

Appendices

Appendix A – Washington Adventist University Drug and Alcohol Abuse Prevention Program (DAAPP) for Students

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WAU COMMUNITY STANDARDS AND POLICIES

Washington Adventist University is committed to creating a community that demonstrates belief in the Word of God. In our community, we believe the Word of God establishes the principles that are to guide personal development and govern behavior. These principles include, but are not limited to, the responsibility of the following:

- Love God (Matthew 23:37; Ephesians 4:17-6:18). This involves a wholehearted commitment to know and obey God's Word as it applies in both thought and action, and thoughtful stewardship or management of our intellect, abilities, sexuality, relationships, financial resources, and time.
- Love our neighbor as we love ourselves (Matthew 22:39). This involves an unselfish commitment to understand and help others as we serve in love (Galatians 5:13, 14).
- Love enough to handle the challenging issues according to the Word of God (Matthew 18:15-17; Colossians 3:13).

Even though every student may not have personal convictions as outlined above, all students are responsible to know and abide by all community standards, policies, and regulations of Washington Adventist University.

The rules of any community grow out of a particular tradition. Washington Adventist University is a Seventh-day Adventist institution and, as such, adheres to the tenets and traditions of the Seventh-day Adventist Church. We hold in high esteem the following characteristics: celebrating and honoring the Sabbath from sundown Friday to sundown Saturday; honesty and integrity; thoughtfulness in social relationships and entertainment; respect of the rights, opinions, and property of others; respect for and obedience to the laws of the city, state, and federal government; modest dress; and a willingness to do good in every situation. Therefore, all students are expected to abide by the following standards:

- WAU is a drug-free, alcohol-free, and tobacco-free campus. The University recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. Use of these products by members of the WAU community is prohibited. **No member of the community may use or possess tobacco, alcohol, or illegal drug products on or off campus. Students whose off-campus behavior reflects negatively on the University community, or who return to campus under the influence of alcohol or illegal drugs, will be subject to disciplinary action.**
- WAU will impose disciplinary sanctions for violation of its policy prohibiting the use or possession of alcohol, tobacco, and illegal drugs. Sanctions may include expulsion from WAU and referral for prosecution under federal, state, or local law. Disciplinary sanctions may also include the required completion of an appropriate rehabilitation program.

SUBSTANCE ABUSE AWARENESS AND EDUCATION

While Washington Adventist University is a drug-free campus, it is committed to providing an ongoing program of education for the prevention of substance abuse. This is a multifaceted program involving the use of audiovisuals, literature, lectures, and other programs.

The Office of Student Life sponsors a number of programs throughout the academic year: (fix margin alignment below; off by one space in some cases)

- A Health and Wellness Week in the spring of each year in collaboration with the School of Arts and Social Sciences, and the School of Health Professions, Science and Wellness. During this event, written information, displays, and a variety of assessments and screenings are provided to the campus community to bring awareness of the dangers and health risks associated with the use of drugs and alcohol, and other health and mental health concerns.
- Presentations are held during the spring and fall semesters at convocation and student assemblies to inform and dialogue with students regarding the dangers of drug and alcohol use, as well as the university policies of discipline with regard to violations of its drug and alcohol policies, federal, state, and local laws, and consequences associated with violations of the laws and regulations associated with violations.
- Residence hall students have drug and alcohol abuse prevention awareness lectures presented to them at least once a semester.
- A newsletter is distributed weekly for residence hall students, which consistently includes a reminder to the students of the resources and support mechanisms made available to them by the University.
- Resident Assistants (RAs) also talk to student residents every Tuesday night during room check about drug and alcohol safety and prevention.
- The residence hall students also partner with Safety & Security once per semester, and do a health and wellness check.

COUNSELING SERVICES

Washington Adventist University maintains a roster of counselors trained in the field of substance abuse who will work with individuals involved in substance abuse and who can make referrals to rehabilitation facilities if necessary. **(See Counseling Services and Counseling Hotline in the Student Handbook for hours of operation, contact information and further details.)** This service has replaced the BIT team for a more comprehensive addressing of the counseling issues on campus including Drug and Alcohol counseling.

For More Information on the Applicable Legal Sanctions for the Unlawful Possession or Distribution of Illicit Drugs:

Table 1

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4,999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram				

Any Amount Of Other Schedule III Drugs	<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount Of All Schedule V Drugs	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

Table 2

Federal Trafficking Penalties for Marijuana, Hashish, and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs, or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50 million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
Hashish More than 10 kilograms	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more	

marijuana plants regardless of weight)	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
1 to 49 marijuana plants	
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

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

Drug Fact Sheet

DRUGS	DEPENDENCE	POSSIBLE SHORT-TERM EFFECTS	POSSIBLE LONG-TERM EFFECTS	EFFECTS OF DEPENDENCE
Narcotics: Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine (Pethidine), Methadone, other narcotics	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, watery eyes, itching	Lowered resistance to infection, malnutrition, babies born physically dependent if mother is using during pregnancy, birth defects	Slow and shallow breathing, clammy skin, convulsions, coma, possible death
Depressants: Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutimide, other depressants	Moderate to High	Slurred speech, disorientation, drunken behavior, without odor of alcohol	Weight loss, liver function impairment, reduction of white blood cells	Mood swings, shallow respiration, clammy skin, dilated pupils, weak pulse, coma, possible death
Stimulants: Cocaine, Amphetamines, Phenmetrazine, Methyphenidate, other stimulants	High	Increased alertness, excitation, euphoria, increased pulse rate, blood pressure and temperature, insomnia, loss of appetite, dilated pupils, sweating, headache	Weight loss, heart failure, respiratory failure, aggressions, hostility, severe anxiety, psychosis, paranoia, vitamin deficiencies, chronic insomnia	Agitation, increase in body temperature, hallucinations, convulsions, possible death, heart failure, paranoia
Hallucinogens: LSD, Mescaline and Peyote,	Unknown	Illusions and hallucinations, poor perception of time and distance,	Impaired memory, mental confusion, convulsions, heart and lung failure,	Longer, more intense "trip" episodes, psychosis, possible death,

Amphetamine variants, Phencyclidine, Phencyclidine analogs, other hallucinogens	High	tremors, dilated pupils, insomnia, loss of appetite, impaired coordination, violent speech	ruptured blood vessels in the brain, flashbacks	depression, paranoia, convulsions, coma
Cannabis Marijuana, Tetrahydrocannabinol, Hashish, Hashish Oil	Moderate	Increased heart rate, bloodshot eyes, dry mouth and throat, euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Birth defect in babies conceived by men who use, memory loss, mental confusion	Fatigue paranoia, possible psychosis, memory loss, amotivation
Alcohol: Wine, beer, wine coolers, liquor	Moderate - to High	Impaired judgment, impaired coordination, slow reactions, slurred speech, memory loss, relaxed inhibitions	Liver, heart, pancreas disease, gastrointestinal irritations, sexual dysfunction, lowered resistance to disease, irreversible brain and nervous system damage	Unconsciousness convulsions, decreased respiration and heart rate leading to possible death
Tobacco: Cigarettes, smokeless, cigars, pipe	High	Restricted blood vessels, stimulated nervous system, impaired breathing	Chronic bronchitis, emphysema, coronary heart disease, stomach ulcers, lung cancer	Rapid heart rate, asthmatic attack

If a student has a substance abuse problem, please notify:

- Campus Counselor, ext. 4089;
- Vice President for Student Life, ext. 4110,
- Vice President for Ministry, ext. 4112,
- Residence Hall Dean, ext. 4177, 4043, 4178, or 4045.

Free counseling is also available in the following areas:

Academic Counseling: Learning assistance. Betty Howard Center for Student Success ext. 4106.

Financial Counseling: Financial Aid Office (financial aid, financial planning, debt counseling), ext. 4005.

Personal and Substance Abuse Counseling: Licensed Professional Counselor, WH 426, ext. 4089.

Substance Abuse Counselor: Licensed Professional Substance Abuse Counselor, 301-891-5601 (located at Washington Adventist Hospital).

For an additional list of professional counselors, contact the Office for Student Life, ext. 4110 or Campus Counselor, ext. 4089.

Washington Adventist University also provides students with following counseling hotlines:

COUNSELING HOTLINES/ORGANIZATIONS PROVIDING DRUG AND ALCOHOL ASSISTANCE

Alcoholics Anonymous

1-800-492-0209

ALANON

202-882-1334 Cocaine Hotline

1-800-662-HELP; 410-402-8600 (MD)

Alcohol and Drug Helpline (Nationwide): 1-800-821-4357

Drug Abuse Information

Alcohol Information and Referral: 1-800-252-6465

First Step to Recovery Drug Abuse Hotline 1-800-905-8666

1-800-662-HELP; www.drughelp.org

Montgomery Emergency Hotline: 240-777-4673 (HOPE)

Prince George's Hospital Crisis Response: 301-429-2185

Maryland Poison Center: 1-800-492-2414

Narcotics Anonymous (meeting times and locations) 1-800-317-322

NA Recovery web page www.na.org

National Institute on Drug Abuse (NIDA) web page, Students and Young Adults section
www.nida.org

Institute for Family Centered Services: 301- 696-0726; 301-721-9324; 301-577-7931;
301-934-5607

DISCIPLINARY PROCEDURES

Redemptive and restorative discipline is at times necessary. It seeks to awaken the moral and spiritual sensitivities of the student relative to the infractions committed. It is firm and deliberate while simultaneously student-centered and compassionate. By deliberately emphasizing redemptive discipline, the school models God's attitude toward wrongdoing, His forgiveness, His restoration, and His desire for character building.

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Acceptance to WAU is a voluntary commitment to uphold the University's standards. Therefore, WAU expects students to comply with God's law, civil laws, and University regulations. Student conduct that violates these laws and regulations will

result in disciplinary action.

When necessary, counsel, advice, and restrictions may be given by the residence hall deans, Student Life Committee, and/or the Vice President for Student Life. A student who may be subject to serious discipline will be counseled by the appropriate personnel, usually the Vice President for Student Life or his/her designee, regarding the student's rights and possible disciplinary actions. Some disciplinary procedures are addressed by the Conduct and Guidance Committee. The Vice President for Student Life or his/her designee may take immediate disciplinary action that could include suspension or dismissal. An appeal to the Vice President for Student Life's decision or that of his/her designee would be directed to the Conduct and Guidance Committee.

When policy violations are of an egregious nature, the Vice President for Student Life will meet with the student and if necessary will contact the chair of the Conduct and Guidance Committee to convene a meeting. The Vice President for Student Life will provide the committee with the student's written statement, which is to include the student's perception of the incident and his/her understanding of what occurred in the conference/meeting with the Vice President and/or his/her designee. The Conduct and Guidance Committee will meet to discuss the situation and make a decision about the appropriate action to be taken. The student has the right to meet with the Conduct and Guidance Committee when his/her case is discussed. The student also has the right to choose a WAU faculty/staff member as an advocate. Only the WAU faculty/staff advocate selected by the student may accompany the student to the committee meeting.

The chair of the Conduct and Guidance Committee or his/her designee will verbally notify the student of the committee's decision. Please note: The verbal notification is officially binding. The student will also be notified by letter from either the Vice President for Student Life, the chair of the Conduct and Guidance Committee, or the appropriate designee. The letter will become part of the student's official record. Notice of the action will be made available to University employees or departments directly related to the student concerned.

If a student refuses to meet with the Conduct and Guidance Committee, the committee will meet, discuss the situation, and make a decision.

Disciplinary Procedures Appeals Process

A residence hall student who has received discipline from the residence hall deans may appeal the decision to the Vice President for Student Life.

A student may appeal disciplinary actions imposed by the Conduct and Guidance Committee. To appeal a decision, the student must submit a written appeal to the Vice President for Student Life within 24 hours of the committee's decision. One of the following must be the basis for an appeal:

- New information is available that was not available earlier and is relevant to the decision.
- The Conduct and Guidance Committee did not adhere to proper procedures as outlined in the Student Handbook.
- The written appeal must be given to the Vice President for Student Life or his/her designee, who may make a decision to grant or deny the appeal, and approve it to go before a special appeals committee (an ad hoc committee). If the appeal is granted, an ad hoc committee will hear the appeal.

- Students must abide by the stated disciplinary consequences of the Conduct and Guidance Committee and/or those of the Vice President for Student Life or of his/her designee, pending the final outcome of the appeals process.
- If a student is granted an appeal before a special appeals committee, the decision of the committee is final. The committee may uphold the decision of the Conduct and Guidance Committee or that of the Vice President for Student Life or his/her designee, or it may reach a decision that is of lesser or greater consequence than the original decision.
- In any disciplinary situation, a student has the right to a Washington Adventist University faculty/staff advocate of his/her own choosing.

If the student feels that the stated appeals **process** has not been followed, the student may appeal, in writing, to the President of the University, requesting a review of the **process**.

Disciplinary Actions

The following disciplinary actions are adopted by WAU with the intent to provide flexibility to the disciplinary process. **Please note:** The following actions are not in sequential order of disciplinary actions that will be taken. Washington Adventist University reserves the right to amend, change, and/or determine what actions are to be imposed. They include, but are not limited to:

1. *Warning* – written notice that continuation or repetition of inappropriate conduct may be cause for more serious disciplinary action.
2. *Community Service* – duties assigned, preferably related to the infraction.
3. *Fine* – a sum of money to be paid for the infraction.
4. *Restitution* – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. *Restriction*
 - a. For the individual – exclusion from participation in specified University activities (e.g., dining hall privileges, extracurricular activities) and maintenance of exemplary conduct for a specified period of time. No refunds of payments will be made to students placed on restriction.
 - b. For the organization – exclusion from specified activities sponsored by the organization or the University and maintenance of exemplary conduct for a specified period of time. Restriction may include loss of use of all facilities provided by the University for a specified period of time.
6. *Probation* – a trial period during which a student/organization has an opportunity to prove that he/she/it can be a responsible and effective member of the WAU community. During the probation period, the student/organization may be subject to the following actions:
 - a. The student/organization may not represent WAU in any extracurricular activity, such as the Student Association, intercollegiate sports, drama, or music. He/she/it may, however, be permitted to participate in informal activities of a recreational nature.
 - b. The student may not run for or hold office in any organizations recognized by the Student Life Committee.
 - c. The student/organization may be called upon to perform duties suitable to the particular situation, including constructive work projects and referral for alcohol or drug education at the offender's expense.

- d. The student/organization will be subject to immediate suspension for not adhering to any University regulation while on disciplinary probation.
7. *Suspension* – shall be for a specific period of time or until a specific condition is met, after which time the student/organization must apply to the Vice President for Student Life for reinstatement. If a student/organization is suspended more than once during an academic year, he/she/it will automatically be dismissed.
- a. For the individual – exclusion from classes and other privileges or activities of the University for a definite period of time. Students under suspension are not permitted on University property or allowed to participate in any University-sponsored activity. Suspension extending beyond the semester in which action is taken will be full semester(s). No refunds of payments will be made to students placed on suspension.
- b. If information reviewed during an investigation seems to indicate it appropriate, the accused may be suspended pending the outcome of an investigation and presentation to the Conduct and Guidance Committee.
- c. Deferred suspension becomes effective after a specific future date. It is typically used near the end of a semester to avoid the financial penalty that an immediate suspension would entail. If a student is involved in any further offense while on deferred suspension, immediate implementation of suspension will be made by the officiating committee or person.
- d. Students suspended for the remainder of a semester will be charged tuition and fees until the day of disciplinary action.
- e. For the organization – removal of the right to conduct group-sponsored activities or to participate in University-sponsored activities as a group for a definite period of time as indicated in the notice of suspension.
8. *Dismissal* (**Please note:** *This policy pertains to citizenship and **not** to academic dismissal – see Academic Probation and Dismissal Policy.*)
- a. For the individual – termination of student status with the privilege of applying for readmission. No refunds of payments will be made. The individual is not permitted on University property or allowed to participate in any University-sponsored activity. Exceptions are for a personal appearance before the Conduct and Guidance Committee or after reacceptance. To reapply, the individual must: 1) request and complete a WAU application. Recommendations and the application fee are not required; 2) have the citizenship hold on his/her name removed. To do this, the student must present a petition for reacceptance, in writing or in person, to the Vice President for Student Life. The Vice President for Student Life or the Conduct and Guidance Committee will determine when and if the hold will be removed, and if other stipulations for the removal of the hold will be imposed. The individual will be notified in writing of these stipulations; and 3) if the hold is removed, the individual's name is then taken to the Admissions Committee.
- b. Students dismissed for the remainder of the semester will be charged tuition and fees until the day of disciplinary action.
- c. For the organization – termination of approved organization status with the privilege of applying for reinstatement. Any conditions for reinstatement shall be stated in the notice of dismissal.
9. *Expulsion*
- a. For the individual – permanent termination of student status. Students who are expelled are not permitted on University property or allowed to participate in any University-sponsored activity.

- b. For the organization – permanent termination of group status.
- 10. *Removal from Residence Halls* – temporary or permanent removal from residence halls as a resident and/or guest. Any conditions for reinstatement will be stated in the notice of exclusion from residence hall living.

NOTIFICATION TO STUDENTS

The distribution of the Drug and Alcohol Prevention Disclosure Statement is a vital part of educating WAU students.

The University includes as its registration process a step whereby the student is required to receive and sign the University's Drug and Alcohol Abuse Prevention Disclosure Statement, which includes our policy, legal sanctions, health risks, disciplinary procedures, and a statement of compliance to the University's Drug and Alcohol Abuse Prevention Program (DAAPP). The University's drug and alcohol prevention policy and procedures are posted on the University's website, and all students receive a copy before that they must sign for before they can complete their registration process. The policy and its procedures are also located in the Student Handbook under the Health, Wellness, and Safety section. Additional written copies of this policy are available upon request through the Office for Student Life. A written copy of the 34 CFR 86.100(a) information shall be made available upon request.

DISTRIBUTION POLICY

In accordance with Department of Education regulations, Washington Adventist University will distribute the Drug and Alcohol Abuse Prevention Program materials annually on the following schedule:

DAAPP Distribution Policy

Schedule of Compliance with DFSCR*	Steps Implemented for Compliance with DFSCR
By March 30	All students notified of policy and procedure compliance for DAAPP
By April 1	All students who pre-register for fall or register for summer are given written DAAPP to sign
By August 30	New students are given orientation, which includes a video presentation on DAAPP
By October 30	A systematic comparison of students registered and students certifying their receipt (received, read, and understood) of the DAAPP at mid-term each semester
By November 30	<ol style="list-style-type: none"> 1- A drug and alcohol awareness education program is presented to students (Orientation and Convocation) 2- Health and Wellness Week is held on campus
By January 30	Second semester new students are given orientation, which includes a video presentation on DAAPP
By February 15	All new students registering for spring have signed for the DAAPP
By April 30	A drug and alcohol awareness education program is presented to students (Orientation and Convocation)
By March 30	All students pre-registering for fall are surveyed for effectiveness of DAAPP
By June 30	Review of attendance and compliance with campus drug and alcohol prevention program by Office of Student Life in cooperation with Department of Public Safety.
By September 15	Survey of DAAPP effectiveness and its distribution is completed
By October 15	Corrective actions based on survey findings are complied and reviewed by administration

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WAU COMMUNITY STANDARDS AND POLICIES

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- Love God (Matthew 23:37; Ephesians 4:17-6:18). This involves a wholehearted commitment to know and obey God’s Word as it applies in both thought and action, and thoughtful stewardship or management of our intellect, abilities, sexuality, relationships, financial resources, and time.
- Love our neighbor as we love ourselves (Matthew 22:39). This involves an unselfish commitment to understand and help others as we serve in love (Galatians 5:13, 14).
- Love enough to handle the challenging issues according to the Word of God (Matthew 18:15-17; Colossians 3:13).

Even though every student may not have personal convictions as outlined above, all students are responsible to know and abide by all community standards, policies, and regulations of Washington Adventist University.

The rules of any community grow out of a particular tradition. Washington Adventist University is a Seventh-day Adventist institution and, as such, adheres to the tenets and traditions of the Seventh-day Adventist Church. We hold in high esteem the following characteristics: celebrating and honoring the Sabbath from sundown Friday to sundown Saturday; honesty and integrity; thoughtfulness in social relationships and entertainment; respect of the rights, opinions, and property of others; respect for and obedience to the laws of the city, state, and federal government; modest dress; and a willingness to do good in every situation. Therefore, all students are expected to abide by the following standards:

- WAU is a drug-free campus. The University recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. Use of these products by members of the WAU community is prohibited. **No member of the community may use, possess or distribute tobacco, alcohol, or illegal drug products on or off campus. Students whose off-campus behavior reflects negatively on the University community, or who return to campus under the influence of alcohol or illegal drugs, will be subject to disciplinary action.**

SUBSTANCE ABUSE POLICY

Washington Adventist University is committed to providing a drug-free environment to help students attain the highest level of mental, physical, moral, and spiritual health. This will allow

students to be truly free and in control of their lives. Because of this commitment, Washington Adventist University is an alcohol-, drug-, and tobacco-free campus. Each citizen of the University community is expected to remain drug-free, abstaining from the use of alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. This includes, but is not limited to, alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. The manufacture, possession, distribution, or use of illegal drugs, and the use of alcohol or tobacco, is strictly prohibited. This policy has been established to educate, to provide a means for counseling and rehabilitation, and to outline a discipline process. If you have a substance abuse problem, please notify the Campus Counselor or a residence hall dean for immediate help.

STUDENT HANDBOOK-

“WAU students have the right to an environment that promotes wellness and safety. (University Student Handbook)

Behaviors that violate this right include, but are not limited to: physical, sexual, verbal, and emotional harassment/abuse; threatening and dangerous behavior; breaking and entering; theft; obstructing or disrupting the study, work, social, or religious life of others; and possessing firearms, explosives and other weapons. The right to wellness and safety demands a drug-, alcohol-, and tobacco-free environment. Violation of any of the above-stated rights is grounds for immediate disciplinary action”.

Christian Lifestyle and Entertainment

WAU students are to utilize careful judgment in the exercise of personal freedom. This entails the responsible use of time and material resources, and the honest pursuit of knowledge, including regular attendance at classes, convocations, assemblies, and university events. It also requires that members of the WAU community abstain from the use or possession of alcoholic beverages, tobacco in any form, other forms of substance abuse, all forms of gambling, and that members of the community maintain modest, inoffensive behavior in personal relationships. Coed living arrangements are not suitable for unmarried WAU students. Many contemporary forms of amusement are of questionable value or diminish one’s moral sensitivities; therefore, members of the community are to use discernment in their choices of entertainment, including television, movies, and live productions. Social dancing is not permitted on campus; neither may dances be sponsored by University or student groups. Furthermore, the University does not condone, and takes a firm stand against all students (residence hall or commuter), working or visiting establishments where alcohol and illegal substances are consumed, or where the overall atmosphere is not in keeping with the WAU Christian lifestyle. Students will be subject to disciplinary action when not in compliance”.

Washington Adventist University reserves the right to investigate students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search offices, lockers, on-campus vehicles, residence hall rooms, cases, and bags, and the right to require an appropriate drug test and confirmation by retest. If a search is to be made, it must be authorized by a residence hall dean, the Director of the Department of Public Safety, a vice president, or the President of the University. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or by self-referral.

Further, federal, state, and local regulations require that all students be informed of Washington Adventist University’s policy and accompanying disciplinary sanctions regarding alcohol and drug use (see disciplinary procedures) and the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illegal or illicit drugs and alcohol. The Drug-Free Schools and Campuses Regulations (34 CFE Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Washington Adventist University (WAU) to certify that it has implemented programs to prevent the abuse of alcohol and the use and or/distribution of illicit drugs both by WAU students and employees, either on it premises or as a part of any of its activities.

FEDERAL LAWS REGARDING POSSESSION OF CONTROLLED SUBSTANCES

Students at Washington Adventist University are subject to federal, state, and local laws for the possession and distribution of illegal drugs. Federal law states that it is unlawful to possess controlled substances, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. Federal law 21 USC, sections 841 and 844–845a (1990), states that it is unlawful to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment for up to three years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if this is done near a public or private elementary, vocational, or secondary school, or a public or private college or university. Additionally, any person who violates this law shall also be liable to the United States for an amount up to \$10,000 in civil penalties.

In addition to the federal laws, the state of Maryland has its own laws pertaining to distribution, manufacture, and possession of controlled substances. Md. Ann. Code Art. 27, section 286 (1989), states that any person who unlawfully manufactures or distributes any controlled dangerous substances may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. See federal controlled substance policy: <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

All WAU students are subject to state and local laws for drinking and obtaining alcohol. Those laws provide that:

1. No individual under the age of 21 may possess alcoholic beverages of any kind, and no individual may sell or furnish alcohol to individuals under the age of 21.
2. It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them.
3. It is also illegal in most situations to furnish alcohol to a person under 21.
4. The penalty is a fine of up to \$500 for a first offense, and up to \$1,000 for repeat offenses.

In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to \$100.

5. It is also illegal to consume alcohol on any public property or highway unless authorized by the government entity that has jurisdiction over the property, with penalties including a fine of up to \$100.
6. Students are also subject to state and local laws governing drinking and driving. A person may not drive or attempt to drive while impaired or under the influence of alcohol.
7. Individuals under 21 with a B.A.I. of only .02 (approximately one drink) will be charged with a violation of restricted license, which can result in a suspended license until the age of 21.
8. Any individual with a B.A.I. of .08 will be presumed to be driving under the influence of alcohol. An individual with a B.A.I. of .08 or more shall be determined to be under the influence of alcohol parse. (10) Any of these violations will result in fines, imprisonment, or both.

PROGRAM COMPONENTS

1. All students; freshmen, new students, and returning students must sign this statement.
2. Each semester a drug & alcohol awareness presentation is made during the required convocations/chapels.
3. Each year a three part orientation video is presented to the freshmen and new students at orientation about drug & alcohol use and abuse, and prescription drug use and abuse
4. Flyers and posters placed in academic spaces, residence halls and common areas yearly.
5. Residence hall's present drug & alcohol awareness for worship (twice a semester).
6. Full service counseling center on and off campus for drug & alcohol use and abuse, self reporting and referral.
7. Part of the General Education required courses. (HLSC 110, FYE - First Year Experience)
8. Discipline policy in place to discourage use or abuse of drugs and alcohol. (see Student Handbook page 36. (See below)

STUDENT HANDBOOK -

"HEALTH, WELLNESS, SAFETY AND STUDENT CONDUCT

WAU is a drug-free campus. The University recognizes that the use of tobacco products and alcoholic beverages presents a danger to personal health. Use of these products by members of the WAU community is prohibited. No member of the community may use or possess tobacco, alcohol, or illegal drug products on or off campus. **Students whose off-campus behavior reflects negatively on the University community, or who return to campus under the influence of alcohol or illegal drugs, will be subject to disciplinary action.**

Substance Abuse Policy

Washington Adventist University is committed to providing a drug-free environment to help students attain the highest level of mental, physical, moral, and spiritual health. This will allow students to be truly free and in control of their lives. Because of this commitment, Washington Adventist University is an alcohol-, drug-, and tobacco-free campus. Each citizen of the University community is expected to remain drug-free. abstaining from the use of alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. This includes, but is not limited to, alcoholic beverages and/or containers, tobacco products, illegal drugs, or drug paraphernalia. The manufacture, possession, distribution, or use of illegal drugs, and the use of alcohol or tobacco is strictly prohibited. This policy has been established to educate, to provide a means for counseling and rehabilitation, and to outline a discipline process. If you have a substance abuse problem, please notify the campus counselor or a residence hall dean for immediate help.

Washington Adventist University reserves the right to investigate students where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search an office, locker, on-campus vehicle, residence hall room, cases, and bags, and the right to require an appropriate drug test and confirmation by retest. If a search is to be made, it must be authorized by a residence hall dean, director of the Office of Safety and Security, a vice president, or the president of the University. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or self-referral.

Violation of Substance Abuse Policy

Because substance abuse seriously jeopardizes the attainment of life goals, a person who is found to be involved in substance abuse or to be using illegal drugs will be subject to the following procedures:

1. Persons found *supplying illegal and/or prohibited substances* will be subject to immediate dismissal from WAU and notification of government authorities.
2. Persons found in *possession of, using, or under the influence* of an illegal substance will be referred to a drug-abuse counselor, and immediate disciplinary action will be taken.

If a student has a substance abuse problem, please notify the campus counselor, ext. 4089; Vice President for Student Life, ext. 4110, Vice President for Ministry, ext. 4112, or a residence hall dean, ext. 4177, 4043, 4178, or 4045.

If a student is convicted of drug distribution or possession, eligibility for the Title IV student financial aid is subject to suspension or termination. This policy is more fully set forth in Section 5301 of the Anti-Drug Abuse Act of 1988.

Substance Abuse Education

Washington Adventist University provides an ongoing program of education for the prevention of substance abuse. This will be a multifaceted program involving the use of audiovisuals, literature, lectures, and other programs. Washington Adventist University maintains a roster of counselors trained in the field of substance abuse who will work with individuals involved in substance abuse and who can make referrals to rehabilitation facilities if necessary.

Washington Adventist University has added to its DAAPP Program a video presentation that covers all aspects of “Drug and Alcohol” awareness, statistics and assistance options for Students, Faculty and Staff

See DAAPP video for orientations and presentations: (please copy directly into your browser)

<https://www.dropbox.com/sh/wowsv1u8abxajxa/AABUpIYvL-JdVMjijHV5-7B4a?dl=0>

Off-Campus Behavior

It is important to the life of our community that students maintain the standards of WAU both on and off campus. WAU-sponsored groups traveling off campus are expected to appropriately represent the University and the standards it upholds. Students should always be mindful that they are examples of who and what they represent. Students will be subject to disciplinary actions for behavior not in keeping with the mission, vision, and policies of WAU, regardless of whether they are on or off campus.”

Legal Sanctions

Table 1

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	

II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Flunitrazepam (Schedule IV) 1 Gram		Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		
Any Amount Of Other Schedule III Drugs		First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		
Any Amount Of All Schedule V Drugs		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

Table 2

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual. Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.

Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual. Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Hashish More than 10 kilograms	
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual. Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Maryland Sale of a Controlled Substance Laws

How Maryland Classifies CDS

Maryland divides CDS into five “schedules.” Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse; and increase in recognized medical uses.

These schedules are also used to determine the applicable penalties for illegally possessing specific CDS (described in the next section). If you’ve been arrested for illegal CDS possession, you’ll need to consult the Maine Code that lists precisely which drugs fit into each group. Go to the statute ([Md. Ann. Code. § 5-402, 5-403, 5-404, 5-405, & 5-406.](#)) and find the substance you’re charged with possessing -- it will be listed under one of the five Schedules.

Penalties for Making or Selling CDS

It is illegal in Maryland to make, sell, or possess CDS with the intent to do these things; with few exceptions, such as a doctor who legally prescribes a prescription medication. Penalties vary according to the Schedule of the CDS involved. (Md. Ann. Code. § 5-602.)

Schedule I and II narcotic substances

Making, selling, or possessing Schedule I or II Narcotic CDS with the intent to do those things incurs a fine of up to \$25,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-608.)

Schedule I and II hallucinogenic substances

Making, selling, or possessing a Schedule I or II hallucinogenic CDS with the intent to do those things incurs a fine of up to \$20,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-609.)

Schedule III, IV, and V substances

Making, selling, or possessing a Schedule III, IV, or V CDS with the intent to do those things incurs a fine of up to \$15,000, up to five years in prison, or both. Second and subsequent convictions incur a fine of up to \$15,000, at least two (and up to five) years in prison, or both. (Md. Ann. Code. § 5-607.)

What Does Drug Possession Mean Under Maryland Law?

Legally, possession refers to having control over something. This means the drugs don't have to be in your pocket or your hand. If you can exercise control over them, they are in your possession. If the drugs are found under your car seat, on your end table, or lying loose in your lap, you are considered in "possession" of them.

Marijuana Possession

Marijuana is the only drug that requires a different penalty under Maryland law. If you are convicted of being in possession of marijuana, you will face misdemeanor penalties of up to one year in jail.

Maryland Drug Possession – Penalties

If you are found in possession of any other drug, aside from marijuana, you will face a felony charge. Possession of drugs carries a potential four-year prison sentence and fines reaching \$25,000. This maximum potential sentence applies to drugs such as cocaine, heroin, ecstasy, LSD, meth, and prescription drugs.

Alternatives to Incarceration

There are no hard and fast rules in Maryland when it comes to who gets probation and who doesn't. There are no guaranteed second chances. The court, with the help of the prosecution, will weigh many factors in determining your sentence. With the assistance of an aggressive defense attorney, you may be able to argue that you are a good candidate for such an alternative, increasing your chances of being granted

probation instead of active jail time. But remember, if you're caught in violation of this probation, you could go back to jail.

When you are charged with drug possession, having someone in your corner looking out for your best interest is important. While we can tell you what the law says, an experienced criminal defense attorney can help you build a solid defense and weigh any other potential options.

Cocaine Statutes in Maryland

The charges and penalties under Maryland's cocaine laws are listed below.

Code Section	Art. 27 §§276, et seq.
Possession	Misdemeanor with penalty of up to 4 yrs. and/or \$25,000; Bringing 28 g. into state: felony with penalty of up to \$50,000 and/or 25 yrs.; Subsequent offense: double penalties
Sale	Felony with penalty of 20 yrs. and/or \$25,000; Sale of more than 448 g. or 50 g. of crack: not less than 40 yrs.; Subsequent offense: double penalties; 2 yrs. mandatory, not less than 10 yr. sentence; Third offense: not less than 40 yrs. Sale to minors or near school property: stricter penalties
Trafficking	If "drug kingpin" 20-40 yrs. and/or \$1,000,000 fine

There are Maryland state statutes as well as federal laws on the books. Federal drug laws prohibit simple cocaine possession along with manufacturing and cultivation and trafficking and distribution. As seen above, penalties for cocaine possession or sale can be severe and generally vary depending on whether you have prior drug convictions and the quantity of drugs involved.

In some cases, prosecutors can offer a plea bargain to a lower-level offender in exchange for helping to build a case against higher-level producers and dealers. In addition, some jurisdictions have recently created specialized "drug courts" that allow first or second-time drug crime defendants to spend time in treatment in lieu of a jail sentence.

WASHINGTON ADVENTIST UNIVERSITY DRUG POLICY

Our campus is a drug-free campus. People who are found possessing illegal drugs, distributing illegal drugs, and/or are under the influence of illegal drugs may adhere to disciplinary action and possible criminal action. If necessary, local law enforcement may be called to assist as mandated by federal law.

Offense	Penalty	Incarceration	Max. Fine
Possession of Marijuana			
Personal Use			
10 g or less	fine-only*	none	\$ 100
10g - 50 lbs	misdemeanor	1 year	\$ 1,000
With intent to distribute			
Less than 50 lbs	felony	5 years	\$ 15,000
More than 50 lbs	felony	5 years**	\$ 15,000
More than 50 lbs (drug kingpin)	felony	20 - 40 years	\$ 1,000,000
In a school vehicle, or in, on, or within 1000 feet of an elementary or secondary school	felony	2 - 5 years	\$ 40,000
Involving a minor	felony	20 years	\$ 20,000
* Fine increases to \$250 for second-time offenders.			
** Subsequent offense carries a mandatory minimum sentence of 2 years.			
Trafficking			
5 - 45 kg	felony	10 years	\$ 10,000
More than 45 kg	felony	25 years	\$ 50,000
In possession of a firearm while trafficking	felony	5* - 20 years	\$ 0
* Mandatory minimum sentence			
Cultivation			
See Possession section for details.			
Hash & Concentrates			

Penalties for hashish are the same as for marijuana. Please see the marijuana penalties section for further details.			
Paraphernalia			
Possession of paraphernalia	misdemeanor	1 year	\$ 1,000
Selling paraphernalia	misdemeanor	2 years	\$ 2,000
To a minor who is at least 3 years younger	misdemeanor	8 years	\$ 15,000
Advertising the distribution of paraphernalia	misdemeanor	2 years	\$ 2,000
Paraphernalia includes all equipment and materials used in the use, manufacture, or distribution of marijuana			

Here is a link to the Montgomery County Government Drug/Alcohol info: <https://montgomerycountymd.gov/HHS-Program/Program.aspx?id=BHCS/BHCSOAMH-p253.html>

Here is a link to the security website that has drug and alcohol information: <https://www.wau.edu/security/>

Here is a link for Maryland drug prevention programs that have a list of education and prevention programs in Maryland: <http://www.addicted.org/prevention-education-21.html>

Here is a link for a list of drug and alcohol programs for youth in Maryland: <http://www.addicted.org/maryland-adolescent-programs.html>

Here is a link for the Department of Health and Mental Hygiene for information on substance abuse: <http://dhmh.maryland.gov/ohcq/sa/Pages/home.aspx>

CONFIDENTIALITY

All persons involved in any aspect of this substance abuse program will maintain confidentiality except in those instances where governmental authorities or the Conduct and Guidance Committee must be notified. Counselors will respect the individual's right to privacy at all times.

COUNSELING SERVICES

If a student has a substance abuse problem, please notify the Campus Counseling Center, ext. 4089; Vice President for Student Life, ext. 4110; Vice President for Ministry, ext. 4112; or a Residence Hall Dean, ext. 4177, 4043, 4178, or 4045.

Free counseling is also available in the following areas:

Academic Counseling: Learning assistance. Betty Howard Center for Student Success, ext. 4106.

Financial Counseling: Financial Aid Office (financial aid, financial planning, debt counseling), ext. 4005.

Personal Counseling: Licensed Professional Counselor, WH 426, ext. 4089.

Substance Abuse Counselor: Licensed Professional Substance Abuse Counselor, 301-891-5601 (located at Washington Adventist Hospital).

For an additional list of professional counselors, contact the Office for Student Life and Campus Counselor, ext. 4089.

COUNSELING HOTLINES/ORGANIZATIONS PROVIDING DRUG AND ALCOHOL ASSISTANCE

Alcoholics Anonymous

1-800-492-0209

ALANON

202-882-1334 Cocaine Hotline

1-800-662-HELP; 410-402-8600 (MD)

Alcohol and Drug Helpline (Nationwide): 1-800-821-4357

Drug Abuse Information

Alcohol Information and Referral: 1-800-252-6465

First Step to Recovery Drug Abuse Hotline: 1-800-905-8666

1-800-662-HELP; www.drughelp.org

Montgomery Emergency Hotline: 240-777-4673 (HOPE)

Montgomery County Department of Health and Human Services

Behavioral Health – Addiction Services: 240-777-1770 or 240-777-4710

Behavioral Health – Outpatient Addiction Services: 240-777-1680

Mental Health Association of Montgomery County

Youth Hotline: 301-738-9697

General Hotline: 301-738-2255

Montgomery Recovery Services, Inc.: 301-762-5300

<http://www.methclinics.com>

Prince George’s Hospital Crisis Response: 301-429-2185

Bilingual Counseling Center: 301-942-7821

Maryland Poison Center: 1-800-492-2414

Narcotics Anonymous (meeting times and locations): 1-800-317-322

NA Recovery webpage www.na.org

National Institute on Drug Abuse (NIDA) web page, Students and Young Adults section
www.nida.org

Institute for Family Centered Services: 301- 696-0726; 301-721-9324; 301-577-7931;
301-934-5607

Washington Adventist Hospital

Mental Health Services

301-891-5602

Drug Fact Sheet

DRUGS	DEPENDENCE	POSSIBLE SHORT TERM EFFECTS	POSSIBLE LONG TERM EFFECTS	EFFECTS OF DEPENDENCE
Narcotics Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine (Pethidine), Methadone, other narcotics	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, watery eyes, itching	Lowered resistance to infection, malnutrition, babies born physically dependent if mother are using during pregnancy, birth defects	Slow and shallow breathing, clammy skin, convulsions, coma, possible death
Depressants Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutimide, other depressant	Moderate-High	Slurred speech, disorientation, drunken behavior, without odor of alcohol	Weight loss, liver function impairment, reduction of white blood cells	Mood swings, shallow respiration, clammy skin, dilated pupils, weak pulse, coma, possible death
Stimulants Cocaine, Amphetamines, Phenmetrazine, Methyphenidate, other stimulants	High	Increased alertness, excitation, euphoria, increased pulse rate, blood pressure and temperature, insomnia, loss of appetite, dilated pupils, sweating, headache	Weight loss, heart failure, respiratory failure, aggressions, hostility, severe anxiety, psychosis, paranoia, vitamin deficiencies, chronic insomnia	Agitation, increase in body temperature, hallucinations, convulsions, possible death, heart failure, paranoia
Hallucinogens LSD, Mescaline and Peyote,	Unknown	Illusions and hallucinations, poor	Impaired memory, mental confusion,	Longer, more intense “trip” episodes,

Amphetamine variants, Phencyclidine, Phencyclidine analogs, other hallucinogens	High	perception of time and distance, tremors, dilated pupils, insomnia, loss of appetite, impaired coordination violent speech	convulsions, heart and lung failure, ruptured blood vessels in the brain, flashbacks	psychosis, possible death, depression, paranoia, convulsions, coma
Cannabis Marijuana, Tetrahydrocannabinol, Hashish, Hashish Oil	Moderate	Increased heart rate, blood-shot eyes, dry mouth & throat, euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Birth defect in babies conceived by men who use, memory loss, mental confusion	Fatigue paranoia, possible psychosis, memory loss, amotivation
Alcohol Wine, beer, wine coolers, liquor	Moderate - High	Impaired judgment, impaired coordination, slow reactions, slurred speech, memory loss, relaxed inhibitions	Liver, heart, pancreas disease, gastrointestinal irritations, sexual dysfunction, lowered resistance to disease, irreversible brain & nervous system damage	Unconsciousness convulsions, decreased respiration & heart rate leading to possible death
Tobacco Cigarettes, smokeless, cigars, pipe	High	Restricted blood vessels, stimulated nervous system, impaired breathing	Chronic bronchitis, emphysema, coronary heart disease, stomach ulcers, lung cancer	Rapid heart rate, asthmatic attack

DISCIPLINARY PROCEDURES

Redemptive and restorative discipline is at times necessary. It seeks to awaken the moral and spiritual sensitivities of the student relative to the infractions committed. It is firm and deliberate while simultaneously student-centered and compassionate. By deliberately emphasizing redemptive discipline, the school models God's attitude toward wrongdoing, His forgiveness, His restoration, and His desire for character building.

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. Acceptance to WAU is a voluntary commitment to uphold the University's standards. Therefore, WAU expects students to comply with God's law, civil laws, and University regulations. Student conduct that violates these laws and regulations will result in disciplinary action.

When necessary, counsel, advice, and restrictions may be given by the residence hall deans, Student Life Committee, and/or the Vice President for Student Life. A student who may be subject to serious discipline will be counseled by the appropriate personnel, usually the Vice President for Student Life or his/her designee, regarding the student's rights and possible disciplinary actions. Some disciplinary procedures are addressed by the Conduct and Guidance Committee. The Vice President for Student Life or his/her designee may take immediate disciplinary action that could include suspension or dismissal. An appeal to the Vice President for Student Life's decision or that of his/her designee would be directed to the Conduct and Guidance Committee.

When policy violations are of an egregious nature, the Vice President for Student Life will meet with the student and if necessary will contact the chair of the Conduct and Guidance Committee to convene a

meeting. The Vice President for Student Life will provide the committee with the student's written statement, which is to include the student's perception of the incident and his/her understanding of what occurred in the conference/meeting with the Vice President and/or his/her designee. The Conduct and Guidance Committee will meet to discuss the situation and make a decision about the appropriate action to be taken. The student has the right to meet with the Conduct and Guidance Committee when his/her case is discussed. The student also has the right to choose a WAU faculty/staff member as an advocate. Only the WAU faculty/staff advocate selected by the student may accompany the student to the committee meeting.

The chair of the Conduct and Guidance Committee or his/her designee will verbally notify the student of the committee's decision. **Please note:** The verbal notification is officially binding. The student will also be notified by letter from either the Vice President for Student Life, the chair of the Conduct and Guidance Committee, or the appropriate designee. The letter will become part of the student's official record. Notice of the action will be made available to University employees or departments directly related to the student concerned.

If a student refuses to meet with the Conduct and Guidance Committee, the committee will meet, discuss the situation, and make a decision.

Disciplinary Procedures Appeals Process

A residence hall student who has received discipline from the residence hall deans may appeal the decision to the Vice President for Student Life.

A student may appeal disciplinary actions imposed by the Conduct and Guidance Committee. To appeal a decision, the student must submit a written appeal to the Vice President for Student Life within 24 hours of the committee's decision. One of the following must be the basis for an appeal:

- New information is available that was not available earlier and is relevant to the decision.
- The Conduct and Guidance Committee did not adhere to proper procedures as outlined in the Student Handbook.
- The written appeal must be given to the Vice President for Student Life or his/her designee, who may make a decision to grant or deny the appeal, and approve it to go before a special appeals committee (an ad hoc committee). If the appeal is granted, an ad hoc committee will hear the appeal.
- Students must abide by the stated disciplinary consequences of the Conduct and Guidance Committee and/or those of the Vice President for Student Life or of his/her designee, pending the final outcome of the appeals process.
- If a student is granted an appeal before a special appeals committee, the decision of the committee is final. The committee may uphold the decision of the Conduct and Guidance Committee or that of the Vice President for Student Life or his/her designee, or it may reach a decision that is of lesser or greater consequence than the original decision.
- In any disciplinary situation, a student has the right to a Washington Adventist University faculty/staff advocate of his/her own choosing.

If the student feels that the stated appeals **process** has not been followed, the student may appeal, in writing, to the President of the University, requesting a review of the **process**.

Disciplinary Actions

The following disciplinary actions are adopted by WAU with the intent to provide flexibility to the disciplinary process. **Please note:** The following actions are not in sequential order of disciplinary

actions that will be taken. Washington Adventist University reserves the right to amend, change, and/or determine what actions are to be imposed. They include, but are not limited to:

1. *Warning* – written notice that continuation or repetition of inappropriate conduct may be cause for more serious disciplinary action.
2. *Community Service* – duties assigned, preferably related to the infraction.
3. *Fine* – a sum of money to be paid for the infraction.
4. *Restitution* – reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. *Restriction*
 - a. For the individual – exclusion from participation in specified University activities (e.g., dining hall privileges, extracurricular activities), and maintenance of exemplary conduct for a specified period of time. No refunds of payments will be made to students placed on restriction.
 - b. For the organization – exclusion from specified activities sponsored by the organization or the University and maintenance of exemplary conduct for a specified period of time. Restriction may include loss of use of all facilities provided by the University for a specified period of time.
6. *Probation* – a trial period during which a student/organization has an opportunity to prove that he/she/it can be a responsible and effective member of the WAU community. During the probation period, the student/organization may be subject to the following actions:
 - a. The student/organization may not represent WAU in any extracurricular activity, such as the Student Association, intercollegiate sports, drama, or music. He/she/it may, however, be permitted to participate in informal activities of a recreational nature.
 - b. The student may not run for or hold office in any organizations recognized by the Student Life Committee.
 - c. The student/organization may be called upon to perform duties suitable to the particular situation, including constructive work projects and referral for alcohol or drug education at the offender's expense.
 - d. The student/organization will be subject to immediate suspension for not adhering to any University regulation while on disciplinary probation.
7. *Suspension* – shall be for a specific period of time or until a specific condition is met, after which time the student/organization must apply to the Vice President for Student Life for reinstatement. If a student/organization is suspended more than once during an academic year, he/she/it will automatically be dismissed.
 - a. For the individual – exclusion from classes and other privileges or activities of the University for a definite period of time. Students under suspension are not permitted on University property or allowed to participate in any University-sponsored activity. Suspension extending beyond the semester in which action is taken will be full semester(s). No refunds of payments will be made to students placed on suspension.

- b. If information reviewed during an investigation seems to indicate it appropriate, the accused may be suspended pending the outcome of an investigation and presentation to the Conduct and Guidance Committee.
 - c. Deferred suspension becomes effective after a specific future date. It is typically used near the end of a semester to avoid the financial penalty that an immediate suspension would entail. If a student is involved in any further offense while on deferred suspension, immediate implementation of suspension will be made by the officiating committee or person.
 - d. Students suspended for the remainder of a semester will be charged tuition and fees until the day of disciplinary action.
 - e. For the organization – removal of the right to conduct group-sponsored activities or to participate in University-sponsored activities as a group for a definite period of time as indicated in the notice of suspension.
8. *Dismissal (Please note: This policy pertains to citizenship and **not** to academic dismissal – see Academic Probation and Dismissal Policy.)*
- a. For the individual – termination of student status with the privilege of applying for readmission. No refunds of payments will be made. The individual is not permitted on University property or allowed to participate in any University-sponsored activity. Exceptions are for a personal appearance before the Conduct and Guidance Committee or after reacceptance. To reapply, the individual must: 1) request and complete a WAU application. Recommendations and the application fee are not required; 2) have the citizenship hold on his/her name removed. To do this, the student must present a petition for reacceptance, in writing or in person, to the Vice President for Student Life. The Vice President for Student Life or the Conduct and Guidance Committee will determine when and if the hold will be removed, and if other stipulations for the removal of the hold will be imposed. The individual will be notified in writing of these stipulations; and 3) if the hold is removed, the individual's name is then taken to the Admissions Committee.
 - b. Students dismissed for the remainder of the semester will be charged tuition and fees until the day of disciplinary action.
 - c. For the organization – termination of approved organization status with the privilege of applying for reinstatement. Any conditions for reinstatement shall be stated in the notice of dismissal.
9. *Expulsion*
- a. For the individual – permanent termination of student status. Students who are expelled are not permitted on University property or allowed to participate in any University-sponsored activity.
 - b. For the organization – permanent termination of group status.
10. *Removal from Residence Halls* – temporary or permanent removal from residence halls as a resident and/or guest. Any conditions for reinstatement will be stated in the notice of exclusion from residence hall living.

NOTIFICATION TO STUDENTS

The distribution of the Drug and Alcohol Prevention Disclosure Statement is a vital part of educating WAU students.

The University includes as its registration process a step whereby the student is required to receive and sign the University's Drug and Alcohol Abuse Prevention Disclosure Statement, which includes our policy, legal sanctions, health risks, disciplinary procedures, and a statement of compliance to the University's Drug and Alcohol Abuse Prevention Program (DAAPP). The University's drug and alcohol prevention policy and procedures are posted on the University's website, and all students receive a copy before that they must sign for before they can complete their registration process. The policy and its procedures are also located in the Student Handbook under the Health, Wellness, and Safety section. Additional written copies of this policy are available upon request through the Office for Student Life. A written copy of the 34 CFR 86.100(a) information shall be made available upon request.

DAAPP Effectiveness Survey Questions

(Returning students only)

Over the past year, I have received information pertaining to drug and alcohol abuse and/or the health risks associated with the use of drugs and alcohol.

Yes/No (circle one)

Over the past year, I have received information pertaining to resources available to treat drug and alcohol abuse.

Yes/No (circle one)

Over the past year, I have received information pertaining to the unlawful sale, use, and consumption of drugs and alcohol in the state of Maryland and/or at Washington Adventist University.

Yes/No (circle one)

Date _____ First Name _____ Last Name _____

Signature _____

FRESHMEN and NEW STUDENTS

I have received, read, and understand the **Drug and Alcohol Prevention Program** at Washington Adventist University, the federal, state, and local laws for unlawful possession or distribution of illicit drugs and alcohol and understand Washington Adventist University’s disciplinary process for violation of its substance possession and distribution of illicit drugs and alcohol policy.

Date _____ First Name _____ Last Name _____

Signature _____

Release of Student Registration Hold has been completed Y/N Initials _____

OFFICE USE ONLY

Please copy this page and send the student to the Financial Clearance office.

Appendix C – Washington Adventist University Drug Abuse and Alcohol Prevention Program (DAAPP) for Employees

Washington Adventist University Drug and Alcohol Abuse Prevention Program (DAAPP) for Employees

I. STANDARDS OF CONDUCT

Washington Adventist University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that a drug- and alcohol-free lifestyle is essential, and thus maintains policies that enforce a campus environment that is free of these substances.

The University seeks to maintain a drug- and alcohol-free workplace in harmony with applicable laws. In addition to the requirements of the law, the University adopts the temperance and health practices espoused by the Seventh-day Adventist Church. This means that all employees are expected to refrain from the use of alcohol, drugs, or tobacco in any form while employed at WAU.

Federal, state, and local regulations require that all employees be informed of Washington Adventist University's policy and accompanying disciplinary sanctions regarding alcohol and drug abuse (see section on disciplinary procedures); and the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illegal or illicit drugs and alcohol. The Drug-Free Schools and Campuses Regulations (34 CFE Part 86) of the Drug-Free Schools and Communities Act further require Washington Adventist University to certify that it has implemented programs to prevent the abuse of alcohol and the use and or/distribution of illicit drugs both by WAU employees and students either on its premises or as a part of any of its activities.

II. SUBSTANCE ABUSE POLICY

Overview

Washington Adventist University is committed to providing a drug-free environment to help employees attain the highest level of mental, physical, moral, and spiritual health. This will allow employees to be truly free and in control of their lives. Because of this commitment, Washington Adventist University is an alcohol-, drug-, and tobacco-free campus.

The use, manufacture, possession, sale, dispensation, concealment, transfer, distribution, or purchase of illegal drugs, alcohol, or perception/performance-altering substances, and the misuse of legal drugs (including over-the-counter medications and/or prescription drugs) while on University premises or while acting in the course and scope of employment, whether at the University's locations or otherwise, are not allowed and are grounds for discipline, up to and including termination.

Employees may not report to work if their judgment or performance is, or could reasonably be expected

to become, impaired due to the use of a substance, including alcohol.

The University expects all employees to certify in writing on an annual basis that they will not engage in the unlawful use or manufacture of a controlled substance while associated with the University.

The University offers a preventive educational program to its employees, as described in the Drug and Alcohol Abuse Programs, to develop an awareness of the dangers and risks involved in alcohol, tobacco, and drug use and abuse, and to promote the benefits of a lifestyle free of these substances. The University's Employee Assistance Program (EAP) is available to employees who are involved in the use of alcohol, tobacco, prescription or nonprescription drugs, or other mood-altering substances that impair the appropriate functioning of the involved individual within the University community.

As a condition of employment, all University employees are required to follow this policy. Employees will be provided a copy of this policy on an annual basis and will be required to sign a statement saying that they have read and understand the policy and agree to fully abide by it as a condition of employment. Failure to comply with this policy will result in discipline up to and including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution. The University's Drug- and Alcohol-Free Workplace Policy and procedures are not intended to alter the University's at-will employment policy.

In cases where there is a reasonable belief that a violation of the law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution. Should any drug conviction result from a violation of the law, employees shall notify the University in writing of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction.

Detection

The University reserves the right to investigate employees where reasonable suspicion exists of drug or alcohol involvement. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or by self-referral. The right to search includes, among other things, the right, consistent with applicable law, to search offices, lockers, on-campus vehicles, residence hall rooms, campus housing units, briefcases, book bags, and handbags, and the right to require an appropriate drug and/or alcohol test with confirmation by a retest. If a search is to be made, it must be authorized by the residence hall dean, Vice President, or the President of the University. The drug and alcohol investigation will be treated with confidentiality to the extent practicable.

If unlawful possession of a controlled substance or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary actions.

If there is a reasonable suspicion by the supervisor of substance and/or alcohol abuse, a disciplinary suspension may be mandated and, at the discretion of the University, the employee may be required to participate in and comply with the University EAP's Mandatory Referral Program as a condition of further employment.

Confidentiality

All substance abuse investigations and drug testing information are generally considered confidential and should be treated as such by anyone authorized to access such records.

All records and information of personnel actions taken with regard to employees under investigation or discipline with respect to drugs are maintained by the head of Human Resources. Only authorized individuals shall have access to such records.

Treatment

If an individual is involved in substance and/or alcohol abuse, at the University's discretion, he/she may be disciplined and/or be required to participate in and comply with the University EAP's Mandatory Referral Program, which may include enrollment in either an outpatient or an inpatient treatment program as a condition of further employment.

An individual may be required to present satisfactory evidence of continuous compliance with the specified treatment program (and/or satisfactory and timely completion of the specified treatment program) as a condition to remaining employed with the University.

If an individual does not continuously comply with a specified treatment program (and/or complete the program in a satisfactory and timely manner), he/she may be subject to further disciplinary action, up to and including immediate termination.

Relapse Prevention Monitoring

Monitoring may be required by the EAP to prevent relapse for employees who have been found to be involved with substance and/or alcohol abuse.

III. DISCIPLINARY PROCEDURES

Conduct that violates the policy provisions described in this document, the law, and/or regulations will result in disciplinary action. A formal (mandatory) referral to the EAP's drug and alcohol counseling/rehabilitation program may also be required of employees found in violation of the policy provisions in this document, the law, and/or regulations.

The following disciplinary actions have been adopted by WAU with the intent to provide flexibility to the disciplinary process. Employees may not rely on any of the disciplinary provisions described below as limiting the University's discretion and ability to discipline or discharge. As a result, discipline, up to and including discharge, may be implemented without using the specific methods stated below.

Verbal disciplinary actions may include, but are not limited to:

1. Warning – A verbal warning will be given for any violation of University rules or standards that does not warrant more severe discipline. The supervisor shall keep a record of the verbal warning given by having an appropriate record placed in the employee's personnel file.
2. Written Warning – Written warnings will be given for repeated or cumulative violations for which a verbal warning has been issued or for those violations too serious to warrant a verbal warning. A copy of the written warning is to be signed by the supervisor as well as the employee. The signature of the employee will constitute an acknowledgment that he/she has been issued the written warning. A copy of the written warning will be placed in the employee's personnel file, and a copy will be given to the employee.
3. Suspension – An employee (regardless of whether the employee is exempt or nonexempt) may be required to take time off without pay (that is, be suspended) for repeated or cumulative violations for which verbal and written warnings have been issued or for actions requiring disciplinary action stronger than a written warning but not severe enough to warrant discharge. Under

current applicable federal law, deductions from the pay of exempt employees may be made for one or more full days of pay (a) for penalties imposed for infractions of safety rules of major significance and (b) for unpaid disciplinary suspensions imposed for infractions of workplace conduct rules.

4. Termination – Serious violations of the University’s rules or standards, or repeated or cumulative violations of a lesser nature, may result in termination of the employee. Termination of employment for faculty is governed by the policies in Section IV of this Handbook and Policy Manual. Termination of employment for staff is governed by the policies in Section IV of this Handbook and Policy Manual.

Employees who have been subject to any form of disciplinary action may utilize the grievance procedure outlined in the Employee Handbook, in the section “Grievance Policy for Faculty and Staff.”

IV. LEGAL SANCTIONS

Employees at Washington Adventist University are subject to federal, state, and local laws for the possession and distribution of illegal drugs. Federal law states that it is unlawful to possess controlled substances, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. Federal law 21 USC, sections 841 and 844–845a (1990), states that it is unlawful to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment for up to three years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if this is done near a public or private elementary, vocational, or secondary school, or a public or private college or university. Additionally, any person who violates this law shall also be liable to the United States for an amount up to \$10,000 in civil penalties.

In addition to the federal laws, the state of Maryland has its own laws pertaining to distribution, manufacture, and possession of controlled substances. Md. Ann. Code Art. 27, section 286 (1989), states that any person who unlawfully manufactures or distributes any controlled dangerous substances may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. See federal controlled substance policy: <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

All WAU employees are subject to state and local laws for drinking and obtaining alcohol. Those laws provide that:

1. No individual under the age of 21 may possess alcoholic beverages of any kind, and no individual may sell or furnish alcohol to individuals under the age of 21.
2. It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them.
3. It is also illegal in most situations to furnish alcohol to a person under 21.
4. The penalty is a fine of up to \$500 for a first offense and up to \$1,000 for repeat offenses.

In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to \$100.

5. It is also illegal to consume alcohol on any public property or highway unless authorized by the government entity that has jurisdiction over the property, with penalties including a fine of up to \$100.
6. Employees are also subject to state and local laws governing drinking and driving. A person may not drive or attempt to drive while impaired or under the influence of alcohol.
7. Individuals under 21 with a B.A.I. of only .02 (approximately one drink) will be charged with a violation of restricted license, which can result in a suspended license until the age of 21.
8. Any individual with a B.A.I. of .08 will be presumed to be driving under the influence of alcohol. An individual with a B.A.I. of .08 or more shall be determined to be under the influence of alcohol parse. (10) Any of these violations will result in fines, imprisonment, or both.

The following charts (Table 1 and Table 2) outline the additional federal drug trafficking penalties:

Table 1

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

				million if not an individual.
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		
Any Amount Of All Schedule V Drugs		<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Table 2

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
Hashish More than 10 kilograms	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Table 3

Maryland Sale of a Controlled Substance Laws

How Maryland Classifies CDS

Maryland divides CDS into five “schedules.” Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse; and increase in recognized medical uses.

These schedules are also used to determine the applicable penalties for illegally possessing specific CDS (described in the next section). If you’ve been arrested for illegal CDS possession, you’ll need to consult the Maine Code that lists precisely which drugs fit into each group. Go to the statute ([Md. Ann. Code. § 5-402, 5-403, 5-404, 5-405, & 5-406.](#)) and find the substance you’re charged with possessing -- it will be listed under one of the five Schedules.

Penalties for Making or Selling CDS

It is illegal in Maryland to make, sell, or possess CDS with the intent to do these things; with few exceptions, such as a doctor who legally prescribes a prescription medication. Penalties vary according to the Schedule of the CDS involved. (Md. Ann. Code. § 5-602.)

Schedule I and II narcotic substances

Making, selling, or possessing Schedule I or II Narcotic CDS with the intent to do those things incurs a fine of up to \$25,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-608.)

Schedule I and II hallucinogenic substances

Making, selling, or possessing a Schedule I or II hallucinogenic CDS with the intent to do those things incurs a fine of up to \$20,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-609.)

Schedule III, IV, and V substances

Making, selling, or possessing a Schedule III, IV, or V CDS with the intent to do those things incurs a fine of up to \$15,000, up to five years in prison, or both. Second and subsequent convictions incur a fine of up to \$15,000, at least two (and up to five) years in prison, or both. (Md. Ann. Code. § 5-607.)

What Does Drug Possession Mean Under Maryland Law?

Legally, possession refers to having control over something. This means the drugs don't have to be in your pocket or your hand. If you can exercise control over them, they are in your possession. If the drugs are found under your car seat, on your end table, or lying loose in your lap, you are considered in "possession" of them.

Marijuana Possession

Marijuana is the only drug that requires a different penalty under Maryland law. If you are convicted of being in possession of marijuana, you will face misdemeanor penalties of up to one year in jail.

Maryland Drug Possession – Penalties

If you are found in possession of any other drug, aside from marijuana, you will face a felony charge. Possession of drugs carries a potential four-year prison sentence and fines reaching \$25,000. This maximum potential sentence applies to drugs such as cocaine, heroin, ecstasy, LSD, meth, and prescription drugs.

Alternatives to Incarceration

There are no hard and fast rules in Maryland when it comes to who gets probation and who doesn't. There are no guaranteed second chances. The court, with the help of the prosecution, will weigh many factors in determining your sentence. With the assistance of an aggressive defense attorney, you may be able to argue that you are a good candidate for such an alternative, increasing your chances of being granted probation instead of active jail time. But remember, if you're caught in violation of this probation, you could go back to jail.

When you are charged with drug possession, having someone in your corner looking out for your best interest is important. While we can tell you what the law says, an experienced criminal defense attorney can help you build a solid defense and weigh any other potential options.

Cocaine Statutes in Maryland

The charges and penalties under Maryland's cocaine laws are listed below.

Code Section	Art. 27 §§276, et seq.
Possession	Misdemeanor with penalty of up to 4 yrs. and/or \$25,000; Bringing 28 g. into state: felony with penalty of up to \$50,000 and/or 25 yrs.; Subsequent offense: double penalties

Sale	Felony with penalty of 20 yrs. and/or \$25,000; Sale of more than 448 g. or 50 g. of crack: not less than 40 yrs.; Subsequent offense: double penalties; 2 yrs. mandatory, not less than 10 yr. sentence; Third offense: not less than 40 yrs. Sale to minors or near school property: stricter penalties
Trafficking	If "drug kingpin" 20-40 yrs. and/or \$1,000,000 fine

There are Maryland state statutes as well as federal laws on the books. Federal drug laws prohibit simple cocaine possession along with manufacturing and cultivation and trafficking and distribution. As seen above, penalties for cocaine possession or sale can be severe and generally vary depending on whether you have prior drug convictions and the quantity of drugs involved.

In some cases, prosecutors can offer a plea bargain to a lower-level offender in exchange for helping to build a case against higher-level producers and dealers. In addition, some jurisdictions have recently created specialized “drug courts” that allow first or second-time drug crime defendants to spend time in treatment in lieu of a jail sentence.

V. DRUG FACTS AND HEALTH RISKS

The following information is provided to educate employees on the effects of various substances:

DRUGS	DEPENDENCE	POSSIBLE SHORT TERM EFFECTS	POSSIBLE LONG TERM EFFECTS	EFFECTS OF DEPENDENCE
Narcotics Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine (Pethidine), Methadone, other narcotics	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, watery eyes, itching	Lowered resistance to infection, malnutrition, babies born physically dependent if mother are using during pregnancy, birth defects	Slow and shallow breathing, clammy skin, convulsions, coma, possible death
Depressants Chloral Hydrate, Barbiturates, Benzodiazepines,	Moderate-High	Slurred speech, disorientation, drunken	Weight loss, liver function impairment,	Mood swings, shallow respiration,

DRUGS	DEPENDENCE	POSSIBLE SHORT TERM EFFECTS	POSSIBLE LONG TERM EFFECTS	EFFECTS OF DEPENDENCE
Methaqualone, Glutimide, other depressant		behavior, without odor of alcohol	reduction of white blood cells	clammy skin, dilated pupils, weak pulse, coma, possible death
Stimulants Cocaine, Amphetamines, Phenmetrazine, Methyphenidate, other stimulants	High	Increased alertness, excitation, euphoria, increased pulse rate, blood pressure and temperature, insomnia, loss of appetite, dilated pupils, sweating, headache	Weight loss, heart failure, respiratory failure, aggressions, hostility, severe anxiety, psychosis, paranoia, vitamin deficiencies, chronic insomnia	Agitation, increase in body temperature, hallucinations, convulsions, possible death, heart failure, paranoia
Hallucinogens LSD, Mescaline and Peyote, Amphetamine variants, Phencyclidine, Phencyclidine analogs, other hallucinogens	Unknown High	Illusions and hallucinations, poor perception of time and distance, tremors, dilated pupils, insomnia, loss of appetite, impaired coordination violent speech	Impaired memory, mental confusion, convulsions, heart and lung failure, ruptured blood vessels in the brain, flashbacks	Longer, more intense "trip" episodes, psychosis, possible death, depression, paranoia, convulsions, coma
Cannabis Marijuana, Tetrahydrocannabinol, Hashish, Hashish Oil	Moderate	Increased heart rate, blood-shot eyes, dry mouth & throat, euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Birth defect in babies conceived by men who use, memory loss, mental confusion	Fatigue paranoia, possible psychosis, memory loss, amotivation
Alcohol Wine, beer, wine coolers, liquor	Moderate - High	Impaired judgment, impaired coordination, slow reactions, slurred speech,	Liver, heart, pancreas disease, gastrointestinal irritations, sexual	Unconsciousness convulsions, decreased respiration & heart rate leading to possible death

DRUGS	DEPENDENCE	POSSIBLE SHORT TERM EFFECTS	POSSIBLE LONG TERM EFFECTS	EFFECTS OF DEPENDENCE
		memory loss, relaxed inhibitions	dysfunction, lowered resistance to disease, irreversible brain & nervous system damage	
Tobacco Cigarettes, smokeless, cigars, pipe	High	Restricted blood vessels, stimulated nervous system, impaired breathing	Chronic bronchitis, emphysema, coronary heart disease, stomach ulcers, lung cancer	Rapid heart rate, asthmatic attack

VI. ALCOHOL AND DRUG ABUSE AWARENESS AND EDUCATION

Washington Adventist University provides an ongoing program of education for the prevention of substance abuse. This is a multifaceted program involving the use of audiovisual materials, literature, lectures, and other programs. The awareness and education components are described below.

EMPLOYEE ASSISTANCE PROGRAM

Employees who need assistance are referred to (or can contact on their own) the Employee Assistance Program (EAP). The EAP is a voluntary, free, and confidential assistance program available 24 hours per day, seven days per week. The EAP provides telephone and in-person sessions. Intake counselors are master's-level EAP specialists. The EAP has a diverse and credentialed local and national affiliate network to provide in-person sessions. The EAP provides short-term, solution-focused interventions and consultations. In-depth counseling and rehabilitation can be provided through the EAP network of providers, in consort with the employee's health insurance plan.

ALCOHOL AND DRUG EDUCATION PRESENTATIONS

The Employee DAAPP includes a video presentation that covers all aspects of "Drug and Alcohol" awareness, statistics and assistance options for Students, Faculty and Staff. This video is shown annually at an all-employee staff meeting and is available on the employee intranet.

See the DAAPP video at the link below for orientations and presentations:

<https://www.dropbox.com/sh/wovsv1u8abxajxa/AABUpIYvL-JdVMjIjHV5-7B4a?dl=0>

In addition to the annual video presentation, the EAP will provide information about alcohol and drug abuse prevention and resources at the annual employee benefits fair.

All programs will be presented with the underlying message of adherence to biblical principles that guide personal development and govern behavior.

TIP SHEETS

Tip sheets on topics related to alcohol and drug abuse prevention are available online via the employee intranet that is accessible to all employees. Additional tip sheets are added periodically to keep the content relevant.

EMPLOYEE HANDBOOK

The Employee Handbook is available online on the employee intranet. All new employees are given information about how to access the document during orientation. The Drug- and Alcohol-Free Worksite Policy is published in the handbook. New employees receive a copy of the policy and discuss a summary of the policy in the in-person orientation program that they attend within their first 60 days of employment.

NEW EMPLOYEE ORIENTATION

Each new employee (faculty, staff, and student employee) is provided with a hard copy of the University's Drug- and Alcohol-Free Worksite Policy. New faculty and staff members are advised that short-term counseling is available to employees and eligible dependents at no cost via the EAP. A list of resources in the community related to alcohol and drug abuse prevention and treatment is also provided.

EMPLOYEE NEWS BULLETIN

Periodic announcements about education information and reminders about counseling resources are included in the electronic employee news bulletin.

VII. COUNSELING HOTLINES/ORGANIZATIONS PROVIDING DRUG AND ALCOHOL ASSISTANCE

Employees who are dealing with a drug or alcohol problem may contact any of the resources listed below for assistance and support:

Organization	Phone	Web Address (If Applicable)
Alcoholics Anonymous	1-800-492-0209	
ALANON	202-882-1334 (Cocaine Hotline) 1-800-662-HELP 410-402-8600 (MD)	
Alcohol and Drug Helpline (Nationwide)	1-800-821-4357	
Bilingual Counseling Center	301-942-7821	

Drug Abuse Information <i>Alcohol Information and Referral</i>	1-800-252-6465	
<i>First Step to Recovery Drug Abuse Hotline</i>	1-800-905-8666 1-800-662-HELP	www.drughelp.org
Institute for Family Centered Services	301- 696-0726 301-721-9324 301-577-7931 301-934-5607	
LifeWork Strategies – WAU Employee Assistance Program	1-877-252-8550 (available 24/7)	www.lifeworkstrategies.com username: waueap password: employee
Maryland Poison Center	1-800-492-2414	
Mental Health Association of Montgomery County	301-738-9697 (Youth Hotline)	
Montgomery Emergency Hotline	240-777-4673 (HOPE)	
Montgomery County Department of Health and Human Services <i>Behavioral Health – Addiction Services</i> <i>Behavioral Health – Outpatient Addiction Services</i>	240-777-1770 240-777-4710 240-777-1680	
Montgomery Recovery Services, Inc.	301-738-2255 (General Hotline) 301-762-5300	http://www.methclinics.com
Narcotics Anonymous (meeting times and locations)	1-800-317-322	
NA Recovery		www.na.org
National Institute on Drug Abuse (NIDA), Students and Young Adults section		www.nida.org
Prince George’s Hospital Crisis Response	301-429-2185	
Washington Adventist Hospital <i>Mental Health Services</i>	301-891-5602	

VIII. NOTIFICATION TO EMPLOYEES

Each new employee (faculty, staff, and student employee) is provided with a hard copy of the University's Drug- and Alcohol-Free Worksite Policy and this DAAPP. The University includes in its new hire on-boarding process a requirement that all new employees acknowledge receipt of and intended compliance with the policy. The policy is also included in the online version of the Employee Handbook that applies to all faculty and staff. A hard copy of the Employee Handbook is available to employees by contacting the Office of Human Resources, Room 431 Wilkinson Hall, 301-891-4542, hr@wau.edu. In addition, all current employees receive a hard copy of this Employee DAAPP on an annual basis, with a requirement to acknowledge receipt of and intended compliance with the policy. A written copy of the 34 CFR 86.100(a) information shall be made available upon request.

Appendix D – Washington Adventist University Drug and Alcohol Abuse Prevention Program (DAAPP) Disclosure Statement for Employees

Washington Adventist University Drug and Alcohol Abuse Prevention Program (DAAPP) Disclosure Statement for Employees

I. STANDARDS OF CONDUCT

Washington Adventist University is committed to providing a learning environment conducive to the fullest possible human development. To achieve this goal, the University holds that a drug- and alcohol-free lifestyle is essential, and thus maintains policies that enforce a campus environment that is free of these substances.

The University seeks to maintain a drug- and alcohol-free workplace in harmony with applicable laws. In addition to the requirements of the law, the University adopts the temperance and health practices espoused by the Seventh-day Adventist Church. This means that all employees are expected to refrain from the use of alcohol, drugs, or tobacco in any form while employed at WAU.

Federal, state, and local regulations require that all employees be informed of Washington Adventist University's policy and accompanying disciplinary sanctions regarding alcohol and drug abuse (see section on disciplinary procedures); and the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illegal or illicit drugs and alcohol. The Drug-Free Schools and Campuses Regulations (34 CFE Part 86) of the Drug-Free Schools and Communities Act further require Washington Adventist University to certify that it has implemented programs to prevent the abuse of alcohol and the use and or/distribution of illicit drugs both by WAU employees and students either on its premises or as a part of any of its activities.

II. SUBSTANCE ABUSE POLICY

Overview

Washington Adventist University is committed to providing a drug-free environment to help employees attain the highest level of mental, physical, moral, and spiritual health. This will allow employees to be truly free and in control of their lives. Because of this commitment, Washington Adventist University is an alcohol-, drug-, and tobacco-free campus.

The use, manufacture, possession, sale, dispensation, concealment, transfer, distribution, or purchase of illegal drugs, alcohol, or perception/performance-altering substances, and the misuse of legal drugs (including over-the-counter medications and/or prescription drugs) while on University premises or while acting in the course and scope of employment, whether at the University's locations or otherwise, are not allowed and are grounds for discipline, up to and including termination.

Employees may not report to work if their judgment or performance is, or could reasonably be expected

to become, impaired due to the use of a substance, including alcohol.

The University expects all employees to certify in writing on an annual basis that they will not engage in the unlawful use or manufacture of a controlled substance while associated with the University.

The University offers a preventive educational program to its employees, as described in the Drug and Alcohol Abuse Programs, to develop an awareness of the dangers and risks involved in alcohol, tobacco, and drug use and abuse, and to promote the benefits of a lifestyle free of these substances. The University's Employee Assistance Program (EAP) is available to employees who are involved in the use of alcohol, tobacco, prescription or nonprescription drugs, or other mood-altering substances that impair the appropriate functioning of the involved individual within the University community.

As a condition of employment, all University employees are required to follow this policy. Employees will be provided a copy of this policy on an annual basis and will be required to sign a statement saying that they have read and understand the policy and agree to fully abide by it as a condition of employment. Failure to comply with this policy will result in discipline up to and including expulsion or termination and, if appropriate, a referral to law enforcement agencies for prosecution. The University's Drug- and Alcohol-Free Workplace Policy and procedures are not intended to alter the University's at-will employment policy.

In cases where there is a reasonable belief that a violation of the law has occurred, cases may be reported to the appropriate law enforcement agency for investigation and prosecution. Should any drug conviction result from a violation of the law, employees shall notify the University in writing of any criminal drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction.

Detection

The University reserves the right to investigate employees where reasonable suspicion exists of drug or alcohol involvement. Initial identification of a problem may be made by a supervisor, faculty member, colleague, concerned other, or by self-referral. The right to search includes, among other things, the right, consistent with applicable law, to search offices, lockers, on-campus vehicles, residence hall rooms, campus housing units, briefcases, book bags, and handbags, and the right to require an appropriate drug and/or alcohol test with confirmation by a retest. If a search is to be made, it must be authorized by the residence hall dean, Vice President, or the President of the University. The drug and alcohol investigation will be treated with confidentiality to the extent practicable.

If unlawful possession of a controlled substance or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary actions.

If there is a reasonable suspicion by the supervisor of substance and/or alcohol abuse, a disciplinary suspension may be mandated and, at the discretion of the University, the employee may be required to participate in and comply with the University EAP's Mandatory Referral Program as a condition of further employment.

Confidentiality

All substance abuse investigations and drug testing information are generally considered confidential and should be treated as such by anyone authorized to access such records.

All records and information of personnel actions taken with regard to employees under investigation or discipline with respect to drugs are maintained by the head of Human Resources. Only authorized individuals shall have access to such records.

Treatment

If an individual is involved in substance and/or alcohol abuse, at the University's discretion, he/she may be disciplined and/or be required to participate in and comply with the University EAP's Mandatory Referral Program, which may include enrollment in either an outpatient or an inpatient treatment program as a condition of further employment.

An individual may be required to present satisfactory evidence of continuous compliance with the specified treatment program (and/or satisfactory and timely completion of the specified treatment program) as a condition to remaining employed with the University.

If an individual does not continuously comply with a specified treatment program (and/or complete the program in a satisfactory and timely manner), he/she may be subject to further disciplinary action, up to and including immediate termination.

Relapse Prevention Monitoring

Monitoring may be required by the EAP to prevent relapse for employees who have been found to be involved with substance and/or alcohol abuse.

III. DISCIPLINARY PROCEDURES

Conduct that violates the policy provisions described in this document, the law, and/or regulations will result in disciplinary action. A formal (mandatory) referral to the EAP's drug and alcohol counseling/rehabilitation program may also be required of employees found in violation of the policy provisions in this document, the law, and/or regulations.

The following disciplinary actions have been adopted by WAU with the intent to provide flexibility to the disciplinary process. Employees may not rely on any of the disciplinary provisions described below as limiting the University's discretion and ability to discipline or discharge. As a result, discipline, up to and including discharge, may be implemented without using the specific methods stated below.

Verbal disciplinary actions may include, but are not limited to:

5. Warning – A verbal warning will be given for any violation of University rules or standards that does not warrant more severe discipline. The supervisor shall keep a record of the verbal warning given by having an appropriate record placed in the employee's personnel file.
6. Written Warning – Written warnings will be given for repeated or cumulative violations for which a verbal warning has been issued or for those violations too serious to warrant a verbal warning. A copy of the written warning is to be signed by the supervisor as well as the employee. The signature of the employee will constitute an acknowledgment that he/she has been issued the written warning. A copy of the written warning will be placed in the employee's personnel file, and a copy will be given to the employee.
7. Suspension – An employee (regardless of whether the employee is exempt or nonexempt) may be required to take time off without pay (that is, be suspended) for repeated or cumulative violations for which verbal and written warnings have been issued or for actions requiring disciplinary action stronger than a written warning but not severe enough to warrant discharge. Under

current applicable federal law, deductions from the pay of exempt employees may be made for one or more full days of pay (a) for penalties imposed for infractions of safety rules of major significance and (b) for unpaid disciplinary suspensions imposed for infractions of workplace conduct rules.

8. Termination – Serious violations of the University’s rules or standards, or repeated or cumulative violations of a lesser nature, may result in termination of the employee. Termination of employment for faculty is governed by the policies in Section IV of this Handbook and Policy Manual. Termination of employment for staff is governed by the policies in Section IV of this Handbook and Policy Manual.

Employees who have been subject to any form of disciplinary action may utilize the grievance procedure outlined in the Employee Handbook, in the section “Grievance Policy for Faculty and Staff.”

IV. LEGAL SANCTIONS

Employees at Washington Adventist University are subject to federal, state, and local laws for the possession and distribution of illegal drugs. Federal law states that it is unlawful to possess controlled substances, including marijuana, cocaine, LSD, PCP, heroin, designer drugs, etc. Federal law 21 USC, sections 841 and 844–845a (1990), states that it is unlawful to possess any controlled substance, including marijuana, cocaine, and heroin, for any illegal purpose. If the substance is cocaine, or contains a cocaine base, the penalty for simple possession is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for simple possession is a fine of at least \$1,000 and/or imprisonment for up to three years. The penalties increase if the possession includes intent to manufacture, distribute, or dispense a controlled substance, especially if this is done near a public or private elementary, vocational, or secondary school, or a public or private college or university. Additionally, any person who violates this law shall also be liable to the United States for an amount up to \$10,000 in civil penalties.

In addition to the federal laws, the state of Maryland has its own laws pertaining to distribution, manufacture, and possession of controlled substances. Md. Ann. Code Art. 27, section 286 (1989), states that any person who unlawfully manufactures or distributes any controlled dangerous substances may be fined up to \$25,000 and may be imprisoned for up to 20 years for a first offense. See federal controlled substance policy: <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

All WAU employees are subject to state and local laws for drinking and obtaining alcohol. Those laws provide that:

9. No individual under the age of 21 may possess alcoholic beverages of any kind, and no individual may sell or furnish alcohol to individuals under the age of 21.
10. It is illegal for a person under 21 to falsify or misrepresent his or her age to obtain alcohol, or to possess alcoholic beverages with the intent to consume them.
11. It is also illegal in most situations to furnish alcohol to a person under 21.
12. The penalty is a fine of up to \$500 for a first offense and up to \$1,000 for repeat offenses.

In addition, state law dictates that it is illegal to possess alcohol in an open container in any parking lot of any shopping center or retail store, unless given permission by the owner. The penalty is a fine of up to \$100.

13. It is also illegal to consume alcohol on any public property or highway unless authorized by the government entity that has jurisdiction over the property, with penalties including a fine of up to \$100.
14. Employees are also subject to state and local laws governing drinking and driving. A person may not drive or attempt to drive while impaired or under the influence of alcohol.
15. Individuals under 21 with a B.A.I. of only .02 (approximately one drink) will be charged with a violation of restricted license, which can result in a suspended license until the age of 21.
16. Any individual with a B.A.I. of .08 will be presumed to be driving under the influence of alcohol. An individual with a B.A.I. of .08 or more shall be determined to be under the influence of alcohol parse. (10) Any of these violations will result in fines, imprisonment, or both.

The following charts (Table 1 and Table 2) outline the additional federal drug trafficking penalties:

Table 1

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture		PCP 100 grams or more pure or 1 kilogram or more mixture	

				million if not an individual.
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<p>First Offense: Not more that 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Any Drug Product Containing Gamma Hydroxybutyric Acid				
Flunitrazepam (Schedule IV) 1 Gram		<p>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more that 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		
Any Amount Of Other Schedule III Drugs		<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)		<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		
Any Amount Of All Schedule V Drugs		<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Table 2

Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p>Second Offense: Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p>
Hashish More than 10 kilograms	<p>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>
Hashish Oil More than 1 kilogram	
Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight) 1 to 49 marijuana plants	<p>First Offense: Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.</p> <p>Second Offense: Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than individual.</p>
Hashish 10 kilograms or less	
Hashish Oil 1 kilogram or less	

Table 3

Maryland Sale of a Controlled Substance Laws

How Maryland Classifies CDS

Maryland divides CDS into five “schedules.” Schedule I lists the most dangerous drugs, which have a high probability of abuse and addiction, and no recognized medical value. Schedules II, III, IV, and V decrease in dangerousness and probability of abuse; and increase in recognized medical uses.

These schedules are also used to determine the applicable penalties for illegally possessing specific CDS (described in the next section). If you’ve been arrested for illegal CDS possession, you’ll need to consult the Maine Code that lists precisely which drugs fit into each group. Go to the statute ([Md. Ann. Code. § 5-402, 5-403, 5-404, 5-405, & 5-406.](#)) and find the substance you're charged with possessing -- it will be listed under one of the five Schedules.

Penalties for Making or Selling CDS

It is illegal in Maryland to make, sell, or possess CDS with the intent to do these things; with few exceptions, such as a doctor who legally prescribes a prescription medication. Penalties vary according to the Schedule of the CDS involved. (Md. Ann. Code. § 5-602.)

Schedule I and II narcotic substances

Making, selling, or possessing Schedule I or II Narcotic CDS with the intent to do those things incurs a fine of up to \$25,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-608.)

Schedule I and II hallucinogenic substances

Making, selling, or possessing a Schedule I or II hallucinogenic CDS with the intent to do those things incurs a fine of up to \$20,000, up to 20 years in prison, or both. Second convictions incur a fine of up to \$100,000, at least ten years in prison, or both. Third convictions incur a fine of up to \$100,000, at least 25 years in prison, or both. Fourth convictions incur a fine of up to \$100,000, at least 40 years in prison, or both. (Md. Ann. Code. § 5-609.)

Schedule III, IV, and V substances

Making, selling, or possessing a Schedule III, IV, or V CDS with the intent to do those things incurs a fine of up to \$15,000, up to five years in prison, or both. Second and subsequent convictions incur a fine of up to \$15,000, at least two (and up to five) years in prison, or both. (Md. Ann. Code. § 5-607.)

What Does Drug Possession Mean Under Maryland Law?

Legally, possession refers to having control over something. This means the drugs don't have to be in your pocket or your hand. If you can exercise control over them, they are in your possession. If the drugs are found under your car seat, on your end table, or lying loose in your lap, you are considered in "possession" of them.

Marijuana Possession

Marijuana is the only drug that requires a different penalty under Maryland law. If you are convicted of being in possession of marijuana, you will face misdemeanor penalties of up to one year in jail.

Maryland Drug Possession – Penalties

If you are found in possession of any other drug, aside from marijuana, you will face a felony charge. Possession of drugs carries a potential four-year prison sentence and fines reaching \$25,000. This maximum potential sentence applies to drugs such as cocaine, heroin, ecstasy, LSD, meth, and prescription drugs.

Alternatives to Incarceration

There are no hard and fast rules in Maryland when it comes to who gets probation and who doesn't. There are no guaranteed second chances. The court, with the help of the prosecution, will weigh many factors in determining your sentence. With the assistance of an aggressive defense attorney, you may be able to argue that you are a good candidate for such an alternative, increasing your chances of being granted probation instead of active jail time. But remember, if you're caught in violation of this probation, you could go back to jail.

When you are charged with drug possession, having someone in your corner looking out for your best interest is important. While we can tell you what the law says, an experienced criminal defense attorney can help you build a solid defense and weigh any other potential options.

Cocaine Statutes in Maryland

The charges and penalties under Maryland's cocaine laws are listed below.

Code Section	Art. 27 §§276, et seq.
Possession	Misdemeanor with penalty of up to 4 yrs. and/or \$25,000; Bringing 28 g. into state: felony with penalty of up to \$50,000 and/or 25 yrs.; Subsequent offense: double penalties
Sale	Felony with penalty of 20 yrs. and/or \$25,000; Sale of more than 448 g. or 50 g. of crack: not less than 40

<p>Trafficking</p>	<p>yrs.; Subsequent offense: double penalties; 2 yrs. mandatory, not less than 10 yr. sentence; Third offense: not less than 40 yrs. Sale to minors or near school property: stricter penalties</p> <p>If "drug kingpin" 20-40 yrs. and/or \$1,000,000 fine</p>
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There are Maryland state statutes as well as federal laws on the books. Federal drug laws prohibit simple cocaine possession along with manufacturing and cultivation and trafficking and distribution. As seen above, penalties for cocaine possession or sale can be severe and generally vary depending on whether you have prior drug convictions and the quantity of drugs involved.

In some cases, prosecutors can offer a plea bargain to a lower-level offender in exchange for helping to build a case against higher-level producers and dealers. In addition, some jurisdictions have recently created specialized "drug courts" that allow first or second-time drug crime defendants to spend time in treatment in lieu of a jail sentence.

V. DRUG FACTS AND HEALTH RISKS

The following information is provided to educate employees on the effects of various substances:

DRUGS	DEPENDENCE	POSSIBLE SHORT TERM EFFECTS	POSSIBLE LONG TERM EFFECTS	EFFECTS OF DEPENDENCE
<p>Narcotics Opium, Morphine, Codeine, Heroin, Hydromorphone, Meperidine (Pethidine), Methadone, other narcotics</p>	<p>High</p>	<p>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, watery eyes, itching</p>	<p>Lowered resistance to infection, malnutrition, babies born physically dependent if mother are using during pregnancy, birth defects</p>	<p>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</p>
<p>Depressants Chloral Hydrate, Barbiturates, Benzodiazepines, Methaqualone, Glutimide, other depressant</p>	<p>Moderate-High</p>	<p>Slurred speech, disorientation, drunken behavior, without odor of alcohol</p>	<p>Weight loss, liver function impairment, reduction of white blood cells</p>	<p>Mood swings, shallow respiration, clammy skin, dilated pupils,</p>

DRUGS	DEPENDENCE	POSSIBLE SHORT TERM EFFECTS	POSSIBLE LONG TERM EFFECTS	EFFECTS OF DEPENDENCE
				weak pulse, coma, possible death
Stimulants Cocaine, Amphetamines, Phenmetrazine, Methyphenidate, other stimulants	High	Increased alertness, excitation, euphoria, increased pulse rate, blood pressure and temperature, insomnia, loss of appetite, dilated pupils, sweating, headache	Weight loss, heart failure, respiratory failure, aggressions, hostility, severe anxiety, psychosis, paranoia, vitamin deficiencies, chronic insomnia	Agitation, increase in body temperature, hallucinations, convulsions, possible death, heart failure, paranoia
Hallucinogens LSD, Mescaline and Peyote, Amphetamine variants, Phencyclidine, Phencyclidine analogs, other hallucinogens	Unknown High	Illusions and hallucinations, poor perception of time and distance, tremors, dilated pupils, insomnia, loss of appetite, impaired coordination violent speech	Impaired memory, mental confusion, convulsions, heart and lung failure, ruptured blood vessels in the brain, flashbacks	Longer, more intense "trip" episodes, psychosis, possible death, depression, paranoia, convulsions, coma
Cannabis Marijuana, Tetrahydrocannabinol, Hashish, Hashish Oil	Moderate	Increased heart rate, blood-shot eyes, dry mouth & throat, euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Birth defect in babies conceived by men who use, memory loss, mental confusion	Fatigue paranoia, possible psychosis, memory loss, amotivation
Alcohol Wine, beer, wine coolers, liquor	Moderate - High	Impaired judgment, impaired coordination, slow reactions, slurred speech, memory loss,	Liver, heart, pancreas disease, gastrointestinal irritations, sexual dysfunction, lowered	Unconsciousness convulsions, decreased respiration & heart rate leading to possible death

DRUGS	DEPENDENCE	POSSIBLE SHORT TERM EFFECTS	POSSIBLE LONG TERM EFFECTS	EFFECTS OF DEPENDENCE
		relaxed inhibitions	resistance to disease, irreversible brain & nervous system damage	
Tobacco Cigarettes, smokeless, cigars, pipe	High	Restricted blood vessels, stimulated nervous system, impaired breathing	Chronic bronchitis, emphysema, coronary heart disease, stomach ulcers, lung cancer	Rapid heart rate, asthmatic attack

VI. ALCOHOL AND DRUG ABUSE AWARENESS AND EDUCATION

Washington Adventist University provides an ongoing program of education for the prevention of substance abuse. This is a multifaceted program involving the use of audiovisual materials, literature, lectures, and other programs. The awareness and education components are described below.

EMPLOYEE ASSISTANCE PROGRAM

Employees who need assistance are referred to (or can contact on their own) the Employee Assistance Program (EAP). The EAP is a voluntary, free, and confidential assistance program available 24 hours per day, seven days per week. The EAP provides telephone and in-person sessions. Intake counselors are master's-level EAP specialists. The EAP has a diverse and credentialed local and national affiliate network to provide in-person sessions. The EAP provides short-term, solution-focused interventions and consultations. In-depth counseling and rehabilitation can be provided through the EAP network of providers, in consort with the employee's health insurance plan.

ALCOHOL AND DRUG EDUCATION PRESENTATIONS

The Employee DAAPP includes a video presentation that covers all aspects of "Drug and Alcohol" awareness, statistics and assistance options for Students, Faculty and Staff. This video is shown annually at an all-employee staff meeting and is available on the employee intranet.

See the DAAPP video at the link below:

<https://www.dropbox.com/sh/wowsv1u8abxajxa/AABUpIYvL-JdVMjIjHV5-7B4a?dl=0>

In addition to the annual video presentation, the EAP will provide information about alcohol and drug abuse prevention and resources at the annual employee benefits fair.

All programs will be presented with the underlying message of adherence to biblical principles that

guide personal development and govern behavior.

TIP SHEETS

Tip sheets on topics related to alcohol and drug abuse prevention are available online via the employee intranet that is accessible to all employees. Additional tip sheets are added periodically to keep the content relevant.

EMPLOYEE HANDBOOK

The Employee Handbook is available online on the employee intranet. All new employees are given information about how to access the document during orientation. The Drug- and Alcohol-Free Worksite Policy is published in the handbook. New employees receive a copy of the policy and discuss a summary of the policy in the in-person orientation program that they attend within their first 60 days of employment.

NEW EMPLOYEE ORIENTATION

Each new employee (faculty, staff, and student employee) is provided with a hard copy of the University's Drug- and Alcohol-Free Worksite Policy. New faculty and staff members are advised that short-term counseling is available to employees and eligible dependents at no cost via the EAP. A list of resources in the community related to alcohol and drug abuse prevention and treatment is also provided.

EMPLOYEE NEWS BULLETIN

Periodic announcements about education information and reminders about counseling resources are included in the electronic employee news bulletin.

VII. COUNSELING HOTLINES/ORGANIZATIONS PROVIDING DRUG AND ALCOHOL ASSISTANCE

Employees who are dealing with a drug or alcohol problem may contact any of the resources listed below for assistance and support:

Organization	Phone	Web Address (If Applicable)
Alcoholics Anonymous	1-800-492-0209	
ALANON	202-882-1334 (Cocaine Hotline) 1-800-662-HELP 410-402-8600 (MD)	
Alcohol and Drug Helpline (Nationwide)	1-800-821-4357	
Bilingual Counseling Center	301-942-7821	
Drug Abuse Information <i>Alcohol Information and Referral</i>	1-800-252-6465	

<i>First Step to Recovery Drug Abuse Hotline</i>	1-800-905-8666 1-800-662-HELP	www.drughelp.org
Institute for Family Centered Services	301- 696-0726 301-721-9324 301-577-7931 301-934-5607	
LifeWork Strategies – WAU Employee Assistance Program	1-877-252-8550 (available 24/7)	www.lifeworkstrategies.com username: waueap password: employee
Maryland Poison Center	1-800-492-2414	
Mental Health Association of Montgomery County	301-738-9697 (Youth Hotline)	
Montgomery Emergency Hotline	240-777-4673 (HOPE)	
Montgomery County Department of Health and Human Services <i>Behavioral Health – Addiction Services</i> <i>Behavioral Health – Outpatient Addiction Services</i>	240-777-1770 240-777-4710 240-777-1680	
Montgomery Recovery Services, Inc.	301-738-2255 (General Hotline) 301-762-5300	http://www.methclinics.com
Narcotics Anonymous (meeting times and locations)	1-800-317-322	
NA Recovery		www.na.org
National Institute on Drug Abuse (NIDA), Students and Young Adults section		www.nida.org
Prince George’s Hospital Crisis Response	301-429-2185	
Washington Adventist Hospital <i>Mental Health Services</i>	301-891-5602	

VIII. NOTIFICATION TO EMPLOYEES

Each new employee (faculty, staff, and student employee) is provided with a hard copy of the University's Drug- and Alcohol-Free Worksite Policy and this DAAPP. The University includes in its new hire on-boarding process a requirement that all new employees acknowledge receipt of and intended compliance with the policy. The policy is also included in the online version of the Employee Handbook that applies to all faculty and staff. A hard copy of the Employee Handbook is available to employees by contacting the Office of Human Resources, Room 431 Wilkinson Hall, 301-891-4542, hr@wau.edu. In addition, all current employees receive a hard copy of this Employee DAAPP on an annual basis, with a requirement to acknowledge receipt of and intended compliance with the policy. A written copy of the 34 CFR 86.100(a) information shall be made available upon request.

IX. ACKNOWLEDGEMENT AND SIGNATURE

I, _____, have received, have read, and understand the standards of conduct pertaining to the aforementioned prohibitions.

I have received, have read, and understand the legal sanctions imposed under federal, state, and local laws for unlawful possession and/or distribution of illicit drugs and alcohol.

I have received, have read and understand the disciplinary process outlined in this document for violations of the provisions of the substance abuse policy.

Date _____ Signature _____

Received by _____ Signature _____
(print name)

Date _____

CERTIFICATION STATEMENT

In compliance with the Drug-Free Schools and Communities Act (DFSCA) as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86, the undersigned official of Washington Adventist University certifies that he has reviewed and approved the 2018 Biennial Review of the Drug- and Alcohol-Free Policies and Program dated November x, 2018.

Weymouth Spence, President
Washington Adventist University

Date

– Certification Statement

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