



DRUG AND ALCOHOL INFORMATION & PREVENTION

TROCAIRE COLLEGE

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TROCAIRE COLLEGE MISSION STATEMENT

Trocaire College, a private, career-oriented Catholic college, in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity and self-worth through education in a variety of professions and in the liberal arts. Recognizing the individual needs of a diverse student body, Trocaire College provides life learning and development within a community-based environment. Trocaire College prepares students for service in the universal community.

TROCAIRE COLLEGE VISION STATEMENT

Trocaire is the college where lives are transformed. Our students will be graduates of choice in career-oriented professions.

ALCOHOL AND DRUG POLICY

Trocaire College recognizes that substance abuse is a major health problem throughout the United States and thus, is committed to establishing a drug-free environment. Henceforth, and in accordance with the Drug-Free Workplace Act of 1988, the following standards will apply.

The unlawful possession, use or distribution of illicit or legal drugs and alcohol by students on College property is expressly prohibited. The applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol will be enacted. A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds.

In facing the challenge of creating a drug free society, Trocaire endeavors to educate by providing on-campus drug awareness programs, literature and resource/referral services to appropriate community based agencies for all members of the College Community. Good faith efforts will include strict enforcement as well as implementation of this policy.

- Any student determined to be in violation of this policy will be subject to disciplinary action including: satisfactory participation in a rehabilitation program or expulsion from the College. In accordance with provisions of the Cleary Act, Drug and alcohol violations must be reported in the US Dept. of Education's annual Campus Crime Survey and reported in the College's annual Campus Security Report if they result in disciplinary referral or arrest. A bystander acting in good faith or a reporting individual who discloses any incident of domestic violence, dating violence, stalking or sexual misconduct to Trocaire College officials or law enforcement will not be subject to disciplinary action for violations of this policy occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.
- The process for imposing the above disciplinary sanctions shall be designed to accord student's substantive and procedural fairness as developed in the Policy of Disciplinary Proceedings (Regulation 601).
- A student self-certifies a federal or state drug conviction in applying for aid that he/she is eligible. A conviction for any offense involving sale or possession of illegal drugs that

occurred during a period of enrollment for which the student was receiving Title IV aid will result in loss of eligibility for any Title IV, HEA grant, loan or work-study assistance. A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program. HEA Section 484(r), 34 CFR 668.40

- Any College-authorized student activity, which allows for the legal consumption of alcoholic beverages, must be held off campus. Only a cash bar is allowable since college funds may not be used to purchase or subsidize alcoholic beverages at a student activity.

STUDENT CODE OF CONDUCT

Trocaire College has high regard for its students and for all members of the College Community. Trocaire expects its students to obey all applicable civil laws; to behave in ethical, professional and courteous ways and to observe the specific policies and standards which govern a student's behavior at the college.

The Code of Conduct reflects general principals of behavior accepted at the college. Any type of dishonest, abusive or destructive behavior may be subject to disciplinary actions. Any member of the College Community may file an Incident Report of an alleged violation of the Student Code of Conduct. Incident reports are available in the Chief Student Affairs Officer or Director of Student Life offices. All Trocaire students are responsible for knowing the Code of Conduct which is part of the student handbook.

PROCEDURES:

The following are considered to be specific violations of the Student Code of Conduct. Violations of the Student Code of Conduct shall include but are not limited to:

- Use of, or threatened use of abusive, threatening or dangerous behavior, including, but not limited to, fighting, physical abuse, verbal abuse, threatening statements or behavior, coercion and/or conduct which threatens or endangers the mental or physical health, safety or well-being of any person, or any aspect of the college community. This includes, but is not limited to, fighting or deliberate behavior that could instigate violence or abuse, intimidation and harassment either in person or via electronic format of phone calls, texting, instant messaging or through web based or social media outlets.
- Physical or verbal harassment of another person; to include harassment based on actual or perceived sex, race, color, disability, national and ethnic origin, age, religion, creed, status as a victim of domestic violence, veteran or military status, genetic information, sexual orientation or any other protected class as defined by Federal, NY State, Erie County or the City of Buffalo regulations or laws.

- Sexual Misconduct. Violations of Trocaire’s Policy against Sex Discrimination (Reg. No. 124) which includes but are not limited to sexual harassment, sexual violence, dating violence, domestic violence, and stalking.
- Computer Abuse as defined in Trocaire’s Technology Acceptable Use Policy, including not intentionally accessing transmitting, copying or creating material that violates the schools code of conduct (including but not limited to material that is offensive, obscene, harassing, insulting or otherwise abusive or discriminatory) whether in language or meaning.
- Possession, use, or sale of illegal drugs; inappropriate and disruptive behavior resulting from use of illegal drugs.
- Possession or use of alcohol; inappropriate and disruptive behavior resulting from the use of alcohol.
- Possession or use of firearms, weapons, illegal fireworks, incendiary devices, explosives or any device known to be excessively harmful.
- Tampering with fire alarms and/or other fire safety equipment. Refusing to leave the building during an alarm.
- Theft, destruction, damage or defacement of college property or the property of others.
- Disruption or obstruction of college activities including administration, classes, campus services, or organized events, and of the use of college premises. In this regard, students are responsible for their conduct as well as that of any guests or family members they bring on campus.
- Illegal gambling on-campus.
- Tobacco use on-campus.
- Hazing, which is any act that endangers the mental or physical health or safety of any student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in any group or organization.
- Unauthorized solicitation of money in the form of any type of donation or as any charge for goods or services on any College premises.
- Bullying of another student, employee, or visitor. Bullying is defined as the aggressive and hostile acts of an individual or group of individuals which are intended to humiliate, mentally or physically injure or intimidate, and/or control another individual or group of individuals.
- Failure to comply with a direction(s) of any College official acting in performance of his/her duty.

- Violation of any other college policies, regulations or procedures or inciting other person(s) to do so.

DISCIPLINARY PROCEDURES:

Any student, college employee, or college official may file an Incident Report of an alleged violation of the Student Code of Conduct, which includes time, place, and circumstances surrounding the situation. Incidents reports must be submitted to the Chief Student Affairs Officer or designee, within five (5) working days of the point at which the alleged violation could have reasonably known to occur.

PROCEDURES:

1. Incident Report forms should be utilized to report violations of the Student Code of Conduct. Incident Report forms are available in the Chief Student Affairs Officer or Director of Student Life's office.
2. The report is reviewed by the Chief Student Affairs Officer or designee, who will start the investigation and will either dismiss the case or notify the student(s) of the alleged violation within five (5) working days.
3. A time and place for meeting with the student(s) is determined by the Chief Student Affairs Officer or designee, to try to resolve the charges brought against the student(s).
4. If violations involve more than one student, the disciplinary process may be conducted separately.
5. All incident reports will be shared with those student(s) in violation of the Student Code of Conduct.
6. If the student(s) in violation fails to respond or attend the above mentioned meeting, a disciplinary decision will still be rendered.
7. Within five (5) working days following the investigation, follow-up written notification will be sent to inform the student of the decision and the proposed disciplinary action unless a verbal warning is issued.
8. The following possible sanctions may be imposed singularly or in any combination. The Chief Student Affairs Officer or designee is not limited to the following sanctions as they may impose other sanction(s) considered appropriate.

Possible Sanctions:

- Verbal Warning. A discussion about the incident. No written follow-up notification issued.
- Warning: Written notice to the student that his/her conduct is in violation of college regulations and that continuation of said conduct for a stated period of time may be cause for more serious disciplinary action.
- Restitution: Financial reimbursement for damages to property

- Community Service: A stated number of hours of donated service commensurate to the alleged violation
 - Disciplinary Probation: A stated trial period of time set in writing, during which the student is expected to demonstrate appropriate conduct as a member of the College Community.
 - Disciplinary Suspension: A stated period of time which the student is excluded from classes or activities.
 - Disciplinary Dismissal: Termination of status as a student of the College.
9. If the student wishes to appeal the disciplinary action proposed by the Chief Student Affairs Officer or designee, the student must submit a written request within five (5) working days of receiving written notification for review of the decision by the Judicial Appeals Board (This letter of request is to be directed to the Chairperson of the Judicial Appeals Board in care of the Office of the President.
10. If the charge(s) of violation does not violate the Student Code of Conduct or the Chief Student Affairs Officer or designee, decides the student charged is not responsible of the violation, there shall be no subsequent proceedings under the Student Code of Conduct Policy and all privileges the student is eligible for shall be reinstated. If the charge violates other College policy, the student may be charged under this policy.
11. Summarily suspension shall be imposed by the Chief Student Affairs Officer or designee, if a situation indicates that there is possible danger involved pending investigation, in order to protect the campus community or a student's physical or emotional safety and well-being.

JUDICIAL APPEALS BOARD:

The Judicial Appeals Board is assembled if a student wishes to challenge disciplinary sanctions due to a Student Code of Conduct violation (Regulations 600 & 601) and or Sexual Misconduct, Dating Violence, Domestic Violence & Stalking violation (Regulation 124) issued by the Chief Student Affairs Officer or designee.

A student who wishes to challenge the disciplinary sanctions proposed by the Chief Student Affairs Officer or designee may request a review by the Judicial Appeals Board. The grounds for the appeal will be limited to the following:

- There is new and compelling evidence that was not available at the time of the initial investigation that could significantly impact the outcome of the case.
- There were procedural irregularities that substantially affected the outcome of the case to the detriment of the Reporting Individual or the Respondent.
- The sanction is substantially disproportionate to the factual findings.

The decision of the Judicial Appeals Board is final.

PROCEDURES:

1. If a student wishes to challenge the disciplinary sanctions issued by the Chief Student Affairs Officer or designee, he/she must submit a written request for review to the Judicial Appeals Board within five (5) working days of receiving written notification of said sanctions. This request should be directed to the Chairperson of the Judicial Appeals Board in care of the Office of the President.
2. The written request must show evidence of meeting one of the three grounds of the appeal process.
3. The Chief Student Affairs Officer or designee will inform the other party that the appeals process has been initiated.
4. The Judicial Appeals Board will consist of the following:
 - Faculty members appointed by the Faculty Senate.
 - Staff members appointed by Staff Advisory Council.
 - One Administrator, appointed by the President to act as chairperson, excluding the Chief Student Affairs Officer or designee. A quorum of the Judicial Appeals Board shall consist of three members, an odd total number and a majority vote will be necessary in deciding all cases.
5. The Judicial Appeals Board will meet within five (5) working days of receiving the written appeal to determine if the appeal meets the grounds of the appeal process.
6. If the Judicial Appeals Board determines that the written appeal did not meet the grounds of the appeal process, the Chairperson of said committee will send a letter within ten (10) working days of receiving the written appeal to the student appealing outlining that the original decision stands.
7. If the Judicial Appeals Board determines that the written appeal did meet the grounds of the appeal process, the student must be notified of the date, time, place of the review at least two (2) working days in advance and may have an advisor of his/her choice present during the appeal process. The advisor may not participate directly in the hearing, but may only render advice to the student.
8. The student must submit the name of his/her advisor to the Chairperson of the Judicial Appeals Board at least twenty-four (24) hours in advance of the review to be allowed into the appeal meeting.
9. If the student appealing the disciplinary sanction does not appear for the Judicial Appeals Meeting, then the original sanction will stand.
10. The chairperson will read the Judicial Appeals Board procedures.

11. The Judicial Appeals Board Chairperson will lead introductions of every person in the meeting and the purpose of his/her presence will be identified.
12. All speakers should address the Judicial Appeals Board and no other person(s) involved.
13. The Chief Student Affairs Officer or designee will present his/her findings to the Judicial Appeals Board. The student appealing the disciplinary decision will present his/her case, specifically providing a foundation for contesting the sanctions imposed by the Chief Student Affairs Officer, or designee.
14. Both the Chief Student Affairs Officer or designee and the student appealing the disciplinary decision may bring in witnesses to speak on their behalf.
15. Following each presentation, the Judicial Appeals Board may ask questions for clarification.
16. Both sides may respond to any statements made in an orderly fashion directed by the chairperson of the Judicial Appeals Board.
17. The Judicial Appeals Board reserves the rights to call for an executive session at any time if so warranted.
18. Following the presentations and questions, the Judicial Board shall go into executive session to decide to either find in favor of the original decision, increase, or reduce the imposed sanctions.
19. The decision shall be in writing from the Chairperson of the Judicial Appeals Board and forwarded to both parties within two (2) working days of the conclusion of the appeal process.
20. The decision of the Judicial Appeals Board is final.

No student whose case is pending review by the Judicial Appeals Board shall be barred from classes or campus functions, except if a situation indicates that there is a possible danger, in order to protect the campus community or a student's physical or emotional safety and well-being.

LEGAL SANCTIONS:

The legal sanctions imposed by local, state and federal laws for the illegal possession and/or distribution of illicit drugs or alcohol can be found on the New York State Law Web page online at <http://ypdcrime.com/penal.law/index.htm>. Refer to NYS Penal Law Section 220.00 – 221.55.

HEALTH RISKS:

The health risks associated with long term use and abuse of both legal and illegal drugs are serious and potentially life threatening. Drugs are essentially poisons and the amount taken determines the effect.

The following is a list of the most commonly abused drugs and the potential health risks associated with long term use:

Alcohol:

Alcohol depresses your central nervous system (brain and spinal cord), lowers your inhibitions and impairs judgment. Some long term effects include:

- Memory lapses and blackouts
- Liver damage
- Increased risk of heart disease
- Fetal Alcohol Syndrome
- Convulsions
- Death

Marijuana:

Marijuana is the most commonly used illegal drug in the world. This drug is a hallucinogen-a substance which distorts how the mind perceives the world you live in. Some long term effects include:

- Reduced resistance to common illnesses (colds, bronchitis, etc.)
- Suppression of the immune system
- Growth disorders
- Reduction of male sex hormones/reduced sexual capacity
- Rapid destruction of lung fibers and possible permanent brain lesions
- Reduced ability to learn and retain information
- Personality and mood changes

Ecstasy:

Ecstasy is often called the “love pill” because it heightens perceptions and supposedly amplifies sensations during intercourse. However, Ecstasy often contains hallucinogens which alter the mind and cause people to see or feel things that are not really there. Some long term effects include:

- Depression
- Anxiety
- Memory loss
- Damage to portions of the brain that regulate learning, sleep and emotion
- Cardiovascular collapse
- Convulsions
- Death

Cocaine/Crack Cocaine:

Cocaine is one of the most dangerous known drugs. Crack cocaine is the crystal form of cocaine which normally comes in powder form. Crack is the riskier of the two as it is far stronger and more potent than regular cocaine. Some long term effects include:

- Permanent damage to blood vessels of heart and brain
- Increased heart attacks, strokes and death
- Liver, kidney and lung damage
- Infectious diseases and abscesses if injected
- Malnutrition, weight loss
- Increased frequency of risky behavior
- Severe depression
- Delirium or psychosis
- Tolerance and addiction even after one use

Crystal Meth:

Crystal meth is a highly powerful and addictive man made stimulant that can cause aggression and violent or psychotic behavior. Some long term effects include:

- Brain damage
- Strokes and cardiovascular collapse
- Liver, kidney or lung damage
- Extreme mood swings
- Convulsions
- Death

Heroin:

Heroin is a highly addictive drug that enters the brain rapidly but makes users think and react slowly, impairing their decision making ability. Heroin withdrawal is a terrifying experience that begins to torture the body within hours of the last fix. Some long term effects include:

- Scarred and /or collapsed veins
- Weakening of the immune system
- Respiratory illnesses
- Loss of memory and intellectual performance
- Bacterial infections of the blood vessels, heart valves abscesses and other soft tissue infections
- Liver or kidney disease
- Reduced sexual capacity
- Sharing of needles or fluids may result in hepatitis, AIDS and other blood borne virus diseases

Inhalants:

Inhalants include chemicals found in household products such as aerosol sprays, cleaning fluids, glue, paint thinner, nail polish remover and lighter fluid. Some long term effects include:

- Muscle weakness
- Disorientation

- Depression
- Memory loss
- Serious and sometimes irreversible damage to the heart, liver kidneys , lings and brain
- Death from heart failure or asphyxiation

LSD:

LSD is one of the most potent mood changing chemicals. Some long term effects of using this drug include:

- Delusions
- Impaired judgment
- Flashbacks
- Panic attacks
- Depression
- Psychosis

Prescription Drugs

Recreational use of prescription drugs is a serious and increasingly growing problem. Prescription drugs that are taken for recreational use include the following categories: depressants, opioids and morphine derivatives, stimulants, antidepressants.

Depressants/ Common Brand Names:

Xanax, Valium, Halcion, Librium, Ativan, and Klonopin

Some long term effects of abuse of depressants include:

- Severe Depression
- Chronic fatigue
- Sexual problems
- Delirium
- Hallucinations
- Increased risk of diabetes

Opioids and morphine derivatives /Common Brand Names:

OxyContin, Percodan, Percocet, Lortab, Vicodin, Darvon, Dilaudid , Demerol:

Some long term effects of abuse of these drugs include:

- Nausea
- Vomiting
- Confusion
- Addiction
- Respiratory depression
- Increased risk of heart attack
- Coma
- Death

Stimulants/Common Brand Names:

Ritalin, Concerta, Biphedamine, Dexedrine.

Some long terms effects of abuse of these drugs include:

- Hostility
- Paranoia
- Dangerously high body temperatures
- Irregular heartbeat
- Addiction

Antidepressants/Common Brand Names:

Prozac, Paxil, Celexa, Zoloft, Effexor, Remeron.

Some long term effects of abuse of these drugs include:

- Aggression
- Suicidal ideations or suicide
- Confusion and incoherent thoughts
- Hallucinations
- Psychosis

COUNSELING:

The Counseling Office is located in Room 112 at the Choate Campus. Students are free to walk in or schedule appointments to discuss any problems: academic, relational, stress, family, alcohol/substance abuse, or Department of Social Services issues. If a needed service cannot be provided, an appropriate referral will be made. All counseling records are confidential and release of information about a student will be made only with written consent of the student. Transit Road students can schedule an appointment by calling 827-2412.

COMMUNITY RESOURCES:

Outpatient Services:

1. Lakeshore Behavioral Health
3176 Abbott Road
Orchard Park, NY 14217
822-2177
2. Buffalo General Hospital Outpatient Chemical Dependency
1010 Main Street
Buffalo, NY 14202
859-4772
3. ECMC Chemical Dependency Outpatient Treatment
1280 Main Street
Buffalo, NY 14209
883-4517

3. Renaissance House (ages 12-20)
920 Harlem Road
West Seneca, NY 14224
821 0391

4. Stutzman Addiction Treatment Center
360 Forest Avenue
Buffalo, NY 14213
882-4900

POLICY REVIEW:

This policy will be reviewed on a biennial basis by the Chief Student Affairs Officer and the Compliance and Diversity Coordinator. The committee will discuss the drug and alcohol policies of employees and students. They will also review the number of disciplinary proceedings related to alcohol and illegal drug violations, recommend changes as appropriate, and make sure sanctions are being enforced.

Last Review: June 2016