporting
Reasonable Accommodations
Sexual Harassment/Title IX
Shared Leave
Suspended Operations
Whistleblower
Policies & Procedures
Apple Health Plan Notice

DRUG FREE WORKPLACE

Consistent with the Federal Drug-Free Workplace Act of 1988, the College endeavors to maintain a drug-free workplace. Illegal possession, use, or distribution of drugs by employees in any facility of the College, on any College premises, or at any activity operated or supervised by the College is prohibited. Any employee violating this rule shall be subject to disciplinary action. Any academic employee employed under a grant as defined by the Act shall be required to notify the College of any criminal-drug-statute conviction for violation occurring in the workplace. Such notification shall be in accordance with the requirement of this act. Additionally, you are prohibited from operating a College vehicle and/or equipment or from using dangerous chemicals while under the influence of alcohol or drugs, including over the counter medications that may impair judgment. *Drug Free Workplace Policy*

EMPLOYEE ASSISTANCE PROGRAM

The WWCC Employee Assistance Program (First Choice Health) provides cost-free, convenient, and confidential assessment and referral services with a licensed behavioral health provider to our employees, their spouses or domestic partners, and children up to age 26. For more information, please go to the [Employee Assistance Program \(EAP\)](#) page on our College website.

POLICIES AND PROCEDURES

A listing of HR related policies and procedures can be found on the WWCC website. If you have any questions regarding College policies & procedures, please contact the Human Resource Office at 527-4603. *Link to Location on Website.*

C - Drug Free Workplace Policy Employee Acknowledgment (signed by new hires)



WALLA WALLA COMMUNITY COLLEGE

DRUG FREE WORKPLACE POLICY

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The use of alcohol while on Walla Walla Community College owned or controlled property is also prohibited except when authorized in writing by the College President and in accordance with State of Washington Liquor Control Board procedures.

No employee will report to work while under the influence of alcohol or any unlawful controlled substance. Violation of this policy by any employee will result in: 1) disciplinary action that may include termination of employment in accordance with Bargaining Unit Agreements, tenure laws, or other College policies; and/or, 2) satisfactory participation in an approved chemical dependency program.

Initiative 502 allows people 21 years of age and older to possess and use small amounts of marijuana in a private setting in Washington State. While this changes how the state treats marijuana use and possession, it is important to understand that:

Public use of marijuana is punishable as a civil infraction under the law; and, WWCC's student conduct code and employment policies, which prohibit the possession and use of any amount of marijuana on campus and at college sponsored events, remain unchanged.

Faculty, staff and students should be aware that, although state law has changed, possession and use of marijuana is still a criminal offense under federal law. This is of particular concern to WWCC because our receipt of federal funding (in the form of financial aid, contracts, and grants) is contingent upon the college complying with the federal Drug-Free Schools and Communities Act. This act requires WWCC to adopt and implement programs and policies to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on campus or at college sponsored events. Because marijuana is not legal at the federal level, it is still considered to be an illicit drug under federal law. Accordingly, failure by WWCC to implement and enforce policies prohibiting the possession and use of marijuana on campus or at college sponsored events could jeopardize the college's federal funding.

In summary, students, faculty and staff are to continue to refrain from possessing or using any amount of marijuana on campus or at college sponsored events. Initiative 502 prohibits public consumption of marijuana. Possession and use of marijuana continues to be a crime under federal law.

The student conduct code and college policies continue to prohibit the use or possession of any amount of marijuana on campus or at college sponsored events and such policies are unchanged and remain in force. As required by policy, those possessing or using marijuana on campus or at college sponsored events will be subject to appropriate disciplinary procedures.

If an employee is engaged in the performance of a federally sponsored grant or contract, the College must provide written notification to the federal contracting agency within ten (10) calendar days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace. Compliance with federal law requires all employees to provide notification in writing to the employing official, of any criminal drug statute conviction occurring in the workplace no later than five (5) calendar days after such a conviction. The College will take disciplinary action against any College employee so convicted within thirty (30) calendar days of notification. Disciplinary action may include dismissal from employment, satisfactory participation in an approved chemical dependency program, or a combination of sanctions.

Walla Walla Community College recognizes chemical dependency to be a treatable illness. The College has established an ongoing education program that will provide: 1) information about the dangers of drug and alcohol abuse in the workplace; 2) the College's Drug Free Workplace Policy; 3) information about the availability of drug and alcohol counseling, rehabilitation, and the Employee Assistance Program; and, 4) the possible penalties for employee drug or alcohol abuse violations.

Conscientious efforts to seek help for a chemical dependency problem will not jeopardize employment. Employees or their family members needing assistance with chemical dependency problems are encouraged to utilize the confidential referral services of the College's Employee Assistance Program.

I have read and understand the Walla Walla Community College Drug Free Workplace Policy.

Employee Signature

Date

D - Drug Abuse Prevention Program

POLICY

Drug Abuse Prevention Program Walla Walla Community College

Statement of Intent

Because of the intensifying abuse of drugs and alcohol in the United States, this statement of policy as formulated to comply with the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570, Title IV, Subtitle B) and the Drug Free Work Force Act of 1988 (Public Law 100-690, Title V, Subtitle D). It is imperative that the Walla Walla Community College District maintain a drug-free workplace and assume leadership in the prevention of substance abuse by providing college personnel and students with education and resources.

Walla Walla Community College will

Advise or assist individuals within the college community seeking help for abuse problems and provide information about worthwhile counseling, rehabilitation, and employer assistance programs.

Notify all employees and students that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on Walla Walla Community College owned- or controlled-property.

Take appropriate disciplinary action including, when necessary, termination/expulsion of employees or students who sell, distribute or are found under the influence of unauthorized alcohol, illegal drugs or illegal substances while on owned or controlled property. Disciplinary action will be taken in accordance with the appropriate college disciplinary committee. Decisions of the committee are subject to the appeals process.

Require employees to notify the employing official of any criminal drug statute conviction for any violation occurring in the workplace or controlled property no later than five (5) days after such conviction.

If the employee is engaged in the performance of a federally sponsored grant or contract, notify the federal contracting agency within ten (10) days of having received notice that the employee has been convicted of a drug statute violation occurring in the workplace or controlled property. The college will take disciplinary action against, or require the satisfactory participation in a drug/alcohol abuse assistance of rehabilitation program by any college employee who is so convicted.

Have the authority to deny admission or participation in specific college programs. If denied admission or participation, individuals will have access to the appeals process.

Support the College Wellness Program and develop a component focusing on substance abuse awareness and reduction. Maintain verification that all employees engaged in the performance of a federally sponsored grant or contract have received a copy of this policy.

E - Employee Handbook (applicable excerpts)



WALLA WALLA COMMUNITY COLLEGE

EMPLOYEE HANDBOOK



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YOUR RESPONSIBILITIES AS A WWCC EMPLOYEE

CHILDREN ON CAMPUS

We love children and babies and look forward to meeting those close to you in supervised social settings. Employees should not, however, bring children with them to their work sites or leave them unsupervised on the College campus. If you have a new addition to your family, the College will provide an appropriate location for breastfeeding mothers in accordance with RCW 43.70.640. Please contact the Human Resource department for additional information.

COPYRIGHT

Walla Walla Community College expects all students, faculty, and staff members to comply with federal laws governing the use of copyrighted material. Visit our website for more [Copyright Information](#).

DRUG-FREE WORKPLACE

In compliance with the Federal Drug-Free Workplace Act of 1988, Walla Walla Community College is a drug-free work and educational environment. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to contact the Employee Assistance Program, Human Resources and/or employee medical insurance plans, as appropriate. [WWCC Drug Free Workplace Policy – Employee Assistance Program information](#)

ETHICS LAW

Walla Walla Community College is a state agency operated in accordance with Washington state law. To protect the public interest, College employees are obligated to treat their positions as a public trust, using their official powers and duties and the resources of the College only to advance the public interest. The State Ethics Law of 1994 sets out strict conflict-of-interest standards for all state employees. The guiding principle is that public employees, whether elected or appointed, may not use their public employment for personal gain or private advantage. The law also prohibits state employees from engaging in political activities at work or using or loaning College-owned equipment for personal or outside business activities. Violation of ethics laws may result in disciplinary action and/or civil penalties assessed against the employee personally. Please see the [Ethics Policy for Walla Walla Community College](#); [RCW 42.52](#) for complete details, or contact Human Resources for more information

FAMILY RELATIONSHIPS/NEPOTISM

Walla Walla Community College administrators considering the employment of relatives of any College employee, in any capacity, should first contact Human Resources to discuss the implications of Affirmative Action, Equal Employment Opportunity, College policy, and the Ethics Law. [Nepotism Policy of Walla Walla Community College](#)

FINES

Employees who incur fines for traffic citations, overdue library materials, etc., are expected to pay them

promptly. All fines may be paid at the Cashier's office during business hours. Library fines may be paid in the Library. Questions regarding the fines should be directed to the issuing office.

FIREARMS / WEAPONS ON CAMPUS

Carrying, exhibiting, displaying, or drawing any weapon is prohibited on College property. This regulation does not apply to law enforcement personnel required by their office to carry such weapons or devices.

HONORARIA

Under the 1994 State Ethics Law, any state employee must have the approval of the employing agency before accepting an honorarium in connection with their official role. If any WWCC employee is offered an honorarium for an activity that is clearly linked to the employee's work at the College, he or she must complete an Honorarium Authorization form, available on the College website in the Forms Library.

PROPERTY AND EQUIPMENT

All College property and equipment legally belongs to the state of Washington. State property is not to be used for personal or private purposes, nor may it be removed from campus without authorization.

SMOKING POLICY

Walla Walla Community College limits smoking and tobacco use on campus to designated locations outside of the campus buildings. Smoking and tobacco use is not permitted indoors or in College vehicles.

GENERAL COLLEGE INFORMATION

ALCOHOLIC BEVERAGES

Alcoholic beverages will not be served at Walla Walla Community College without the approval of the president. Authorized representatives of groups wishing to serve alcoholic beverages must apply for this approval. For more information, contact the Foundation Office.

ANIMALS

Pets (dogs, cats, birds, etc.) are generally not allowed inside buildings operated by WWCC. Pets should not be left unattended in vehicles. Pets on the grounds of the College shall be in the physical control of their owners. Exceptions to these regulations are service animals. Employees requiring the assistance of a service animal are encouraged to discuss their need with the Human Resource department.

F - Temp/Hourly Employee Packet (applicable excerpts)

Temporary/Hourly Employee
NEW EMPLOYEE PACKET

PAYROLL PROCESSORS:

The attached New Employee Packet contains the following documents, with information about each one & what to do with it.

- ✓ **Temporary/Hourly Employee Acknowledgment.** You will need to fill out the top portion of this form and have the employee sign it.
- ✓ **PEBB Benefits Eligibility Worksheet A-3.** This form shows how eligibility is determined for Temporary/Hourly employees. You will need to:
 - Print the name of the employee on the form;
 - Mark the Stacking Hours within Agency section with a “Y” if the employee is working in another position at our College; otherwise, mark it with a “N”;
 - Mark the Requirements for Eligibility section, part c. with a “Y” if the employee is working more than six consecutive months; otherwise, mark with a “N”; and
 - Make sure the employee signs it.
- ✓ **W-4 Form** (*Employee's Withholding Allowance Certificate*) – **Be sure you are using the one for the current year.**
- ✓ **Form 1-9** (*Employment Eligibility Verification*) - Proper identification must be presented and this form completed and certified by the person examining the identification documents within three (3) days of the first working day.
 - copies of **Identification Documentation must** be included in this packet (*see back of Form 1-9 for acceptable documentation*)
- ✓ Employee Personnel Record
- ✓ **Profile Data for Federal and State Reporting**
- ✓ **Drug Free Workplace Policy**
- ✓ **Confidentiality of Student Records (FERPA)**
- ✓ **Verification of Retirement Plan Status**
- ✓ **Electronic Funds Transfer (EFT) of Wages (mandatory)** - The employee's paycheck will be directly deposited in their bank account. The employee must fill out this form and either:
 - Take the form to the bank and have them fill out the bottom section; or
 - **Attach a voided check to the form.**

FOR EMPLOYEE - these documents are for the employee to keep:

- ✓ **Employee Handbook information.** This is an information sheet that gives directions as to how to access the Employee Handbook and Faculty Handbook.
- ✓ Benefits Eligibility Guidelines for Adjunct Faculty.
- ✓ **The Affordable Care Act (ACA) Notice of Health Insurance Marketplace Coverage Options & Your Public Employees Benefits Board (PEBB) Benefits**
- ✓ **Reporting Child Abuse and Neglect - Mandated Reporter Information.**
 These are both informational sheets for the employee. Please be sure the employee reads & understands this document. If they have questions that you cannot answer, direct them to the HR department.



Walla Walla Community College

Temporary/Hourly Employee Acknowledgement

Walla Walla Community College's reputation as a quality education institution is heavily dependent on each and every employee as you are all vital members of our team. As a new employee you are expected to be professional in your duties and you should strive to maintain or raise the standards of the College.

Position Title: _____ Department: _____

The days and hours of work for this position are: _____

The hourly rate of pay for this position is: _____

The anticipated duration of this position is: _____

The Human Resource department has determined the temporary position you have been appointed to is:

- Ineligible for retirement and healthcare benefits.***
- Eligible for retirement benefits and Ineligible for healthcare benefits.***
- Eligible for both retirement benefits and healthcare benefits.***

PLEASE READ AND SIGN AS YOUR ACKNOWLEDGEMENT OF RECEIPT OF THIS INFORMATION

- I acknowledge receipt of the Temporary Employee Conditions of Employment & Benefits Eligibility Guidelines.
- I acknowledge receipt of the Mandated Reporter Information.
- I acknowledge that I received clear information of where I could access the Employee Handbook.
- I understand that I am responsible for knowing and following all policies of the College and understanding the information contained in the Employee Handbook.
- I understand this appointment constitutes temporary employment and this notice does not constitute an employment contract. I understand my employment can be terminated on an at-will basis at anytime, for any reason.
- I understand that it is my responsibility to immediately notify my supervisor when I work any additional hours elsewhere at the College.
- I have been given the opportunity to ask questions about my employment.
- I understand that if I have any further questions I can contact my supervisor or a representative in the Human Resource department.
- I acknowledge receipt of the Affordable Care Act {ACA} Notice of Health Insurance Marketplace Coverage Options and Your Public Employees Benefits Board (PEBB) Benefits.
- I acknowledge receipt of the Children's Health Insurance Program {CHIP} Notice

Employee's Printed Name

Employee's Signature

Date

EMPLOYEE HANDBOOK

To access the WWCC Employee Handbook and Faculty Handbook, follow these simple directions:

- ▶ Go to our WWCC Website - www.wwcc.edu
- ▶ Login to CCNET
- ▶ Go to the Human Resource (Department)
- ▶ Go to Employee Handbooks

The primary contact method of correspondence to all staff is through WWCC email.

It is very important that you check your email on a regular basis.

Questions?

Sarah Aschenbrenner, HR Representative

Office Phone (509) 527-4603 or Email [sarah.acbenbrenner\(@,wwcc.edu\)](mailto:sarah.acbenbrenner@wwcc.edu).

G - Adjunct Faculty Packet (applicable excerpts)

ADJUNCT FACULTY NEW EMPLOYEE PACKET

PAYROLL PROCESSORS:

The attached New Employee Packet contains the following documents, with information about each one & what to do with it.

- ✓ **Adjunct Faculty Appointment Authorization.** This form explains the documentation necessary for accreditation purposes. **When transcripts are necessary, OFFICIAL transcripts will be required** *It is also the Authorization form that must be completed by the Hlrinz Department.*
- ✓ **Adjunct Faculty Acknowledgement.** You will need to have the employee sign this form.
- ✓ **PEBB Benefits Eligibility Worksheet A-3.** This form shows how eligibility is determined for adjunct faculty. You will need to:
 - Print the name of the employee on the form;
 - Mark the Stacking Hours across Employers section with a “Y” if the employee is working as faculty at another college; otherwise, mark it with a “N”;
 - In the Quarter Review section, mark the percentage of full-time the employee will be teaching under the proper quarter heading for our institution and any other institutions and;
 - Make sure the employee signs and dates this form.

W-4 Form (*Employee's Withholding Allowance Certificate*) - **Make sure it is a current form.**

Form 1-9 (*Employment Eligibility Verification*) - Proper identification must be presented and this form completed and certified by the person examining the identification documents within three (3) days of the first working day.

- copies of **Identification Documentation** **must** be included in this packet (*see back of Form 1-9 for acceptable documentation*)

✓ Employee Personnel Record

✓ **Profile Data for Federal and State**

Reporting

✓ **Drug Free Workplace Policy**

✓ **Confidentiality of Student Records Guidelines**

FERPA

✓ **Verification of Retirement Plan Status**

✓ **Electronic Funds Transfer (EFT) of Wages** (*mandatory*) - The employee's paycheck will be directly deposited in their bank account. The employee must fill out this form and either:

- Take the form to the bank and have them fill out the bottom section; or,
- **Attach a voided check to the form.**

FOR EMPLOYEE - these documents are for the employee to keep:

✓ **Employee Handbook** information. This is an information sheet that gives directions as to how to access the Employee Handbook and Faculty Handbook.

✓ **The Affordable Care Act (ACA) Notice of Health Insurance Marketplace Coverage Options & Your Public Employees Benefits Board (PEBB) Benefits**

✓ **Reporting Child Abuse and Neglect - Mandated Reporter Information.**

These are both informational sheets for the employee. Please be sure the employee reads & understands this document. If they have questions that you cannot answer, direct them to the HR department.



Walla Walla Community College Adjunct Faculty Acknowledgement

Walla Walla Community College's reputation as a quality education institution is heavily dependent on its academic & professional/technical faculty and as such you are a vital member of our team. High-level commitment to students and to your part-time assignments is absolutely necessary to uphold the reputation of the College. As a new employee with Walla Walla Community College District No. 20 (WWCC), you are expected to be professional in your duties and to be loyal to the institution and its ideals. You should strive to maintain or raise the standards of the College.

PLEASE READ AND SIGN AS YOUR ACKNOWLEDGEMENT OF RECEIPT OF THIS INFORMATION

- I acknowledge receipt of the Benefits Eligibility Guidelines for Adjunct Faculty.
- I acknowledge receipt of the Mandated Reporter Information.
- I acknowledge that I received clear information of where I could access the Employee Handbook and Faculty Handbook.
- I understand that I am responsible for knowing and following all policies of the College and understanding the information contained in the Employee and Faculty Handbooks.
- I understand that it is my responsibility to immediately notify my supervisor when I work any additional hours elsewhere at the College.
- I have been given the opportunity to ask questions about my employment.
- I understand that if I have any further questions I can contact my supervisor or a representative in the Human Resource department.
- I acknowledge receipt of the Affordable Care Act (ACA) Notice of Health Insurance Marketplace Coverage Options and Your Public Employees Benefits Board (PEBB) Benefits.
- I acknowledge receipt of the Children's Health Insurance Program (CHIP) Notice

Employee's Printed Name

Employee's Signature

Date

H - CDL and Drug-and-Alcohol-Testing Policy and Procedure



Walla Walla Community College

Policy: Federal Motor Carrier Safety Administration Mandated
Alcohol and Controlled Substance Testing Program
1996

Adopted: March 26,

Federal Motor Carrier Safety Administration Mandated Alcohol and Controlled Substance Testing Program

The Board of Trustees of Walla Walla Community College directs the College to establish programs and procedures as mandated by and in accordance with the Federal Motor Carrier Safety Administration (FMCSA) alcohol and controlled substance testing regulations.

Prohibited Alcohol and Controlled Substance-Related Conduct: The following alcohol and controlled substance-related activities are prohibited by Walla Walla Community College (WWCC) for employees required to possess a commercial driver's license (CDL) as part of their job responsibilities (hereafter referred to as "drivers"). Violations may result in appropriate corrective action ranging from removal from the performance of safety-sensitive functions up to and including termination of employment.

1. Reporting for duty, remaining on duty, or performing safety-sensitive functions having an alcohol concentration in excess of the standard set by the FMCSA.
2. Reporting for duty, remaining on duty, or performing safety-sensitive functions when using alcohol.
3. Using alcohol or being under the influence of alcohol within four (4) hours of reporting for duty and/or operating or having physical control of a vehicle requiring a CDL to operate.
4. Reporting for duty, remaining on duty, or performing safety-sensitive functions if the driver tests positive for controlled substances.
5. Reporting for duty, remaining on duty, or performing safety-sensitive functions when using any controlled substance, except when instructed by a physician who has advised the driver and WWCC that the substances does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform WWCC of any therapeutic drug use.
6. Reporting for duty, remaining on duty, or performing safety-sensitive functions if the driver possesses alcohol and/or controlled substances.
7. Refusing to submit to an alcohol and/or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
8. When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or using alcohol prior to undergoing a post-accident alcohol test, whichever comes first.

Testing Requirements: The following identify the occasions on which a driver shall be subject to alcohol and/or controlled substance testing. WWCC shall be responsible for the development and implementation of procedures for conducting the tests and administering the exemptions consistent with the federal rules.

1. Pre-Employment Testing: Prior to the first time a driver performs a safety-sensitive function for WWCC, the driver shall undergo testing for controlled substances. This testing requirement may be waived upon FMCSA regulations for CDL drivers recently employed elsewhere for whom testing records are available from their previous employers.
2. Post-Accident Testing: Each surviving driver of an accident, as defined by the FMCSA, shall be tested for alcohol and controlled substances.
3. Random Testing: Annually, WWCC will arrange for the unannounced random alcohol and/or controlled substance testing of its drives. Fifty percent (50%) of WWCC's drivers must be randomly selected for controlled substance testing each year, and 25% of its drivers for alcohol testing (or whatever level of testing is required in a given year by the FMCSA). Alcohol testing under this program shall take place just prior to, during, or immediately after the driver engages in a safety-sensitive function for WWCC.
4. Reasonable Suspicion Testing: A driver must submit to alcohol and/or controlled substance testing whenever a trained supervisor has a reasonable suspicion of alcohol misuse or controlled substance use based on specific, contemporaneous observations that can be articulated concerning the appearance, behavior, speech, or body odors of the driver. Observations related to using alcohol and/or controlled substances must be made just prior to, during, or immediately after the driver engages in a safety-sensitive function for WWCC, and the alcohol and/or controlled substance test must be given within eight (8) hours following the determination of reasonable suspicion.
5. Return to Duty Testing: If a driver is to be returned to performing safety-sensitive functions for WWCC following a violation of this policy and/or the federal regulations, the driver shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse and controlled substance use. If a driver is to be returned to performing safety-sensitive functions for WWCC following a violation of this policy and/or the federal regulations, the driver shall first be evaluated by a SAP to determine that the driver has properly followed any rehabilitation prescribed. Before a driver can be returned to performing safety-sensitive functions for WWCC following a violation of this policy and/or the federal regulations, the driver shall undergo a return-to-duty alcohol and/or controlled substance test resulting in an alcohol concentration below the standard set by the FMCSA or a negative controlled substance test.
6. Follow-Up Testing. Any driver that continues performing safety-sensitive functions for WWCC following a determination of alcohol misuse and/or controlled substance use, shall be subject to unannounced follow-up alcohol and/or controlled substance testing as directed by a SAP. Follow-up alcohol testing shall be conducted only prior to, during, or immediately after the driver performs safety-sensitive functions.

Record Retention and Reporting: WWCC is responsible for developing procedures for securely retaining records collected under this policy with controlled access and for the time periods established by the federal regulations. WWCC is also responsible for developing procedures for reporting data collected under this policy as required by the federal regulations.

Education, Training, and Referral Services: WWCC shall adopt educational materials that explain the requirements of this policy and the federal program. The educational materials shall be distributed to each driver prior to the start of the testing program and to each driver subsequently hired or transferred into a position covered by this policy. Each driver, after receiving a copy of the educational materials, shall sign a certificate of receipt and WWCC shall maintain the original copy of the receipt. The educational materials shall include:

1. A copy of this policy and subsequent procedures.
2. The name of the person designated to answer questions about the materials.
3. The categories of employees covered by the policy.
4. A description of safety-sensitive functions, so that drivers will know which part of their tasks will be covered by this policy.
5. A specific description of conduct prohibited by this policy and the federal program.
6. The circumstances under which a driver is subject to testing.
7. The procedures used in the testing program, especially those that protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver.
8. The requirement that drivers must submit to testing required by this policy and the federal program and a description of what constitutes refusal to submit to required testing and the consequences of refusal.
9. The consequences of drivers who violate this policy and the federal program, including immediate removal from conducting safety-sensitive functions.
10. The consequences for drivers found to have alcohol concentrations between 0.02 and 0.04.
11. Information about the effects of alcohol and controlled substances on an individual's health, work, and personal life and methods of intervening when a problem with alcohol or a controlled substance is suspected, including confrontation, referral to an assistance program, and referral to management.
12. Supervisors designated to determine if reasonable suspicions exists that a driver is under the influence of alcohol and/or controlled substances must have at least one hour of training on alcohol misuse and at least one hour of training on controlled substance use. The training shall cover the physical, behavioral, speech, and performance indicators of probable alcohol misuse and controlled substance use.

The employed driver who violates this policy or the federal regulations shall be informed of resources available for evaluation and resolving problems associated with the issue of alcohol and use of controlled substances, including the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs. Costs incurred by the driver for evaluation and/or rehabilitation are the driver's responsibility (other policies may apply).

The Board of Trustees adopted and approved this policy effective March 26, 1966. Administratively revised October 2008.

WALLA WALLA COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURE ALCOHOL AND CONTROLLED SUBSTANCE TESTING FOR CDL DRIVERS

INTRODUCTION

This procedure implements the Board Policy which requires WWCC to establish programs and procedures as mandated by and in accordance with the Federal Motor Carrier Safety Administration (FMCSA) alcohol and controlled substance testing regulations. Many of the terms used in this procedure are defined in the Glossary of Terms at IX.

WWCC participates in Educational Service District 123's employer cooperative (ESD Cooperative) for the selection of a service agent to administer all or part of the alcohol and controlled substance testing. Alcohol and controlled substance testing procedures will be conducted in accordance with the procedures described in the Driver Education Materials.

The Human Resource Director is the Designated Employer Representative (DER) who serves as WWCC's point of contact for the program. The DER may delegate some of the responsibilities to a designee.

DER & DRIVER RESPONSIBILITIES

A DER Responsibilities

1. Inform applicants for employment and/or WWCC employees' participating in the program of WWCC's testing requirements. Ensure they receive all required education materials.
2. Ensure that the required controlled substance testing is conducted prior to the first time a driver performs a safety-sensitive function for WWCC. This includes:
 - a. Having the prospective driver complete the release forms allowing WWCC to obtain information from the previous employer for the three (3) years preceding the date of inquiry on any alcohol test results, verified position controlled substance test results, and refusals to be tested.
 - b. Testing prospective drivers who have been offered employment in positions requiring possession of a valid commercial drivers license (CDL).
 - c. Testing current employees who may be performing safety-sensitive functions which require a valid CDL.
 - d. Disqualifying a prospective driver if he/she refuses to consent to the release of information or for a refusal to submit to or failure to satisfactorily pass a controlled substance test.

3. For employment and risk management purposes, annually request a complete driving record for every driver from the Department of Licensing.
4. Maintain a record-keeping and reporting system that meets the requirements of the Department of Transportation (DOT) while protecting the privacy of those tested.
5. Prepare and maintain a calendar year summary covering the results of the Alcohol and Controlled Substance Testing Program.
6. Assign an additional point of contact that is authorized to receive telephone test results in the absence of the DER.
7. Receive and provide confidential, segregated storage for all test related records.
8. Ensure that the contractor is provided with all current information needed for their database from which the random testing selections are made.
9. Ensure that supervisors of CDL drivers and other WWCC employees who may be in regular contact with CDL drivers attend any required training covering the effects of alcohol misuse and/or controlled substance use in the workplace and behavioral symptoms of being under the influence of alcohol and/or controlled substances.
10. Ensure the random testing process is administered in compliance with DOT rules and regulations.
11. Assist in planning and implementing appropriate action plans for employees who have positive test results.
12. Ensure that any driver who violates this Administrative Procedure is removed from performing safety-sensitive functions.
13. If WWCC continues to employ a driver who has engaged in a prohibited activity, make sure that they require return-to-duty and follow-up testing before the driver is returned to or maintained in the performance of safety-sensitive functions.

Driver Responsibilities

The following alcohol and controlled substance-related activities are prohibited for CDL drivers. Drivers found in violation shall be removed from performing safety-sensitive functions and may be subject to discipline, up to and including termination of employment. If WWCC continues to employ a driver who has committed any of these offenses, WWCC must require return-to-duty and follow-up testing before the driver is returned to or maintained in the performance of safety-sensitive functions.

1. Reporting for duty, remaining on duty or performing safety-sensitive functions if the driver tests positive for having an alcohol concentration in excess of the standard set by the FMCSA.
2. Reporting for duty, remaining on duty or performing safety-sensitive functions when using alcohol.
3. Using alcohol or being under the influence of alcohol within four (4) hours of reporting for duty and/or operating or having physical control of a vehicle requiring a CDL to operate.
4. Reporting for duty, remaining on duty or performing safety-sensitive functions if the driver tests positive for controlled substances.
5. Reporting for duty, remaining on duty or performing safety-sensitive functions when using any controlled substance, except when instructed by a physician who has advised the driver and WWCC that the substance does not adversely affect the driver's ability to safely operate a vehicle. Drivers are required to inform WWCC of any therapeutic drug use.
6. Reporting for duty, remaining on duty or performing safety-sensitive functions if the driver possesses alcohol and/or controlled substances.
7. Refusing to submit to an alcohol and/or controlled substance test required by post-accident, random, reasonable suspicion or follow-up testing requirements.
8. When required to take a post-accident alcohol test, using alcohol within eight (8) hours following the accident or using alcohol prior to undergoing a post-accident alcohol test, whichever comes first.

ALCOHOL & CONTROLLED SUBSTANCE TESTING REQUIREMENTS

B Pre-Employment/Initial Testing Requirements

1. Controlled substance testing is required prior to the first time a driver performs a safety-sensitive function for WWCC. This includes:
 - a. Testing prospective employees who have been offered employment performing work which requires possession of a CDL.
 - b. Testing current employees who possess a CDL.
 - c. Testing current employees who are being reassigned to a position which requires a CDL.
2. WWCC shall advise applicants required to possess a CDL that controlled substance testing is a part of the employment process and that

- satisfactory completion of such is a condition of employment.
3. Prospective employees and WWCC employees selected for positions requiring alcohol and controlled substance testing will be offered the position pending a negative controlled substance test result. The DER/designee will inform the prospective driver of the requirement to report for testing and the consequences for failure to do so.
 4. The Medical Review Officer (MRO) or designee will provide verbal communication to WWCC's DER/designee within 48 hours of a confirmed negative controlled substance test result. The MRO or designee will provide verbal communication to WWCC's DER/designee immediately upon a confirmed positive controlled substance test result. The MRO or designee will provide written test results to WWCC's DER/designee within three days of the verbal communication.
 5. Upon receipt of a negative controlled substance test result, the prospective driver may commence performing safety-sensitive functions.
 6. Upon receipt of a positive controlled substance test result, the prospective driver will be notified that he/she will no longer be considered for employment with WWCC. Current employees who are potential transfer drivers with a positive controlled substance test result will not be permitted to transfer to a position requiring a CDL. Whether or not they are disciplined will depend on the individual circumstances and the application of other policies, laws and the collective bargaining agreements, if any. WWCC will provide the former applicant or potential transfer with a written list of the resources available for evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances.
 7. WWCC shall notify the prospective driver of the results of a pre-employment controlled substance test conducted under this policy and procedure if the driver requests such results within 60 calendar days of being notified of the disposition of the employment application.
 8. The DER may authorize exceptions to the Pre-Employment/Initial Testing Requirements in accordance with the provisions of section VIII of this Administrative Procedure.

Random Testing Requirements

1. Random Alcohol Testing

25% of WWCC drivers participating in the ESD Cooperative will be randomly selected for alcohol testing annually. FMCSA may adjust the percentage required for annual random testing. Drivers shall only be tested for alcohol

while they are performing safety-sensitive functions.

2. Random Controlled Substance Testing

50% of WWCC drivers participating in the cooperative will be randomly selected for controlled substance testing annually. The FMCSA may adjust the percentage required for annual random testing.

3. Random Testing Process

- a. The DER/designee will ensure that random alcohol and controlled substance testing is unannounced and dates for administering the random testing are spread reasonably through the calendar year.
- b. The selection of drivers for random alcohol and controlled substance testing shall be made by a scientifically valid method. Under the selection process used, each driver shall have an equal chance of being tested each time selections are made.
- c. WWCC shall ensure that drivers selected for random alcohol and/or controlled substance testing proceed immediately to the testing site upon notification of being selected, unless the driver is performing a safety-sensitive function, in which case the driver will cease performing and proceed to testing as soon as possible.
- d. In the event a driver who is selected for a random alcohol and/or controlled substance test is absent, WWCC may request another driver be selected for testing or keep the original selection confidential until the driver returns, if the driver is expected to be available for testing during the current designated testing period.

Reasonable Suspicion Testing Requirements

WWCC shall require a driver to submit to an alcohol and/or controlled substance test when it has reasonable suspicion to believe the driver has violated the alcohol and/or controlled substance prohibitions of WWCC's policy and procedure. Only one supervisor is required to make a reasonable suspicion determination before an alcohol and/or controlled substance test can be required.

9. Supervisor Training

The required observations for alcohol and/or controlled substance reasonable suspicion testing shall be made by a supervisor or WWCC official who is trained in accordance with the following requirements:

- a. WWCC must ensure persons designated to determine whether reasonable suspicion exists to require a driver to undergo alcohol and/or controlled substance testing receive at least one hour of training on alcohol misuse

- and at least one hour of training on controlled substances use.
- b. The training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and controlled substance use.

10. Reasonable Suspicion Alcohol Testing

Note: The mere possession of alcohol does not constitute a need for reasonable suspicion testing, which must be based on observations concerning the driver's appearance, behavior, speech or body odor. However, possessing alcohol while on duty or operating a commercial vehicle is a violation of this policy which must result in removal from performance of safety-sensitive functions and may result in discipline up to and including dismissal/termination of employment.

- a. Reasonable suspicion alcohol testing is authorized only if the observations are made during, just before, or just after the period of the work day the driver is required to be in compliance.
- b. WWCC's determination that reasonable suspicion exists to require the driver to undergo an alcohol test must be based on specific, contemporaneous observations that are able to be articulated concerning the appearance, behavior, speech or body odors of the driver.
- c. The supervisor who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test.
- d. If a reasonable suspicion alcohol test is not administered within two hours following the observations, WWCC shall prepare and maintain on file a record stating the reasons the alcohol test was not administered promptly. In addition, if not administered within eight- hours, WWCC shall cease attempts to administer the test, and shall prepare and maintain the record listed above.
- e. If reasonable suspicion exists, WWCC shall not permit the driver to perform or continue to perform safety-sensitive functions at least until:
 - i. An alcohol test is administered and the driver's alcohol concentration measures less than 0.02; or,
 - ii. 24 hours have elapsed following the determination that there is reasonable suspicion to believe that the driver has violated the prohibitions of the policy concerning alcohol misuse.
- f. Except as provided above, WWCC shall not take any action against a driver based solely on the driver's behavior and appearance, with respect to alcohol misuse, in the absence of an alcohol test. Action will be taken if a positive alcohol test result is obtained.
- g. A written record shall be made of the observations leading to an alcohol test, signed by the supervisor or WWCC official who made the observations, within 24 hours of the observations or before the results of the test are released, whichever is earlier.

11. Reasonable Suspicion Controlled Substance Testing

- a. WWCC's determination that reasonable suspicion exists to require the driver to

undergo a controlled substance test must be based on specific, contemporaneous observations that are able to be articulated concerning the appearance, behavior, speech or body odors of the driver. The observations may include indications of the chronic and withdrawal effects of controlled substances.

- b. WWCC will remove the driver from safety-sensitive functions at least until the verified test results are reported.
- c. A written record shall be made of the observations leading to a controlled substance test, signed by the supervisor or WWCC official who made the observations, within 24 hours of the observations or before the results of the test are released, whichever is earlier.

Post-Accident Testing Requirements

All drivers will be provided with necessary post-accident information, procedures, and instructions prior to commencing job responsibilities. Nothing in this policy should be construed to require the delay of necessary medical attention for injured people following an accident, to prohibit a driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

1. Driver Responsibility

As soon as practical following an accident the driver shall make every attempt to contact his/her supervisor or a WWCC representative, as defined in this procedure.

- d. The driver will be given instructions for obtaining alcohol and/or controlled substance testing.
- e. The driver who is subject to post-accident testing must remain available for testing or WWCC shall consider the driver to have refused to submit to testing.
- f. The driver subject to post-accident testing must refrain from consuming alcohol for eight (8) hours following the accident, or until he/she submits to an alcohol test, whichever comes first.

2. WWCC Responsibility

Upon receiving a report of an accident, WWCC shall instruct and ensure the driver (if surviving) is tested for alcohol and/or controlled substances as soon as practical.

3. Post-Accident Alcohol Testing

- g. The driver who is subject to post-accident testing shall remain readily available for such testing or shall be deemed to have refused to submit to the testing.
- h. If the test is not administered within two (2) hours following the accident, WWCC shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
- i. If the test is not administered within eight (8) hours following the accident, the WWCC shall cease attempts to administer the test. WWCC shall prepare and maintain on file a record stating the reasons the test was not administered.
- j. The results of a breath or blood test for the use of alcohol testing, conducted by federal, state and/or local officials having independent authority to conduct the test, shall be considered to meet the requirements of this procedure, if the results are released to WWCC.

4. Post-Accident Controlled Substance Testing

- k. WWCC must test the driver for controlled substances within thirty-two (32) hours following an accident. If WWCC cannot administer the test within thirty-two (32) hours following an accident, attempts to administer the test shall cease. WWCC shall prepare and maintain on file a record stating the reasons the test was not promptly administered.
- l. The results of a urine test for the use of controlled substance testing, conducted by federal, state and/or local officials having independent authority to conduct the test, shall be considered to meet the requirements of this procedure, if the results are released to WWCC.

Return-to-Duty And Follow-up Testing Requirements

If for any reason WWCC continues to employ a driver who has refused to submit to a required test, has tested positive for alcohol and/or controlled substances or has otherwise violated this policy, WWCC must require return-to-duty and follow-up testing before the driver is returned to or maintained in the performance of safety-sensitive functions.

12. Return-to-Duty Testing

- a. WWCC shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding alcohol misuse, the driver shall undergo a return-to-duty alcohol test indicating a breath alcohol concentration of less than 0.02.
- b. WWCC shall ensure that before a driver returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding controlled substance use, the driver shall undergo a return-to-duty controlled substance test with a result indicating a verified negative result for controlled substance use.
- c. The driver must also be evaluated by a Substance Abuse Professional

(SAP) and participate in any assistance program prescribed. WWCC must obtain written assurance from the SAP that the employee is fit to return to duty.

d. The testing must be conducted at a facility designated by WWCC.

13. Follow-up Testing

a. Following a determination by a SAP that a driver is in need of assistance in resolving problems associated with alcohol misuse and/or controlled substance use, WWCC shall ensure that the driver is subject to unannounced follow-up alcohol and/or controlled substance testing as directed by the SAP.

b. Follow-up alcohol testing shall be conducted only when the driver is performing safety-sensitive functions, just before the driver is to perform safety-sensitive functions, or just after the driver has ceased performing safety-sensitive functions.

TESTING RESULTS AND CONSEQUENCES

C Alcohol Tests

1. Results with an alcohol concentration less than 0.02 will be reported to the WWCC DER/designee as negative and the driver is clear to perform safety-sensitive job functions.

2. Results with an alcohol concentration of 0.02 or greater, but less than 0.04, will be reported to the WWCC DER/designee as positive and the driver shall be removed from performing safety-sensitive functions.

a. Conditions of return-to-work will be negative results in the return-to-work alcohol test. This test shall be completed no sooner than twenty-four (24) hours before returning to the performance of safety-sensitive functions.

b. The driver will be required to participate in a substance abuse education/awareness program within ten (10) working days of receipt of the test results. A list of approved programs will be provided to the driver and the cost of participating in such program will be the responsibility of the driver. Failure to comply with this requirement will result in the driver being removed from safety-sensitive functions until such time that a document of completion from the provider of the program is received.

c. A second offense in which the results of the driver's alcohol test indicate a blood alcohol concentration of 0.02 or greater, but less than 0.04, within a three year period will be sufficient grounds for discipline and may include termination of employment.

3. Results with an alcohol concentration of 0.04 or greater or refusal to be tested

will be reported to the WWCC DER/designee.

- a. The driver will be removed from performing safety-sensitive functions and will be subject to discipline and may include termination of employment.
- b. The driver will be provided with a list of resources available for evaluation of resolving problems associated with alcohol misuse.
- c. If the driver is not terminated from employment, the following will apply:
 - i. Conditions of return to work will be negative results in the return- to-work alcohol test.
 - ii. The driver will be required to participate in a substance abuse education/awareness program within ten (10) working days of receipt of the test results. Cost of participation in such a program will be the responsibility of the driver. Failure to comply with this requirement will result in the driver being removed from safety- sensitive functions until such time that a document of completion from the provider of the program is received.

Drug Tests

4. The MRO will notify WWCC of all controlled substance test results.
5. WWCC shall notify drivers of the results of random tests for controlled substances conducted under this policy. If the test results are verified positive, WWCC shall inform the driver which controlled substance or substances were verified as positive.
6. If tests results are positive, the driver will be removed from performing safety-sensitive functions and will be subject to discipline and may include termination.
 - a. If the driver is not terminated, as a condition of return to work the driver must have a negative result in the return-to-work controlled substance test.
 - b. The driver will be provided a written list of resources available for evaluating and resolving problems associated with substance abuse.
 - c. The driver will be required to participate in a substance abuse education/awareness program within ten (10) working days of receipt of the test results. Cost of participation in such a program will be the responsibility of the driver. Failure to comply with this requirement will result in the driver being removed from safety-sensitive functions until such time that a document of completion from the provider of the program is received.

REFERRAL, EVALUATION AND TREATMENT

When a driver receives a positive alcohol and/or controlled substance test under this policy or violates the other prohibitions of this policy, WWCC will provide the driver with information regarding the resources available to the driver for evaluating and resolving problems associated with alcohol misuse and controlled substance use. WWCC is not required to provide any of these

services under this policy. Other WWCC policies and provisions in the collective bargaining agreement, if any, may have application to the provision of services.

TEST COSTS AND COMPENSATIONS

- D** If WWCC’s collective bargaining agreement covers testing costs and driver compensation, those provisions take precedence over this procedure.
1. Time traveling to and participating in the following alcohol and/or controlled substance testing – random, reasonable suspicion and post- accident—will be considered work time.
 2. If a driver is relieved from work due to positive alcohol and/or controlled substance test results, the driver may request approved leave or accrued compensatory time, if applicable.
 3. If a driver uses work time to seek evaluation of or treatment for alcohol misuse and/or controlled substance use, sick leave may be allowed.
 4. Drivers will be responsible for taking the pre-employment and return-to- work tests on their own time and at their own expense. However, if the return-to-work test is negative, the driver will be reimbursed for the cost of the test.
 5. If a driver’s initial controlled substance test is positive and the driver requests that the split sample be tested, the second test will be at the employee’s expense. If the confirming test is negative, WWCC will reimburse the employee for the cost of the split sample test.

ALCOHOL AND CONTROLLED SUBSTANCE TESTING PROCEDURES

All alcohol and controlled substance testing procedures are described in detail in the Driver Education Materials.

EXCEPTIONS TO PRE-EMPLOYMENT TEST REQUIREMENTS

- E** WWCC is not required to administer a pre-employment controlled substance test if the following conditions are met:
1. The driver has participated in a controlled substance testing program in the previous 30 days; and,
 2. While participating in that program the driver must have either been tested for controlled substances in the previous six months, or participated in a random controlled substance testing program for the previous 12 months;
 3. WWCC ensures that no prior employer of the driver has record of violations of any FMCSA controlled substance use regulation for the driver

in the previous six months.

- E** In order to exercise the exceptions listed above, WWCC must first contact the alcohol and/or controlled substance testing program(s) in which the driver has participated and obtain the following information before the prospective employee is permitted to perform safety-sensitive functions:
1. The name(s) and address(s) of the program(s). This would generally be the driver's prior and/or current employer(s);
 2. Verification that the driver participates or participated in the program(s);
 3. Verification that the program(s) conforms to the required procedures set forth in the FMCSA regulations;
 4. Verification that the driver has not refused to submit to an alcohol and/or controlled substance test;
 5. The date the driver was last tested for alcohol and controlled substances; and,
 6. The results of any alcohol and controlled substance tests administered in the previous six months and any violations of the alcohol misuse or controlled substance use rules.

Obtaining Alcohol and Controlled Substance Testing Information from Previous Employers

1. WWCC may obtain from any previous employer of a prospective driver, provided the driver has given his/her written consent, any information concerning the driver's participation in an alcohol and/or controlled substance testing program. Failure by a prospective driver to provide WWCC with a release for information the WWCC is required by federal rules to review, will result in any prospective offers of employment being withdrawn.
 2. WWCC must obtain and review the information listed below from any employer the driver performed safety-sensitive functions for in the previous two (2) years. The information must be obtained and reviewed no later than 14 days after the first time a driver performs safety-sensitive functions.
 - a. Information on the driver's alcohol tests in which an alcohol concentration of 0.04 or greater was indicated;
 - b. Information on the driver's controlled substance tests in which a positive result was indicated; and,
 - c. Any refusal to submit to a required alcohol and/or controlled substance test.
- G** WWCC must provide to each of the driver's previous employers of the past two (2) years, a written authorization from the driver for release of the required information. The release of information may take the form of personal interviews, telephone interviews,

letters, or any other method that ensures confidentiality. WWCC must maintain a written, confidential record with respect to each past employer contacted.

- H** WWCC may not use a driver to perform safety-sensitive functions if information is received indicating the driver has tested positive for controlled substances, tested at or above 0.04 alcohol concentration, or refused a test. Unless WWCC has evidence that the driver has been evaluated by a SAP, completed any required treatment, passed a return-to-duty test, and been subject to follow-up testing.

GLOSSARY OF TERMS

For purposes of this policy:

An Accident is defined as: An occurrence involving a commercial motor vehicle operating on a highway in interstate or intrastate commerce which results in:

- A fatality;
- Bodily injury to a person who as a result of the injury, immediately receives medical treatment away from the scene of the accident; or
- One or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicles to be transported away from the scene by a tow truck or other motor vehicle.

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Alcohol Concentration (or content) means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test (EBT).

Alcohol Use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Breath Alcohol Technician (BAT) is an individual who instructs and assists individuals in the alcohol testing process and operates an EBT.

Confirmation Test for alcohol testing means a second test, following a screening test that had a result of 0.02 or greater, which provides quantitative data of alcohol concentration. For controlled substances testing, it means a second analytical procedure to identify the presence of a specific controlled substance or drug metabolite; the confirmation test must be independent of the screen test and use a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy.

Driver means any person who is required or chooses to have, as part of his or her job responsibilities, possession of a valid CDL. For the purpose of pre-employment testing/pre-duty testing only, the term driver includes a prospective employee for a position which requires a valid CDL.

Evidential Breath Testing Device (EBT) is a device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath for alcohol concentration and placed on NHTSA's "Conforming Products List of Evidential Breath Testing Devices" (CPL).

Medical Review Officer (MRO) is a licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory results generated by an employer's controlled substance testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his/her medical history and any other relevant biomedical information.

Reasonable Suspicion is the belief that the driver has violated the alcohol and/or controlled substance prohibitions based on specific, contemporaneous observations that are able to be articulated concerning the appearance, behavior, speech or body odors of the driver.

Refusal to Submit (to an alcohol or controlled substance test) occurs when a driver:

1. Fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing;
2. Fails to provide adequate urine for controlled substance testing without a valid medical explanation after he/she has received notice of the requirement for urine testing;
3. Engages in conduct that clearly obstructs the testing process; or,
4. Consumes alcohol within eight (8) hours after a defined accident or before being tested, whichever occurs first.

Safety-Sensitive Functions occur during any period when a driver is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. Drivers participating in the alcohol and controlled substance testing program for CDL Drivers are assumed to be immediately available to perform safety-sensitive functions any time he/she is on duty. For WWCC the typical safety-sensitive function is operating a school bus or other commercial vehicle and any function related to the operation of that vehicle to include, but not limited to: 1) pre- and post-trip inspections; 2) fueling; 3) cleaning; 4) repairing; 5) obtaining assistance; 6) standby time or remaining in attendance with a disabled vehicle by employees required to or choosing to drive using their CDL as part of their employment.

Screening Test (initial test). In alcohol testing it means an analytical procedure to determine whether a driver may have a prohibited concentration of alcohol in his/her system. In controlled substance testing it means an immunoassay screen to eliminate "negative" urine specimens from further consideration.

Substance Abuse Professional (SAP) means a licensed physician (MD or Doctor of Osteopathy) or a licensed or certified psychologist, social worker, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

AUTHORITY

1. The authority for this procedure comes from Federal Motor Carrier Safety Regulations (FMCSR) Part 40 – Procedures for Transportation Workplace Drug and Alcohol Testing Programs, Subparts A – R and from WWCC’s Board Policy, Federal Motor Carrier Safety Administration Mandated Alcohol and Controlled Substance Testing Program.

I - Security Report E-mail to Employees and Students (applicable excerpts)

From: Jacquelyn K Meier <jacquelyn.meier@wwcc.edu>
Sent: Friday, September 28, 2018 4:31 PM
To: WWCC All Employees <WWCCAllEmployees2@wwcc.edu>; WWCC All Enrolled Students <allenrolledstudents@wwcc.onmicrosoft.com>
Subject: Annual Security Report Quarterly Notification
Importance: High

Note: The security report includes any reportable crimes as it relates to Liquor and Drug violations as well as alcohol and other drug policies.

All,

As part of Walla Walla Community College's continued commitment to the safety and security of our students, faculty, and staff and to meet requirements outlined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Campus Security and Environmental Health & Safety is providing the following notifications to all faculty, staff, and students. Any questions regarding this email can be directed to the Campus Security and Environmental Health & Safety Department.

Annual Security Report

Walla Walla Community College publishes the Annual Security Report no later than October 1st of each year. The Annual Security Report is prepared by the Campus Security and Environmental Health & Safety Department in coordination with Student Affairs, Human Resources, Facilities and numerous local law enforcement agencies that have jurisdiction over Walla Walla Community College campuses and facilities. Inside this report, you will find detailed information regarding the resources and prevention programs available at Walla Walla Community College. You will also find reporting policies and procedures, which Walla Walla Community College utilizes to increase the safety and security of our campuses and encourage the reporting of all criminal activity. Also included in this report, you will find information regarding criminal activity that was reported to Campus Security and Environmental Health & Safety and that occurred on Walla Walla Community College campuses or facilities. The current Annual Security Report can be found online at <https://www.wwcc.edu/security-environmental-health-safety/wp-content/uploads/sites/43/2018/05/safety-and-fire-report.pdf>. Additional Clery Act information, including the daily crime logs for both campuses, can be found on the Campus Security and Environmental Health & Safety website, located at <https://www.wwcc.edu/security-environmental-health-safety/clery-act-compliance/>. A printed copy of the Annual Security Report may be obtained free of charge at the Campus Security and Environmental Health & Safety office in Bldg. D on the Walla Walla Campus, Monday – Friday from 7:30am until 4:30pm.

Emergency and Crime Reporting

Walla Walla Community College utilizes the following procedures related to the reporting of criminal activity and other emergency situations on campus.

1. Campus Security and Environmental Health & Safety is the primary reporting location for all criminal activity and emergency situations on campus. Reporting can be accomplished by the following means:
 - a. In person Monday-Friday between 7:30am and 4:30pm at the Campus Security and

Environmental Health & Safety office which is located on the Walla Walla Campus in Building D. This reporting option has limited options for confidentiality.

- b. Via email - by sending an email to campussafety@wwcc.edu. This email address is monitored 24 hours per day, 7 days per week.
 - c. By calling the Campus Safety and Security office Monday-Friday between 7:30am and 4:30pm at 509-526-SAFE (7233).
2. Reporting can also be accomplished by contacting the following individuals, positions or departments.
- a. Campus Security Authorities (CSAs) are individual employees of Walla Walla Community College who have been designated as CSAs because of specific duties or responsibilities associated with their position. A list of current CSAs is maintained on the Campus Security and Environmental Health & Safety webpage. CSAs are required to forward all reports, minus victim information, they receive in their role as a CSA to Campus Security and Environmental Health & Safety. Confidentiality may be maintained but it will limit any further action by Walla Walla Community College.
 - b. Professional counselors are available at both the Walla Walla and the Clarkston Campuses. Reports received by counselors are considered to be confidential. Counselors are encouraged to remind victims of crime that confidential reporting should also be made to Campus Security and Environmental Health & Safety solely to aid in the collection of crime statistics.
 - c. Title IX Coordinators - Any individual who believes that they may be the victim of any violation of Title IX to include sexual harassment and or sexual assault may report the incident to the Title IX Coordinator. The Walla Walla Community College Title IX Coordinator is the Vice President of Human Resources, Sherry Hartford.

Note: Any incident that has the potential to cause an immediate or continued threat to the College Community should be reported directly to Campus Security and Environmental Health & Safety in order to facilitate the possible issuance of a Time Warning as required by the Clery Act.

If you have any questions regarding the information provided in this email, please do not hesitate to call or email me.

Thank you,

Jacquelyn Meier

Interim Director

Campus Security and Environmental Health and

Safety Walla Walla Community College

500 Tausick Way

Walla Walla, WA

99362 Office: 509-

526-7233



Annual Security Report Calendar Year 2017

**Walla Walla Community College Campus Security and Environmental
Health and Safety Department**

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abuse, verbal abuse, threat, intimidation, harassment, bullying, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property.

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION

Arrests and Referrals for Disciplinary Action for Weapons—Carrying, Possessing, etc., Law Violations, Drug Abuse Violations and Liquor Law Violations.

Weapons: Carrying, Possessing, Etc. is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations are defined as the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

UNFOUNDED CRIMES

For Clery Act purposes, the standard for unfounding a reported crime is very high. Walla Walla Community College may classify a crime as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Campus Security personnel are not authorized to unfound crimes that have been reported to the Campus Security and Environmental Health and Safety Department.

DAILY CRIME LOG

The purpose of the daily crime log is to record all **criminal incidents and alleged criminal incidents** that are reported to the Campus Security and Environmental Health and Safety Department. The daily crime log will reflect the date and time an incident was reported, the location where the incident occurred, and the disposition of the incident. An explanation of those dispositions is provided below. An online version of the daily crime log is available on the Campus Security and Environmental Health and Safety Department's webpage at <https://www.wvcc.edu/security-environmental-health-safety/clery-act-compliance/> and will reflect all activity for the last 60 days. A hard copy of the daily crime log for the last seven years is maintained by the Campus Security and Environmental Health and Safety Department and may be viewed during normal business hours by visiting the Campus Security and Environmental Health and Safety Department office located on the Walla Walla campus in Building D. Walla Walla Community College may temporarily withhold information from the Daily Crime Log if it is determined that that information could jeopardize an ongoing investigation, jeopardize the safety of an individual, cause a suspect to flee or evade detection or result in the destruction of evidence.

VAWA Offenses	Year	On Campus Property Walla Walla Campus	Public Property Walla Walla Campus	Non-Campus Property Walla Walla Campus	Unfounded Crimes	On Campus Property Clarkston Campus	Public Property Clarkston Campus	Non-Campus Property Clarkston Campus	Unfounded Crimes
<i>Domestic Violence</i>	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
<i>Dating Violence</i>	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
<i>Stalking</i>	2017	1	0	0	0	0	0	0	0
	2016	1	0	0	0	0	0	0	0
	2015	3	0	0	0	0	0	0	0
<i>Arrests and Referrals for Disciplinary Action</i>	Year	On Campus Property Walla Walla Campus	Public Property Walla Walla Campus	Non-Campus Property Walla Walla Campus	Unfounded Crimes	On Campus Property Clarkston Campus	Public Property Clarkston Campus	Non-Campus Property Clarkston Campus	Unfounded Crimes
<i>Arrest Weapons Violations</i>	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
<i>Arrest for Drug Abuse Violations</i>	2017	0	0	2	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
<i>Arrest for Liquor Law Violations</i>	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
<i>Disciplinary Action for Weapons Violations</i>	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
<i>Disciplinary Action for Drug Abuse Violations</i>	2017	1	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
<i>Disciplinary Action for Liquor Law Violations</i>	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

* Walla Walla Community College does not offer student housing on either of its campuses.

** There were no hate crimes reported in 2015, 2016 or 2017.

*** The number of motor vehicles thefts on campus in 2015 was changed from 1 to 2 based on clarification of the definition of a motor vehicle.

**** The number of burglaries on campus in 2015 was changed from 0 to 1 based on clarification of the definition of burglary and structure.

Security and Environmental Health and Safety department, which can be done online at <https://www.wbcc.edu/security-environmental-health-safety/campus-security-authority/>. In addition, the Executive Director of Campus Security and Environmental Health and Safety will send out a quarterly reminder during the first two weeks of each quarter requesting all Campus Security Authority reports from the previous quarter.

WALLA WALLA COMMUNITY COLLEGE POLICIES AND STATEMENTS

MISSING STUDENTS AND THE 24-HOUR RULE

Walla Walla Community College does **not** offer student housing and is exempt from compliance with this requirement.

DISCLOSURE OF CRIME REPORT TO VICTIMS OF VIOLENT OR NON-FORCED SEX OFFENSE

Walla Walla Community College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

OFF CAMPUS STUDENT ORGANIZATIONS

Walla Walla Community College does **not** recognize off campus student organizations and is exempt from this reporting requirement.

DRUG AND ALCOHOL POLICIES

Drug and alcohol dependency is a very serious problem for abusers and their families. Confidential help is available from counselors located in the Advising and Counseling Center, in addition to various resources within the Walla Walla community. Information on referral, assessment, support groups, and treatment services may be found on the WWCC Counseling Resources website. The College maintains a drug and alcohol free environment in accordance with Federal and State policies, in addition to a Tobacco Free Campus. https://www.wbcc.edu/CMS/fileadmin/PDF/Human_Resources/6-PoliciesandProcedures/Policies/Tobacco_Free_Campus_Policy.pdf. In accordance with the Student Code of Conduct Policy, student discipline may be imposed for violation of the following alcohol and drug related offenses:

- The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, in classrooms, buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, intercollegiate and intramural athletic facilities, parking lots, or any other college property or premises;
- The actual possession, use, sale, manufacture, consumption, or being under the influence of alcohol or intoxicating beverages, regardless of age, at any college sponsored activity, on or off campus;
- Public intoxication or being under the influence of alcohol or intoxicating beverages, or appearing in a state of intoxication;
- Violation of other College policy while under the influence of alcohol;
- Other violations of any College alcohol policies;

- Intent to or the actual possession, use, sale, manufacture and/or consumption of alcohol may only be allowed as part of the requirements of an academic program or with prior approval from the college President or designee.
- The use, possession, manufacture, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner;
- The use or possession of prescription drugs or medications belonging to another person;
- The misuse or abuse of prescription drugs or medications;
- The manufacture, transmission, or sale of an illegal drug, controlled substance, prescription drug or medication, or other prohibited substances described in RCW 69.41;
- The use, possession, control, manufacture, transmission, or sale of drug paraphernalia; the use, possession, delivery, sale, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form.

See additionally WWCC's https://www.wvcc.edu/CMS/fileadmin/PDF/Human_Resources/6-PoliciesandProcedures/Policies/Drug_Free_Workplace_Policy_01-2014.pdf and [Alcohol and Controlled Substance Testing Program Policy](#) applicable to employees and campus visitors.

Employees who need assistance with drug and alcohol dependency are encouraged to use resources available through the various state health insurance plans and to seek advice from the Employee Assistance Program, www.FirstChoiceEAP.com , 800.777.4114.

Community Resources and Contacts	
Walla Walla, WA Campus	Clarkston, WA Campus
City of Walla Walla Police Department 52 E Moore St Walla Walla, WA 99362 Emergency 911 Non-Emergency 509-527-1962 Crime Prevention Office 509-525-3342 Domestic Violence Services 509-527-4434	City of Clarkston Police Department 830 5 th St Clarkston, WA 99403 Emergency 911 Non-Emergency 509-758-2331
City of Walla Walla Fire/Ambulance Station 1 200 S 12 th Ave Walla Walla, WA 99362 Emergency 911 Non-Emergency 509-527-1960 Station 509-527-4429	City of Clarkston Fire Department 820 5 th St Clarkston WA 99403 Emergency 911 Station 509-758-8681
City of Walla Walla Fire/Ambulance 170 N Wilbur Ave Walla Walla, WA 99362 Emergency 911 Non-Emergency 509-527-1960 Station 509-529-4083	Tri-State Memorial Hospital 1221 Highland Ave Clarkston, WA99403 Emergency 911 Main Number 509-758-5511

J - 2017/18 Student Handbook (applicable excerpts)



Walla Walla Community College
2017-2018

Property of: _____
Address: _____
Phone #: _____
Email: _____

Note: Applicable extracted pages from 2017-18 Student Handbook

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Walla Walla Community College is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation (including gender expression/identity), marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Washington State laws against discrimination.

This handbook contains selected policies and practices of Walla Walla Community College. It is not meant to be all-inclusive or address all policies or practices of the College. It is simply an effort to highlight what we feel are some very important policies and stress their importance to students, staff, instructors, and administrators at Walla Walla Community College. Additional policies can be found in the Catalog and on the WWCC website at <http://www.wvcc.edu/student-resources/student-policies/>.

Student Code of Conduct

Walla Walla Community College inspires all students to discover their potential and achieve their goals by providing relevant, equitable, and innovative learning opportunities and services. The college has identified three core themes that manifest essential elements of its mission. The core themes are: Student Success, Strengthen Communities, and Resource Stewardship. Core Themes describe the fundamental aspects of the College's mission by translating it into practice.

Walla Walla Community College students are both citizens and members of the college community. As citizens, students shall enjoy the same freedoms that other citizens enjoy. As members of the college community, they are subject to those responsibilities which accrue to them by virtue of this membership.

Admission to Walla Walla Community College carries with it the expectation that students will conduct themselves as responsible members of the college community, that they will comply with established rules and regulations of the College, maintain high standards of honesty and integrity, and respect the rights, privileges, and property of other members of the college community.

Walla Walla Community College expects that students will conform to the laws of the greater society and regulations established to assure the orderly conduct of the affairs of the College.

The student is at once a member of the community at large and the college community. As such, the student is subject to the rights, responsibilities, laws, and regulations of each community and accountable to both.

To accomplish these purposes, the College is governed by rules, regulations, and procedures designed to safeguard its functions and protect the rights and freedoms of all members of the college community.

Please refer to our website for the most current version of the Student Code of Conduct and the Student Conduct Process at: <http://www.wbcc.edu/student-resources/student-policies/>.

Student Grievance Procedure

For Instructional Issues

Please see the Walla Walla Community College website for the current procedure: http://www.wbcc.edu/CMS/fileadmin/PDF/Student_Policies/Student_Grievance_Instruc_Final.pdf

Student Participation in College Governance

Walla Walla Community College recognizes the special role that students play in the development and maintenance of student programs. Students shall be represented by the recognized student governmental organization. The constitution of the associated students of Walla Walla Community College and the college's administrative procedures provide clear channels for student participation in the formulation and application of institutional policy. Student representation can be found on several college committees including: College Council, Tenure Review Committee, Dismissal Review Committee, Curriculum Committee, and Academic Standards Committee.

Student Right to Know

509.527.4300 (Walla Walla)

509.758.3339 (Clarkston)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus disciplinary procedures and campus crime statistics for the most recent three-year period is noted below and can also be found online at <http://www.wbcc.edu/wp-content/uploads/2015/11/WWCC-Safety-and-Security-Report-FY-2015-1.pdf>.

Information concerning registered sex offenders in the Walla Walla Valley can be obtained at the Walla Walla County Sheriff's web site: www.icrimewatch.net/index.php?AgencyID=54492 or go to ml.waspc.org/ for information concerning all Washington counties on the Washington State Sex Offender Information Center's website. Any questions can be directed to the Walla Walla County Sheriff's Office at (509) 524-5400 or the Asotin County Sheriff's Office at (509) 243-4717.

Student Rights & Responsibilities

To improve our college learning environment, all students are asked to work together to promote positive, respectful interactions on our campus. The following "Rights and Responsibilities" suggests the kinds of mutually respectful behaviors that create a healthy learning environment.

Each student has the right to expect a campus climate in which all students:

- are given the opportunity and encouragement to succeed
- are treated with dignity and respect
- demonstrate good manners and courtesies
- are safe from sexual harassment and discrimination
- are free to ask for help, anytime

In addition to rights, each student has a responsibility to:

- support a learning environment that provides opportunities for all students to succeed
- prepare mentally and physically to be the best they can be
- treat all students and staff with dignity and respect
- exhibit good manners and common courtesies at all times
- serve as a positive role model for less experienced students
- respect the property and space of others
- help keep the campus litter free
- refrain from swearing and using any inappropriate communication
- read and abide by the college rules in the Student Handbook
- be accountable for your own actions

Summary of Crime Reported at WWCC

Summary of Crime Reported at WWCC 2013-2015	2013		2014		2015	
	Walla Walla	Clarkston	Walla Walla	Clarkston	Walla Walla	Clarkston
Aggravated Assault	0	0	0	0	0	0
Arrests for Liquor Law Violations	0	0	0	0	0	0
Arrests for Drug Abuse Violations	0	0	0	0	0	0
Arrests for Weapons Violations	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	1	0	1	0	0	0
Dating Violence			0	0	0	0
Domestic Violence			0	0	0	0
Disciplinary Referral - Liquor Law Violations	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violations	0	0	0	0	0	0
Disciplinary Referral - Weapons Violations	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Motor Vehicle Theft	0	0	2	0	1	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Stalking			1	0	3	0
Statutory Rape	0	0	0	0	0	0
Total Offenses	1	0	4	0	4	0

All incidents reported occurred on-campus property as opposed to other Clery Act reportable geographic locations. There were no reported Hate Crimes for the years 2013, 2014, or 2015.

Tobacco

Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.

Support programs are available for students who would like assistance with quitting:

- Tobacco Quit Line 1-800-Quit-Now (800) 784-8669
- Spanish Quit Line 1-877-2No-Fume (877) 266-3863
- www.quitline.com
- Free Cessation Classes Through WWCC

K - Athletics Substance Abuse Guidelines/Urinalysis Test Acknowledgement



**ACKNOWLEDGEMENT OF
WWCC ATHLETIC DEPARTMENT SUBSTANCE ABUSE GUIDELINES AND
CONSENT TO URINALYSIS TESTING**

I hereby acknowledge that I have received a copy of the WWCC Athletic Department Substance Abuse Guidelines. I further acknowledge that I have read the Guidelines and that I fully understand the provisions of these Guidelines.

I hereby consent to have a sample of my urine collected and tested for the presence of certain drugs or substances in accordance with the provisions of the WWCC Athletic Department Substance Abuse Guidelines.

I further authorize WWCC to make a confidential release of information on a urinalysis test that has been confirmed positive to my parents or legal guardians, the head coach of any intercollegiate sport in which I am a team member, the Athletic Director of WWCC, and the WWCC Student Development Center. The information may include any records, test results of urinalysis screening, or other applicable data that will assist them in making a decision about my eligibility to continue as a student athlete.

WWCC, it's Board of Trustees, it's Officers, employees, and agents are hereby released from legal responsibility or liability for the release of such information and records as authorized by this form.

Student Athlete's Name (Printed)

Sport(s)

Student Athlete's Signature

Date

Signature of Parent or Guardian
(required if student athlete is a minor)

Date

L - Athletics Substance Abuse Guidelines



Walla Walla Community College
Athletic Department
 500 Tausick Way
 Walla Walla, WA 99362-9267
 Phone: (509) 527-4306
 Fax: (509) 527-4321

WWCC ATHLETIC DEPARTMENT SUBSTANCE ABUSE GUIDELINES

The WWCC Athletic Department is obligated to provide a healthy and safe environment for student-athletes. That obligation includes the college's commitment to a substance abuse program that is consistent with national regulations pertaining to intercollegiate athletics. WWCC considers the illegal use of alcohol or other drugs, or the legal abuse of alcohol or other drugs to be a health problem that can have serious consequences. To remain consistent with this philosophy, the following guidelines have been adopted:

- Student-athletes will become knowledgeable about the use and abuse of alcohol and other drugs. Formal training will be provided to student-athletes on an annual basis. Any student-athlete who feels they have a problem with alcohol or other drugs may seek help through the Student Development Center's Chemical Dependency Educator. Disciplinary action for student-athletes will only occur around a situation that constitutes a violation of Walla Walla Community College's policies.
- All student-athletes must sign a WWCC Athletic Department Substance Abuse Acknowledgement and Consent Form annually. Failure to sign the form will result in the student-athlete not being eligible to participate in any athletic program. Student-athletes will have this form thoroughly explained and they are encouraged to openly discuss this program.
- The parents or guardians of all student-athletes under the age of 21 will be mailed an informational letter concerning this policy each year that the student participates in any organized athletic events.
- Continuing educational opportunities about substance abuse issues may be made available throughout the academic year for all student-athletes. These educational opportunities may include workshops, seminars, guest speakers, and films that will inform the student-athletes of the purpose of this policy, the serious consequences around substance abuse, how to prevent problems concerning substance abuse and the resources available to someone with problems.

The Walla Walla Community College Athletic Department will conduct a urinalysis testing program "for cause" situations. Student-athletes may be referred to testing "for cause" by their head coach, the Athletic Director, or the Vice President of Student Services. "For cause" testing can occur for the following reasons:

- A coach observes the use of some drug
- Chemicals or paraphernalia found on the student-athlete or in their locker
- Academic apathy; failing grades and/or skipping classes
- Unexcused absences from practice
- Inconsistent behavior; unexplained mood swings
- Illness occurring with high frequency or which take excessive time to resolve
- Interpersonal conflicts; fighting with teammates
- Legal problems; DWI, MIP, arrested in town

M - Athletics Substance Abuse Guidelines Letter to Parents & Student Athletes



Walla Walla Community College
Athletic Department
 500 Tausick Way
 Walla Walla, WA 99362-9267
 Phone: (509) 527-4306
 Fax: (509) 527-4321

To Parents, Guardians, and Student-Athletes of Walla Walla Community College:

The WWCC Athletic Department Substance Abuse Guidelines state that "The WWCC Athletic Department is obligated to provide a healthy and safe environment for student-athletes. That obligation includes the College's commitment to a substance abuse program that is consistent with national regulations pertaining to intercollegiate athletics. WWCC considers the illegal use of alcohol or other drugs, or the legal abuse of alcohol or other drugs to be a health problem that can have serious consequences."

To meet the requirements of the Athletic Guidelines, the WWCC Athletic Department may instigate a process whereby a student-athlete has a urinalysis test in order to determine their level of substance abuse. Student-athletes will be responsible for the cost of the testing. Student-athletes will be tested in "For Cause" situations. This could include circumstances such as a coach observing the use of an unidentified substance, academic apathy (failing grades and/or missing classes).

All positive urinalysis tests will be confirmed by a second method of testing as the student-athlete will not be sanctioned on the results of urinalysis testing alone. Anyone testing positive or seeking assistance for a substance abuse problem on his or her own will be evaluated by an approved chemical dependency specialist. A plan will be formulated after the assessment and the student-athlete will be responsible for total compliance with that plan.

Student-athletes and their parents or guardians are required to sign an Acknowledgement of WWCC Athletic Department Substance Abuse Guidelines and Consent to Urinalysis Testing prior to participation in any Walla Walla Community College intercollegiate sport. Failure to sign this form will result in the student-athlete in question being determined ineligible for participation in all intercollegiate sports.

Parents and guardians will be notified if any student-athlete does have a positive urinalysis test that has been confirmed by a physician.

We will not accept or tolerate "experimental" or "recreational" use of alcohol or other drugs. They put all of our students at risk for safety or health related problems. Please feel free to contact us should you have any questions regarding this information.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Reinland".

Jeff Reinland, Athletic Director

N - 2017-18 Nursing Student Handbook: Tobacco Free Statement (excerpt)

Walla Walla Community College

NURSING STUDENT HANDBOOK

2017-2018

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INTRODUCTION

Purpose of the Student Handbook

The purpose of this handbook is to acquaint students with the program structure, the resources available and the program policies that will help guide students during their nursing education. Every effort is made to ensure accuracy at the time of printing; however, the Walla Walla Community College Nursing Program reserves the right to change any provision or requirement at any time.

Accommodations for Students with Disabilities and Equal Opportunity Information

Accommodations for Students with Disabilities

Walla Walla Community College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 as amended in 2008. Sherry Hartford, Vice President of Human Resources, (509)527-4382, serves as the Section 504 Officer. Information regarding student accommodations may be obtained by contacting Bobbie Sue Arias, Ph.D., Coordinator of Disability Support Services, Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362. Walla Walla campus: (509) 527-4262, bobbiesue.arias@wwcc.edu; or Clarkston campus: Heather Markwalter, M.S. Counseling., 509.758.1721, heather.markwalter@wwcc.edu.

Equal Opportunity Statement

Walla Walla Community College District No. 20 (WWCC) is committed to providing equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, genetic information, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990 and any other applicable Federal and Washington State laws against discrimination. Sherry Hartford, Vice President of Human Resources (509)527-4382, has Affirmative Action/Equal Opportunity, Title IX Coordinator and Section 504 Compliance program responsibility. The College's TDD number is (509) 527-4412.

Commitment to Diversity

WWCC encourages its employees and students actively to promote, develop, and value diversity on campus and in the community.

Tobacco Free Campus Policy

WWCC has adopted a 100% Tobacco Free Campus policy in Walla Walla and Clarkston campuses, effective September 1, 2015. [WWCC Tobacco Free Campus Policy](#)

PRACTICUM SCHEDULE ACCEPTANCE STATEMENT

I understand that during the course of the WWCC Nursing Program I will be assigned to clinical rotations in which I may be required to work during day, evening, night, and weekend shifts. I also understand that the length of shifts may vary and may last up to 12.5 hours. I further understand that I may be required to travel to distant clinical sites and am responsible for my own transportation. I accept and will abide by the clinical assignment scheduling terms above.

Printed Name: _____

Signature: _____

Date: _____

NURSING STUDENT HANDBOOK ACCEPTANCE STATEMENT

Having read all of the WWCC Nursing Student Policies and Procedures as specified in this Nursing Student Handbook, I understand and accept the responsibilities of my role as a nursing student at Walla Walla Community College. I agree to abide and be bound by these policies as a condition of enrollment in and graduation from the program. I have had an opportunity to have my questions satisfactorily answered by a nursing faculty member or the Nursing Program Director.

Printed Name: _____

Signature: _____

Date: _____

MERGED CLASSROOM ACCEPTANCE STATEMENT

I understand and accept that Nursing classes at the Walla Walla and Clarkston campuses are merged in the online classroom. I understand that while other students will not be able to see my grades, my name will be visible.

Printed Name: _____

Signature: _____

Date: _____

O - 2017-18 Nursing Student Handbook: NCQAC Licensing (excerpt)

Walla Walla Community College

NURSING STUDENT HANDBOOK

2017-2018

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Criminal Background Checks

The following requirement must be met prior to the first day of the fall quarter:

Criminal Background Check

Washington State law (R.C.W. 43.43.830 through 43.43.840) mandates that criminal background checks be conducted on all students entering clinical agencies. This law also stipulates that any student nurse with a criminal history of "crimes against persons" is not allowed to work in a nursing home. Because clinical experience in both acute care facilities and nursing homes is an integral part to the nursing curriculum, students with a criminal history of "crimes against persons" will not be able to progress in the Nursing Program. Some agencies require copies of student background checks to be on file at the clinical site and/or require their own separate background check; copies will be sent to agencies upon request.

Criminal background checks must be completed through Americhек and Washington State Patrol prior to entrance into the first and/or second year of the Nursing Program, and at any non-traditional entry point. Long-term Care and other community agencies may also require a separate background check. The student will be responsible for all applicable fees associated with the acquisition of the criminal background check.

PLEASE NOTE: Students are expected to self-report, at any time throughout the program, any and all incidences that may affect clinical placement.

If a Criminal Background Check Report states that the student has been found guilty of a crime, has a deferred sentence, or is pending prosecution, the student will meet with the Dean of Health Science Education or their designee for counseling. Information regarding the crime will be obtained and compared to both the DSHS Disqualifying Crimes for use by AL TSA and the Nursing Care Quality Assurance Commission (NCQAC) Decision Making Criteria for License Application guidelines. The student will be advised as to whether the crime will prevent them from being able to participate in clinical and continuing in the Nursing Program. Questions about whether the student would be eligible to be licensed as a LPN or RN in the State of Washington will be reviewed with Nursing Education, Licensing and Research staff at the NCQAC.

Nurse Licensure

Students will be provided with the following nursing licensure information:

[NCQAC Nurse Licensure Information](#)

It is important for students to be aware of these questions. The graduate will be required to answer YES or NO to the following questions on the application to the Washington State Nursing Care Quality Assurance Commission. Similar questions will be asked on the Idaho application and will have to be notarized.

1. Do you have a medical condition which in any way impairs or limits your ability to practice your profession with reasonable skill and safety?
2. Do you currently use chemical substance(s) in any way which impairs or limits your ability to practice your profession with reasonable skill and safety? (Currently means within the past two years. Chemical substances include alcohol, drugs, or medications, whether taken legally or illegally).
3. Have you ever been diagnosed with, or treated for, pedophilia, exhibitionism, voyeurism or frotteurism?
4. Are you currently engaged in the illegal use of controlled substances?
5. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or a sentence deferred or suspended as an adult or juvenile, in Washington or another state or jurisdiction?
6. Have you ever been found in any civil, administrative or criminal proceedings to have:
 - a. Possessed, used, prescribed for use, or distributed controlled substances or legend drugs in any way other than for legitimate or therapeutic purposes?
 - b. Diverted controlled substances or legend drugs?
 - c. Violated any drug law?
 - d. Prescribed controlled substances for yourself?
7. Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?
8. Have you ever had any license, certificate, registration or other privilege to practice a health care profession denied, revoked, suspended, or restricted by a state, federal, or foreign authority?
9. Have you ever surrendered a credential like those listed in number 8, in connection with or to avoid action by a state, federal, or foreign authority?
10. Have you ever been named in any civil suit or suffered any civil judgment for incompetence, negligence or malpractice in connection with the practice of a health care profession?
11. Have you ever been disqualified from working with vulnerable persons by the Department of Social and Health Services (DSHS)?

P - 2017-18 Nursing Student Handbook: Alcohol/Drug Statement (excerpt)

Walla Walla Community College

NURSING STUDENT HANDBOOK

2017-2018

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Student Identification

Some outside agencies, such as the State Board of Nursing and some off-campus clinical agency sites, require access to student social security numbers for legal/identification purposes.

Therefore, nursing students are required to provide the Nursing Program with their social security numbers with the understanding that this information will only be shared with those agencies that require this information for student identification. All other department activities requiring student identification will be conducted according to college policy and mandated state law (RCW 28B.10.042) which stipulate the use of confidential student identification (SID) numbers.

Substance Use/Abuse

In accordance with RCW 18.130 (Washington State Department of Health, Regulation of Health Professions, Uniform Disciplinary Act) and the Walla Walla Community College Substance Abuse Policy, the Nursing Department faculty actively oppose the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas. Unauthorized alcohol intake is prohibited on the WWCC campus.

Walla Walla Community College Policies and Washington State laws governing Practical and Registered Nurses both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. Clients are at risk for serious injury if a student is under the influence of a substance which inhibits performance. THE SAFETY OF THE CLIENT IS OUR FIRST PRIORITY.

Although the State of Washington passed a law (I-502) that legalized personal use of marijuana, it is essential that all nursing students understand that Washington's system of legalized marijuana does not preempt federal law. Federally, Marijuana is illegal. It is listed as a Schedule I drug which is defined as drugs, substances, or chemicals with no currently accepted medical use and a high potential for abuse (source: <http://www.dea.gov/druginfo/ds.shtml>). If a nursing student tests positive for Marijuana metabolites, the student will be immediately dismissed from the WWCC Nursing Program.

Expectations

All student nurses shall abstain from alcohol and/or drug use that alters mental, verbal, or motor responses within eight hours prior to their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes and/or practicum while under the influence of alcohol and/or drugs will be cause for suspension from the program.

If a student takes a prescribed medication that may impair consciousness, alertness, or cognitive ability, he/she must inform his/her practicum instructor. If the medication causes the student to demonstrate altered mental, verbal, or motor responses, he/she may be sent home.

An individual on medications that dull the senses is not considered a safe practitioner. THE SAFETY OF THE CLIENT IS OUR FIRST PRIORITY.

Although the WWCC Nursing Program does not conduct drug testing without cause, students placed at some clinical agencies will be required to submit to a mandatory urine drug screening test before Day 1 of clinical or at any subsequent time as requested.

ALL REPORTS OF SUBSTANCE ABUSE IN ANY SCHOOL-SANCTIONED ACTIVITY WILL BE ACTED UPON IMMEDIATELY. (See "Procedure" below).

If a student nurse should be convicted of a drug-related felony, he/she will be dismissed from the Nursing Program. Healthcare facilities will not allow students who have been convicted of a drug-related felony to practice in the practicum area.

The Nursing Program will assist and support any student who wishes to obtain help for drug-related problems.

Reporting Suspected Substance Use/Abuse

A staff member of the practicum agency who suspects a student of being under the influence of alcohol and/or any other drug that alters mental, verbal, or motor responses should immediately report this observation to the agency supervisor and the WWCC instructor.

A student who suspects a peer of being under the influence of alcohol and/or any other drug that alters mental, verbal or motor responses should immediately report this observation to the WWCC instructor or the agency supervisor (if instructor not immediately available).

Procedure

An instructor who has received a report of suspected abuse or who suspects a student of being under the influence of alcohol and/or any other drug will immediately remove the student from direct patient care. The instructor will then confer with another instructor or agency staff member to assess, and if possible confirm, the evidence of suspected alcohol or drug use.

Should two agree that there is observable evidence of substance abuse, the following will occur:

1. The student will submit to urine and blood drug testing immediately after signing a consent/release of information form (see "Student Nurse Laboratory Test Results Certificate of Agreement in the Appendices of the Nursing Student Handbook). Failure to submit to the testing and/or signing the Certificate of Agreement form will result in immediate suspension from the program.
2. Every effort should be made to obtain testing within one hour from the initial observation of suspected influence. If the suspected offense occurs at a facility with testing capabilities, testing should occur at that facility.
3. If the student is in the classroom or in a practicum setting which does not have testing capabilities, it will be the student's responsibility to arrange for transportation to the

testing facility. Students suspected of substance abuse may not transport themselves. The instructor will contact the testing facility and facilitate expeditious testing, informing them of the student's impending arrival and need for drug/alcohol testing.

4. If the test results are positive or not immediately available, the student will not be allowed to drive and/or leave the testing facility alone. It is the student's responsibility to arrange for safe transportation home.
5. The student will be suspended from all Nursing Program activities until the Director of Nursing Education receives a copy of the test results.
6. If the results for alcohol and/or drugs are positive the student will be immediately dismissed from the program.
7. All expenses incurred due to mandatory testing and/or required transportation shall be the responsibility of the student.

Readmission

Students dismissed for alcohol/drug problems must provide documentation of substance abuse treatment prior to readmission to the Nursing Program. In addition, the student will be required to adhere to a plan, developed in conjunction with a counselor, for ongoing evaluation of compliance to the substance abuse policy.

Statement of Suspension for Nursing Students

Purpose

To allow a period of not more than five (5) instructional days (excluding weekends) for purposes of investigation of any issue which may compromise student's ability to provide safe, competent care to clients.

Protocol

During the investigative proceedings, the student may continue with theory and/or practicum depending on the infraction. It is possible that the infraction would warrant suspension from both theory and practicum.

Procedure

1. The instructor will formulate a statement regarding the infraction (serious concerns/accusations related to improper demonstration of skills, client safety or legal/ethical issues). This statement will be given to the Director of Nursing Education who will then submit it to the Vice President of Instruction or designee.
2. A formal recommendation will be submitted to the Vice President of Instruction for final approval if such a suspension is warranted.
3. The student would then be notified in person and in writing of the suspension. A copy of the instructor's statement and suspension protocol will be given to the student at this time.
4. The investigation will proceed. Information will be gathered from all parties concerned including the student.

5. Results of findings will determine students' continuation in the program or dismissal.
6. A student may contest or appeal such at any time during this process, and is due the same consideration for appeal that applies to student termination or dismissal.

PRACTICUM SCHEDULE ACCEPTANCE STATEMENT

I understand that during the course of the WWCC Nursing Program I will be assigned to clinical rotations in which I may be required to work during day, evening, night, and weekend shifts. I also understand that the length of shifts may vary and may last up to 12.5 hours. I further understand that I may be required to travel to distant clinical sites and am responsible for my own transportation. I accept and will abide by the clinical assignment scheduling terms above.

Printed Name: _____

Signature: _____

Date: _____

NURSING STUDENT HANDBOOK ACCEPTANCE STATEMENT

Having read all of the WWCC Nursing Student Policies and Procedures as specified in this Nursing Student Handbook, I understand and accept the responsibilities of my role as a nursing student at Walla Walla Community College. I agree to abide and be bound by these policies as a condition of enrollment in and graduation from the program. I have had an opportunity to have my questions satisfactorily answered by a nursing faculty member or the Nursing Program Director.

Printed Name: _____

Signature: _____

Date: _____

MERGED CLASSROOM ACCEPTANCE STATEMENT

I understand and accept that Nursing classes at the Walla Walla and Clarkston campuses are merged in the online classroom. I understand that while other students will not be able to see my grades, my name will be visible.

Printed Name: _____

Signature: _____

Date: _____

PRACTICUM SCHEDULE ACCEPTANCE STATEMENT

I understand that during the course of the WWCC Nursing Program I will be assigned to clinical rotations in which I may be required to work during day, evening, night, and weekend shifts. I also understand that the length of shifts may vary and may last up to 12.5 hours. I further understand that I may be required to travel to distant clinical sites and am responsible for my own transportation. I accept and will abide by the clinical assignment scheduling terms above.

Printed Name: _____

Signature: _____

Date: _____

NURSING STUDENT HANDBOOK ACCEPTANCE STATEMENT

Having read all of the WWCC Nursing Student Policies and Procedures as specified in this Nursing Student Handbook, I understand and accept the responsibilities of my role as a nursing student at Walla Walla Community College. I agree to abide and be bound by these policies as a condition of enrollment in and graduation from the program. I have had an opportunity to have my questions satisfactorily answered by a nursing faculty member or the Nursing Program Director.

Printed Name: _____

Signature: _____

Date: _____

MERGED CLASSROOM ACCEPTANCE STATEMENT

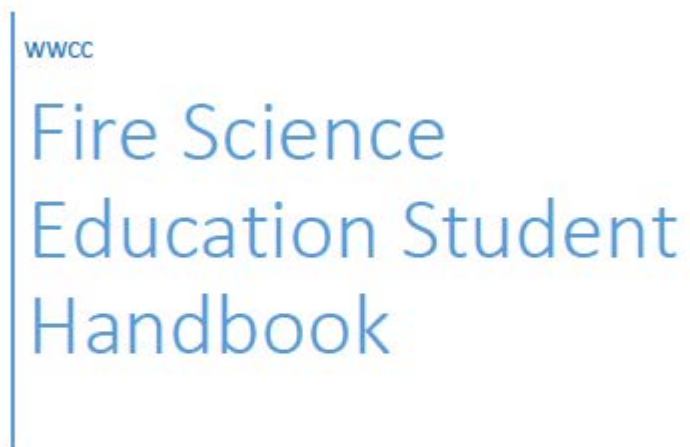
I understand and accept that Nursing classes at the Walla Walla and Clarkston campuses are merged in the online classroom. I understand that while other students will not be able to see my grades, my name will be visible.

Printed Name: _____

Signature: _____

Date: _____

Q - Fire Science Education Student Handbook (applicable excerpts)



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INTRODUCTION

Purpose of the Student Handbook

The purpose of this handbook is to acquaint students with the program structure, the resources available and the program policies that will help guide students during their Fire Science education. Every effort is made to ensure accuracy at the time of printing; however, the Walla Walla Community College Fire Science Program reserves the right to change any provision or requirement at any time.

Accommodations for Students with Disabilities

Walla Walla Community College complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) of 1990 as amended in 2008. Information regarding student accommodations may be obtained by contacting Bobbie Sue Arias, Ph.D., Coordinator of Disability Support Services, Walla Walla Community College, 500 Tausick Way, Walla Walla, WA 99362. Walla Walla campus: 509.527.4262, bobbiesue.arias@wwcc.edu; or Clarkston campus: Heather Markwalter, 509.758.1721, heather.markwalter@wwcc.edu. The Section 504 Coordinator is responsible for monitoring and implementing the district's compliance with state and federal laws prohibiting disability discrimination. Sherry Hartford, Vice President of Human Resources, 509.527.4382, serves as the Section 504 Officer.

Equal Opportunity Statement

Walla Walla Community College District No. 20 (WWCC) is committed to provide equal opportunity and nondiscrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, genetic information, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran, National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990 and any other applicable Federal and Washington State laws against discrimination. Sherry Hartford, Vice President of Human Resources 509.527.4382, has Affirmative Action/Equal Opportunity, Title IX Coordinator and Section 504 Compliance program responsibility. The College's TDD number is 509.527.4412.

Commitment to Diversity

WWCC encourages its employees and students actively to promote, develop, and value diversity on campus and in the community. [WWCC's complete Commitment to Diversity](#)

Tobacco Free Campus Policy

WWCC has adopted a 100% Tobacco Free Campus policy in Walla Walla and Clarkston campuses, effective September 1, 2015. [WWCC Tobacco Free Campus Policy](#)

without their express consent. Consent for photography or videotaping of Fire Science students will be obtained by the Fire Science Program for any photos or recordings used in the learning environment. Students have the right to refuse to be videotaped by others (patients, family, etc.) in the clinical environment.

Unauthorized Children on Campus

To avoid an unsafe situation and/or disruption of the learning environment, children are not allowed to attend classes with their parents or care-taker. If children are present, the parent or care-taker will be asked to leave class. An exception is made for breast-feeding mothers and a lactation room is available on both the Walla Walla and Clarkston campuses.

Substance Use/Abuse

In accordance with RCW 18.130 (Washington State Department of Health, Regulation of Health Professions, Uniform Disciplinary Act) and the Walla Walla Community College Substance Abuse Policy, the Health Science Education faculty actively oppose the ingestion of any substance that interferes with healthy development and function in the physical, psychological, social, occupational, and spiritual areas. Unauthorized alcohol intake is prohibited on the WWCC campus.

Walla Walla Community College Policies and Washington State laws governing both consider substance abuse to be a health and safety problem. Substance abuse has significant negative effects on safety and performance. SAFETY IS OUR FIRST PRIORITY.

Although the State of Washington passed a law (I-502) that legalized personal use of marijuana, it is essential that all Fire Science students understand that Washington's system of legalized marijuana does not preempt federal law. Federally, Marijuana is illegal. It is listed as a Schedule I drug which is defined as drugs, substances, or chemicals with no currently accepted medical use and a high potential for abuse (source: <http://www.dea.gov/druginfo/ds.shtml>). If a Fire Science student tests positive for Marijuana metabolites, the student will be immediately dismissed from the WWCC Fire Science Program.

Expectations

All students shall abstain from alcohol and/or drug use that alters mental, verbal, or motor responses within eight hours prior to their practicum and class periods. This includes the use of illegal drugs, the illegal use of prescription drugs, and the abuse or illegal use of alcohol. Attending classes and/or practicum while under the influence of alcohol and/or drugs will be cause for suspension from the program.

If a student takes a prescribed medication that may impair consciousness, alertness, or cognitive ability, he/she must inform his/her instructor. If the medication causes the student to demonstrate altered mental, verbal, or motor responses, he/she may be sent home.

ALL REPORTS OF SUBSTANCE ABUSE IN ANY SCHOOL-SANCTIONED ACTIVITY WILL BE ACTED UPON IMMEDIATELY. (See [WWCC Student Code of Conduct](#)).

FIRE SCIENCE STUDENT HANDBOOK ACCEPTANCE STATEMENT

Having read all of the WWCC Fire Science Student Policies and Procedures as specified in this Fire Science Student Handbook, I understand and accept the responsibilities of my role as a Fire Science student at Walla Walla Community College. I agree to abide and be bound by these policies as a condition of enrollment in and graduation from the program. I have had an opportunity to have my questions satisfactorily answered by a faculty member or the Allied Health & Safety Education Director.

Printed Name: _____

Signature: _____

Date: _____

R – 2018 Enology & Viticulture Student Handbook: Substance Abuse Statements

Enology & Viticulture



Student Handbook

Fall 2018

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PROGRAM POLICIES

Academic Dishonesty

Students are expected to maintain high standards of academic conduct and integrity. Any student found cheating will undergo disciplinary action up to and including possible dismissal from the program. See WWCC Student Handbook for policy.

Examples of cheating include but are not limited to the following:

1. Giving and/or receiving unauthorized information from another student during any type of test or examination.
2. Obtaining or providing unauthorized questions relating to a test or examination prior to or after the time of the test or examination.
3. Using or having in your possession any unauthorized sources during any test, examination, or assignment.
4. Engaging in any and all forms of plagiarism, which is an act of using the literary composition of another's writing, or the ideas or language of the same, and passing them off as the product of one's own mind.

Plagiarism

All students must sign the WWCC Plagiarism Procedure included in this handbook. This procedure outlines the WWCC and Enology and Viticulture program policy regarding plagiarism. By signing this document, students acknowledge that they have been made aware of the procedure and understand what plagiarism is. The following resources are designed to give students more instruction on what constitutes plagiarism.

<http://ww.wvdd.edu/CMS/index.php?id=1617>

<http://library.acadiau.ca/tutorials/plagiarism/>

Substance Abuse

For the purpose of this program, substance abuse is defined as: the abuse or illegal use of alcohol and/or drugs, and being under the influence of such, while participating in any school-sanctioned activity. In accordance with the Student Code of Conduct: Any student who shall use, possess, sell, or be under the influence of any drug on college facilities or at college-related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed as medication by authorized medical personnel. For purposes of this regulation, the term "sell" shall include its generally accepted meaning and as defined in RCW 69.50.410.

Tobacco Free Campus

WWCC prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument, within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.

S - 2018 Enology & Viticulture Student Handbook: Alcohol and Effects on the Body

Enology & Viticulture



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Due Process / Grievance / Appeals

A student appealing a faculty decision must communicate this grievance to the faculty member or designee within 5 working days of the incident. At each subsequent step of the grievance process, grievance must be presented in writing within 5 working days of receipt of a decision. The grievance process should be addressed in the following order:

1. The Enology and Viticulture faculty member
2. The full Enology and Viticulture faculty
3. The Dean of Workforce Education
4. The Vice President of Instruction

Appeals should be related to a variance in program policy/procedure leading to the student's inability to meet minimum standards. Failure to meet course/program expectations and/or achieve the required grade should not be considered a valid reason for an appeal.

Physical Requirements of Program

Students must be able to safely perform the tasks required in the vineyard and winery, which include pruning, lifting, climbing, bending, stretching, twisting, crawling, and moving, lifting, carrying, pushing and pulling items weighing up to 50 lbs. Ability to taste, smell, and check for optical clarity of wine. Ability to visually inspect and sort wine grapes, checking for diseases and insects.

Alcohol Responsibility

All EV students must sign the Alcohol Policy included with this handbook. Many of the enology and viticulture classes include a component where students will be doing technical tasting of wine. Tasting of alcohol is allowed by persons at least 18 years of age who are enrolled as a student in a class that is part of a culinary, wine technology, beer technology, or spirituous technology related degree at a community college (RCW 66.30.310(12)). During educational tastings, all students are required to taste and spit. Always drink responsibly.

- On-premise alcohol consumption (outside of the educational setting of the classroom) is not allowed. On the occasion of an event or reception at the Enology & Viticulture Institute where food and alcohol are served, a student over the age of 21 may consume alcohol. As always, limit your intake of alcohol at these events and always drink responsibly.
- If you are pouring wine for an event hosted at the Institute for Enology and Viticulture, or at an industry function where you are representing WWCC EV/College Cellars, you may not consume alcohol by law.
- You will have the opportunity to be a guest at many wine industry functions. Please remember that you are representing the Institute for Enology and Viticulture and College Cellars at these events. You may be interacting with a future employer. Again, limit your intake of alcohol at these events and always drink responsibly.

Effects of Alcohol on the Body

Central Nervous System:	Depressed High levels can result in coma/death Gastro-intestinal irritant resulting in ulcers, erosion of lining, and pancreatic irritations.
Liver:	Change in fat metabolism and eventually scarring of the liver.
Circulatory System:	Temporary increase in heartbeat and blood pressure. Peripheral blood vessels dilate resulting in heat loss and feeling of warmth.
Fluid Balance:	Water shifts within the body to give feeling of thirst. Diuretic effect increases urine output.
Sensation and Perception:	Reduced sensitivity to taste and odor Tunnel vision; reduction in peripheral sight. Limits abilities to distinguish light intensity. Sensitivity to colors, especially red, decreases.
Motor Performance:	Most types of performance are impaired by intoxicating doses of alcohol. Alcohol increases swaying, especially if eyes are closed. Coordination for tracing moving objects is impaired.
Attention, Memory, and Conceptual Process:	Inhibits the ability to absorb information from more than one source at a time. Alcohol affects accuracy and consistency of a task more so than it affects speed. Significant memory loss occurs with high doses of alcohol and may develop into blackouts involving amnesia. Creates difficulties in processing and later recalling information. Heavy drinkers will perform lower on abstraction and adaptive abilities when SOBER than those who drink less heavily.
Emotions:	Decreases inhibitions and “frees” people up in tight social situations.
Sexuality:	Large doses of alcohol frustrate sexual performance. Sex lives become disturbed, deficient, and ineffectual. Impotency occurs, sometimes reversible with the return of sobriety. As Shakespeare once said, “Drink provokes the desire, but takes away from the performance.”
Sleep:	Several drinks decrease REM, or dreaming sleep, resulting in impaired concentration and memory, increased anxiety, tiredness, and irritability.

T - 2018 Enology & Viticulture Student Handbook: Policies on Use of Alcohol

Policies for EV Student Use of Alcohol and Conduct

As a student in an alcohol-related degree program at a public college in Washington State, you bear an extraordinary responsibility with regard to the tasting of wines in educational/technical tastings that are part of the program. This responsibility applies whether wine tasting is conducted in The Institute for Enology & Viticulture / College Cellars facilities or at professional events. This same responsibility applies with regard to alcohol consumption when in public, whether or not students are representing the Institute or College Cellars.

This guide sets forth the policies of the Institute for Enology & Viticulture and Walla Walla Community College. You will be asked to read and sign a copy of these policies, acknowledging that you agree to abide by these policies and to accept discipline for violations of the policy, up to and including dismissal from the program in certain cases.

In the 2013 legislative session of Washington State, a new law, commonly referred to as the 'Sip and Spit Law' (RCW 66.30.310(12)) was signed by the Governor. The new law allows *tasting* of alcohol by persons at least 18 years of age who are enrolled as a student in a class that is part of a culinary, wine technology, beer technology, or spirituous technology related degree program at a community college. Passage of this law places even more importance on student practices relative to alcohol and that are mandatory at all times.

Students are not allowed UNDER ANY CIRCUMSTANCE to consume ANY alcohol while in the E & V Institute with ONE exception: on the occasion of a scheduled event or reception at the Institute where food and alcohol are served, students over the age of 21 may consume alcohol. As always, students must limit their consumption of alcohol and drink responsibly.

The prohibition on alcohol consumption at any time while in the Institute applies equally to course-related activities as well as to students working as tasting room staff of College Cellars.

During educational/technical tastings in the E & V Institute, whether part of a class tasting activity, student group wine blending trials, or tasting of wine in barrel, that is during ALL wine tasting, ALL students are REQUIRED to taste and spit, regardless of age. NO exceptions are allowed.

A breathalyzer will be available during all classroom technical tastings and adherence to the sip and spit policy will be monitored closely.

Students are reminded that Washington State Law is *zero-tolerance* for persons under the age of 21 who are driving. Any measurable alcohol, even 0.01 is a violation (0.08% BAC is in violation for drivers over 21 years).

Students with a valid Washington State Mandatory Alcohol Servers Permit (MAST Permit) may pour wine for events at the E & V Institute or at Institute-hosted events at other locations where they may be working to acquire required hours for leadership credit or not. By Washington State law, persons including E & V students *cannot consume alcohol under any circumstance* while carrying out pouring duties. E & V Institute policy mirrors this: NO consumption while pouring. Students *may* taste and spit wine only to check for flawed wine when opening new bottles.

Students are ambassadors of the E & V program and of College Cellars any time they are in public, especially at bars, restaurants, and wine industry functions. As such, students are strongly urged to limit alcohol consumption, to act responsibly, and to never drink and drive.

Students who are found to be in violation of the prohibition on all consumption of alcohol in the E & V Institute, of the 'Sip and Spit Law' for technical/educational tastings, or who are arrested on suspicion of or convicted of DUI, or who are found to be openly intoxicated in public, will be warned or disciplined up to and including dismissal from the program.

I have read, understand, and agree to follow the policies set forth above as a condition of my enrollment in E & V courses at Walla Walla Community College.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

U - Tobacco Free Campus Policy

Walla Walla Community College

Tobacco Free Campus

Policy 2100

I. POLICY BACKGROUND/PURPOSE

Walla Walla Community College (WWCC) is committed to being a catalyst that transforms our students' lives and the communities we serve. We desire to provide the healthiest possible learning and working environment for our students, staff, and visitors. WWCC has a unique opportunity and responsibility to provide leadership and a foundation for healthful living. The leading cause of preventable death in the nation is tobacco use, and we believe that limiting the harmful effects of tobacco use is one of the best ways we can support a healthier campus community. Restrictive policies have been shown to effectively reduce tobacco use by helping prevent initiation and making it easier for people who use tobacco to quit. Washington State Governor Jay Inslee has encouraged Higher Education institutions to implement comprehensive wellness programs that include living tobacco free.

II. AUTHORITY

WWCC Board of Trustees

III. SCOPE OF POLICY

This policy applies to faculty, staff, students and campus visitors.

IV. POLICY

Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.

Policy Contact: Vice President of Human Resources	
Board Approval on: 06/29/2015	Last Reviewed/Revised on: 06/29/2015
Applicability: This policy applies to all faculty, staff, students and visitors.	

**WALLA WALLA COMMUNITY COLLEGE
Tobacco Free Campus Policy**

WHEREAS, Walla Walla Community College (WWCC) is committed to being a catalyst that transforms our students' lives and the communities we serve; and

WHEREAS, we desire to provide the healthiest possible learning and working environment for our students, staff, and visitors; and

WHEREAS, WWCC has a unique opportunity and responsibility to provide leadership and a foundation for healthful living; and

WHEREAS, the leading cause of preventable death in the nation is tobacco use, and we believe that limiting the harmful effects of tobacco use is one of the best ways we can support a healthier campus community; and,

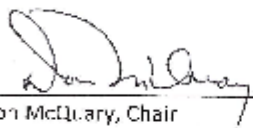
WHEREAS, restrictive policies have been shown to effectively reduce tobacco use by helping prevent initiation and making it easier for people who use tobacco to quit; and

WHEREAS, Washington State Governor Jay Inslee has encouraged Higher Education institutions to implement comprehensive wellness programs that include living tobacco free;

BE IT THEREFORE RESOLVED that WWCC Board of Trustees hereby adopts the following Tobacco Free Campus policy effective September 1, 2015:


Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.

WALLA WALLA COMMUNITY COLLEGE ATTESTS:

By: 

Don McClary, Chair
Board of Trustees

Date 6/29/15



Steven L. VanAusole, Secretary
Board of Trustees

Date 6/28/15

V – SOC 204: Drugs and Alcohol Course Syllabus

SOC 204 Drugs & Society
Spring 2018**Walla Walla Community College****Date:** Spring 2018**Course Title:** Drugs & Society— 5 credits**Department Prefix:** SOC 204**Prerequisites:** None. Reading 088 recommended. Proficiency in use of Microsoft Word, electronic mail and internet browsers recommended.**Academic Location:** 241, Main Campus**Name of Textbook:** Drugs and Society 13th edition by Glen Hanson, Jones and Bartlett**Instructor Name:** Joseph (Joe) Field, M.S.W.**Cell Phone:** 509-301-8120**Office Hours:****Other Contact Information:** Joe can be reached at Joseph.Field@wwcc.edu or through Canvas webmail. You may expect a response to your e-mail within 2 business days.**Course Topics:**

- Specific drug-use terms
- Motives for illicit or dangerous drug use
- Acute versus chronic toxicity
- Physiological versus behavioral toxicity
- Tolerance, physical, and behavioral dependence
- How psychoactive drugs alter communication among brain cells
- Typical effects of drugs in seven categories (stimulants, depressants, opioids, hallucinogens, marijuana, nicotine and psychotherapeutic medications)
- Societal efforts to prevent drug misuse and abuse
- Treatment for drug misuse and abuse
- Values, attitudes, and knowledge about alcohol and other drugs

Course Description:

Introduction to the many and varied drugs, and their related sociocultural history of use and abuse. The physiological and psychological study of symptoms and disease concepts. A review of chemical dependency and the nature of social control as expressed through treatment, rehabilitation, education, family structure, community, and other social responses. Recommended: READ 088 or higher.

Learning Outcomes Expected of Students at the Completion of this Course: Upon completion of this course, students will:

- Apply drug use terms correctly in class discussions and written assignments.
- Categorize the different types of psychoactive drugs and describe their effects on the body. Compare the roles of important neurotransmitters and identify key brain structures impacted by psychoactive drug use.
- Summarize the history of drug use in the U.S., both legal and illicit, including current and past legislation.
- Analyze the impact of drugs on social institutions through a sociological perspective.
- Evaluate various biological, psychological and sociological theories about drug-using behavior.
- Compare and contrast risk and protective factors regarding illicit drug use and analyze prevention program models.

Type of Instruction Used in this Course: This course is a lecture and discussion class. Students will be using WWCC Canvas for email communications with instructor and to check grades.

Attendance Policy: Regular attendance and active participation are essential to student success in this course. Attendance is mandatory. If you miss 3 classes without a proper excuse you could be dropped from the class.

General Calendar: The dates for this course are April 2nd – June 15th, 2018. Final exam will be June 15th, 2018.

10:30-12:30.

Testing Policy: There will be a total of 8 quizzes and 1 final group project this quarter. Each quiz will be given in class on the date specified. There will be no opportunity to make up missed quizzes, so please plan accordingly.

Homework Policy:

- All homework must be submitted in by **Hard Copy** to the Instructor on the specified due date.
- All documents you submit must have your name on the document.
- All documents must be in a standard black font, 12 point.
- All work must be properly APA/MLA cited. See information about plagiarism under Grading Policy. No late assignments will be accepted. If you miss a deadline for an assignment, you will receive a grade of zero for that assignment.
- If there are extenuating circumstances or an emergency situation, the student is responsible for contacting the instructor to make alternate arrangements prior to the assignment due date. The student is responsible for getting assignments in on time

W - Tobacco Guidelines (excerpt from website)

1/31/2019

Tobacco Guidelines | Walla Walla Community College

The screenshot shows the top navigation bar of the Walla Walla Community College website. It features a yellow background with links for Canvas, Calendar, Clarkston Campus, Current Students, Directory, and Library. Below this is a black navigation bar with the college logo on the left and links for Home, Admissions, Academics, Student Resources, Campus Life, and About WWCC. A search bar is located on the right. The main banner is blue with the text "Tobacco Guidelines" and a breadcrumb trail "Home / Tobacco Guidelines".

A vertical sidebar menu with a light gray background. It contains the following links: WWCC, Calendar, Academic Calendar, Past Calendars, Important Dates.



WWCC is TOBACCO FREE

For the health of our campus community, tobacco products and electronic nicotine devices are not allowed to be used on WWCC Property.

Two yellow buttons with black text. The top button says "NEW Tobacco Free Campus Policy" and the bottom button says "Frequently Asked Questions" with a question mark icon to its left.

Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking

<https://www.wvcc.edu/tobacco-guidelines/>

1/3

X – Your Health and Safety Brochure



Walla Walla Community College...
Your best choice

Your Health and Safety

Facts, Regulations, and Programs Relating to Crime, Drugs, and Alcohol

Walla Walla Community College cares about the safety and welfare of all its students and staff. The College is committed to maintaining an environment free of crime, illicit drug use, and abuse of alcohol. While it is the policy of the College to assist students and employees to seek treatment for drug or alcohol dependency, any student or employee committing criminal acts or participating in the unlawful use of drugs or alcohol on any property under the control of Walla Walla Community College or participating in any sponsored activity shall immediately be subject to the rules and regulations concerning such acts and shall be referred to appropriate authorities.

The above information is published in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Chapter 28B.10 Revised Code of Washington and the Student Right to Know and Campus Security Act, 1990 (Public Law 101-542).

Walla Walla Community College is committed to provide equal opportunity and non-discrimination for all educational and employment applicants as well as for its students and employed staff, without regard to race, color, creed, national origin, sex, sexual orientation, including gender expression/identity, marital status, age (over 40), the presence of any sensory, mental, or physical disability, the use of trained guide dog or service animal by a person with a disability, or status as a Vietnam and/or disabled veteran. National Guard member or reservist in accordance with the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Federal Rehabilitation of 1973, the Americans with Disabilities Act of 1990, and any other applicable Federal and Washington State laws against discrimination. For further information or to request accommodation, contact WWCCS Disabilities Support Services Office: Walla Walla Campus (509) 527-4822 • Clifton Campus (509) 738-1718 • TDD (509) 527-4412

2015-2016 School Year

Enrollment
Walla Walla Community College had a full-time equivalent enrollment of 5,070, consisting of an average headcount of 2,569 per quarter for the 2014-2015 academic year. Daytime on-campus enrollment averaged 2,195 students per quarter.

Employees
Walla Walla Community College employs 26 administrators, 124 full-time and 298 part-time instructors, and 217 full- and part-time support personnel.

Security
Facility Services employees are alert to any breaches of security observed during the normal course of their duties.

The buildings and grounds are periodically patrolled, and breaches of security are reported to Facility Services. Close coordination with local law enforcement agencies is maintained on a 24-hour basis.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, information concerning campus disciplinary procedures and campus crime statistics for the most recent three-year period can be found on-line at <http://www.wvcc.edu/CMS/index.php?i=551> or may be requested from the Office of Admissions & Records, Walla Walla Community College, 500 Tausack Way, Walla Walla, WA 99362. Information concerning registered sex offenders in the Walla Walla

Valley can be obtained at the Washington Association of Sheriffs and Police Chiefs website: <http://ml.waspc.org/>. Any questions can be directed to the Walla Walla County Sheriff's Office at (509) 524-5400.

Rules of Conduct Regarding Drugs, Alcohol, Tobacco, and Firearms
Pursuant to RCW 28B.50.140, the Board of Trustees is empowered to adopt rules and policies regarding the operation of Walla Walla Community College. Over the past several years, the Board has adopted policies and rules regarding drugs, alcohol, and tobacco, and mandated strict compliance with both the letter and intent.

Drugs
Walla Walla Community College has a drug abuse prevention program with procedures ensuring that all employees and students are notified of its drug-free policy and bound by its terms.

In accordance with the Code of Conduct, any student who shall use, possess, or sell any drug on College facilities or at College-related activities shall be subject to disciplinary action except when such use or possession is specifically prescribed as medication by authorized medical personnel. Employees or students engaging in such prohibited activities shall be subject to disciplinary action, pursuant to applicable rules, regulations and employment contracts, which may result in suspension or termination.

Summary of Crime Reported at WWCC 2012-2014.	2012		2013		2014	
	Walla Walla	Clarkston	Walla Walla	Clarkston	Walla Walla	Clarkston
Aggravated Assault	0	0	0	0	0	0
Arrests/Disciplinary Actions/Judicial Referrals for Liquor, Drug and/or Weapon Violations	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	1	0	1	0
Dating Violence					0	0
Domestic Violence					0	0
Hate Crimes	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	2	0
Murder and/or Negligent or Non-Negligent Manslaughter	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Sex Offenses/Non-Forcible and/or Forcible	0	0	0	0	0	0
Stalking					1	0
Total Offenses	0	0	1	0	4	0

All students engaged in athletic or intramural activity shall upon conviction be immediately suspended from participation in College-sponsored athletic or intramural events.

Alcohol—The possession or consumption, or being demonstrably under the influence of any form of alcohol by any student on College facilities or at College-related activities shall be cause for disciplinary action.

Tobacco—Walla Walla Community College prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of college property. This includes all college premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and college owned, rented or leased vehicles.

Firearms—No person or group may use or enter onto College facilities having in their possession firearms, even though licensed to do so, except commissioned police officers as prescribed by law.

Criminal Violations—Any student who shall commit theft, assault, acts of forgery, or any other act on College facilities which is punishable as a gross misdemeanor or a felony under the laws of the state of Washington and which act is not a violation of any other provision of the rules of student conduct, shall be subject to disciplinary action.

Unlawful Possession and Use of Alcohol and Other Controlled Substances

WARNING: These laws are representative only and may not be accurate and complete; they are subject to change without notice at any time and therefore are for guidance only.

Federal Law
Federal laws prohibit the manufacture, distribution or possession of controlled (prescription) or counterfeit substances. Federal penalties for violation—**Periton**
Terms: 5 years to life, **Fine:** \$25,000 to more than \$8 million.

State Law
RCW 46.20.031(4)—Having been evaluated by a DSHS-approved program as being an alcoholic, drug addict, alcohol abuser, and/or drug abuser and not rehabilitated—Dept. of Licensing can't issue driver's license.

RCW 59.18.130(6)—Tenants engaging in drug-related activity at rental premises—(first conviction) **Penalty Term:** max 2 months, **Fine:** \$500; (second conviction) **Penalty Term:** max 6 months; (third conviction) **Penalty Term:** 1 yr. However, under certain circumstances the penalties could be greater than those listed.

RCW 66.44.270—Any person selling, giving, or otherwise supplying liquor to any person under 21 yrs of age or permitting any person under 21 yrs of age to consume liquor on his/her premises or on any premises under his/her control. **Penalty Term:** max 1 year, **Fine:** max \$5,000 (can be both).

RCW 66.44.290—It is also unlawful for any person under the age of 21 yrs to possess, consume or otherwise acquire any liquor—(no prior conviction) **Penalty:** minimum 25 hours community service work, **Fine:** min \$250.

RCW 69.41.070(8)—Possessing under 200 tablets or 8cc bottles of steroid without a valid prescription—(no prior conviction) **Penalty Term:** max 5 yrs, **Fine:** max \$10,000 (can be both).

RCW 69.50.401—Manufacturing, delivering, or possessing with intent a controlled substance as defined by law—(no prior conviction and less than 2 kg of drug) **Penalty Term:** max 10 yrs, **Fine:** max \$25,000; if more than 2 kg of drug max fine is \$100,000 for the first 2 kg and not more than \$50 for each gram in excess of 2 kg, or it can be both.

Other controlled substances classified under law (non-narcotic drugs)—(no prior conviction) **Penalty Term:** max 5 yrs, **Fine:** max \$10,000 (can be both).

RCW 69.50.406—Any person 18 yrs of age or over distributing a controlled substance listed in the law, which is a narcotic drug or methamphetamine, or flunitrazepam, to a person under 18 yrs of age—(no prior conviction) **Penalty Term:** twice the amount of RCW 69.50.401.

Any person 18 yrs of age or over distributing controlled substances to a person under 18 yrs of age who is at least 3 yrs his/her junior—(no prior conviction) twice the amount of imprisonment or fine authorized by RCW 69.50.401.

RCW 46.61.502—Driving or operating a motor vehicle with .08 and less than .15 blood alcohol content (driving with at least .15 blood alcohol content or refusal to take a test to determine alcohol content has a more severe penalty for all convictions) or while under the influence of any drug or liquor—(first conviction) **Penalty Term:** min 24 hrs, max 1 yr, **Fine:** \$350-\$5,000, 9-day license suspension; (second

conviction) **Penalty Term:** min 30 days, max 1 yr, and 60 days of electronic monitoring, **Fine:** \$500-\$5,000, the cost of electronic monitoring, and license revoked for 2 years; (third conviction) **Penalty Term:** min 90 days, max 1 yr, and 120 days of electronic home monitoring, **Fine:** \$1,000-\$5,000, the cost of electronic monitoring, and license revoked for 3 years.

RCW 69.41.340—No student athlete may use steroids except as provided by law. **Penalty:** loss of eligibility to participate in school events.

RCW 69.41.070—The sale, delivery, or possession of a prescription drug with intent to sell or deliver—**Penalty Term:** 5 yrs; **Fine:** \$10,000 (can be both). Possession of a prescription drug without a prescription—**Penalty Term:** 90 days, **Fine:** \$1,000 (can be both).

Local Law

WWMC 9.16.090—(B) It is unlawful for any person under the age of 21 to possess, consume, or otherwise acquire any liquor within the City of Walla Walla—(first conviction) **Penalty Term:** max 2 months, **Fine:** \$500 (can be both); (second conviction) **Penalty Term:** max 6 months.

Students and employees suspected of violation of federal, state and local laws will be referred to local authorities for investigation and possible prosecution.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

The use of illicit drugs and the abuse of alcohol can, and in many instances very probably will, lead to serious health problems, chemical dependency, deterioration of the quality of life, and if untreated, early death.

Alcohol—Alcohol is the most frequently used and abused drug. Consumption causes a number of marked changes in behavior. Even low doses impair the judgment and coordination required to drive a car safely. Low to moderate doses increase the incidence of aggressive acts. Moderate to high doses cause marked impairment in mental functions, severely altering a person's ability to learn and remember. Very high doses cause respiratory depression and death. Alcohol use by pregnant women is the leading preventable cause of mental retardation in children.

Tobacco—The primary active ingredient is nicotine. Nicotine is a very toxic substance and a highly addictive stimulant. Contains carbon dioxide and monoxide, formaldehyde, hydrogen cyanide ammonia, and numerous tars, which cause cancer.

Effects of Controlled Substances

Narcotics – (opium, morphine, codeine, heroin, methadone and a host of synthetic substances such as Demerol, Dilaudid, Percodan and Talwin) can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose can cause slow and shallow breathing, clammy skin, convulsions, coma, and death. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

Depressants – (chloral hydrate, barbiturates, and benzodiazepines such as Ativan, Halcion, Librium, Valium, and Xanax) can cause slurred speech, disorientation, and drunken behavior without odor of alcohol. Overdose causes shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possibly death.

Stimulants – (cocaine, amphetamines to include methamphetamine, Ritalin and Preludin) can cause increased alertness, excitations, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. Overdose causes agitation, increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, disorientation, and psychosis.

Hallucinogens – (LSD, psilocybin mushrooms, peyote, phencyclidine or PCP, ecstasy, MDMA, MMDA, STP and a variety of others) can cause illusions and hallucinations, poor perception of time and distance. Overdose causes longer and more intense "trips" or episodes, psychosis, and possible death. Withdrawal symptoms are not reported.

Cannabis – (marijuana, Tetrahydrocannabinol or THC, and hash) can cause euphoria, relaxed inhibitions, increased appetite, and impaired memory and attention. Overdose causes fatigue, paranoia, and the possibility of a psychotic state. Withdrawal symptoms are not reported. In some instances it can depress the immune system, increase the risk of heart disease, contribute to lung diseases, and cause infertility.

Inhalants – (benzene, gasoline, carbon tetrachloride, acetone, Freon, nitrous oxide or laughing gas, amyl or butyl nitrite, and organic nitrogen room odorizers) can cause a relaxed somewhat light-headed and giddy feeling, reduced inhibitions, numbing of the senses, hallucinations, loss of consciousness, headache, nausea, dizziness, double vision, and muscle spasms. Overdose can cause nausea, vomiting, loss of motor coordination, paralysis, and coma. Withdrawal has not been defined. Fatal accidents and other life-threatening situations can occur from situational use of these substances.

Counseling and Treatment Programs

Drug and alcohol dependency is a very serious problem for abusers and their families. Confidential help is available from College counselors located in the Student Development Center. Information on referral, assessment, support groups, and treatment is also available in the community.

For students at the Walla Walla campus, the following resources are available:

Student Development Center/WWCC.....(509) 527-4262
Alcoholics Anonymous.....(509) 522-5059
Alcohol and Drug 24-hour Help Line.....(877) 479-9777
HelpLine.....(509) 529-3377
Narcotics Anonymous.....(509) 522-7842
VA Medical Center.....(509) 525-5200
Walla Walla County Chemical Dependency Info and Referral.....(509) 524-2920
Walla Walla County Crisis Response Unit.....(509) 524-2999
ADA.....(509) 527-4262
TDD/TTY.....(509) 527-4412

For students at the Clarkston campus, the following resources are available:

Student Services/WWCC.....(509) 758-1718
Alcoholics Anonymous.....(509) 758-2821
Narcotics Anonymous.....(208) 746-7632
St. Joseph Regional Medical Center.....(208) 743-2511
Tri-State Memorial Hospital.....(509) 758-5511
YWCA Crisis Center.....(208) 746-9655
ADA.....(509) 758-1718
TDD.....(509) 758-1714

Employees who need assistance are encouraged to use resources available through the various state health insurance plans and to seek advice from the Employee Assistance program, www.FirstChoiceEAP.com, 800.777.4114

This document contains information taken from official source documents compiled for information purposes only. Official rules, regulations, and policies are subject to change, therefore the current version of these rules, regulations, and policies should be obtained from the primary source documents.

Y – Tobacco Free Campus Reminder

From: Jacquelyn K Meier <jacquelyn.meier@wwcc.edu>
Sent: Monday, October 1, 2018 8:32 AM
Subject: TOBACCO FREE Campus Reminder
Importance: High

All,

I wanted to take a moment to remind everyone that Walla Walla Community College is a **tobacco free** campus.

For the health of our campus community, **tobacco products and electronic nicotine devices** are not allowed to be used on WWCC property.

WWCC prohibits smoking or other tobacco use, including the use of electronic cigarettes, distribution or sale of tobacco, including any smoking device, or carrying of any lighted smoking instrument within the perimeter of College property. This includes all College premises, sidewalks, parking lots, landscaped areas, sports fields; college owned, rented or leased buildings on campus; and College owned, rented or leased vehicles.

Marijuana, although now deemed "legal" in Washington State, is still **prohibited** on WWCC property.

Support programs are available for students or employees who would like assistance with quitting.

- Tobacco Quit Line 1-800-Quit-Now * (800) 784-8669
- Spanish Quit Line 1-877-2No-Fume (877) 266-3863
- www.quitline.com

Thank you,

Jacquelyn Meier

Interim Director
Campus Security and Environmental Health and Safety
Walla Walla Community College
500 Tausick Way
Walla Walla, WA 99362
Office: 509-526-7233
Mobile: 509-520-5317