Schreiner University Drug-Free Schools and Campuses Prevention Program  
(Revised August, 2012)

Annual Notification Procedures:

General Statements about what the notification must contain

Standard of Conduct
Requirement for notification applies to all students who are registered for at least one course for any type credit, except for continuing education units. Students who hold part-time jobs with the institution are covered by both student and employee policies. Standards of conduct apply to all on-campus activities and to off-campus activities that are considered to be sponsored by the institution, such as official sanctioned field trips. Standards of conduct also apply to student-sponsored social activities or professional meetings attended by employees, if these activities or meetings are considered university sponsored activities. All recognized student organization (RSO) activities are considered to be activities of the university and may be covered by its standards of conduct, even if the event is located off campus.

Federal penalties and sanctions for illegal trafficking and possession of a controlled substance are listed at [www.dea.gov/agency/penalties.htm](http://www.dea.gov/agency/penalties.htm) (see chart)

State and local penal codes are available. (see chart Texas Law)

University rules (note a student or employee who violates AOD policy is subject both to university sanctions and to criminal sanctions provided by federal, state, and local law)

Health risks associated with AOD abuse are listed on accompanying chart. (see chart)

Treatment options: Counseling is available to students on campus along with referrals to treatment and/or rehabilitation and support during re-entry. Human Resources will have appropriate referrals to employees who require or request services.

Disciplinary sanctions: Employee, faculty, and staff may differ in sanctions which are imposed; however, University administrators are responsible for enforcing the standards of conduct which should be done consistently.
Enforcement may be a shared responsibility among campus security, personnel, health providers, student affairs staff, faculty and students especially where there is a student honor code. It is important to remember that a student disciplinary judicial board at the university does not have the sole responsibility for imposing sanctions for violations of the institution's policy on alcohol and other drugs. Academic or athletic programs can also impose sanctions on students who violate their own specific AOD policies.

**Procedures for annual distribution of policies:**

Since email is an official means of communication for Schreiner University and is used to conduct business and supply information to students, staff and faculty, and since each employee and student is supplied an email address, email will be the official means of notifying students and employees annually of the drug and alcohol policy. Furthermore, the entire policy and biennial reports will be made available on the Schreiner website, and any employee who does not have access to email will have the information provided in paper in their first annual paycheck of the fiscal year.

*See specific policy statement for students:*

*See specific policy statement for employees:*