

DRUG AND ALCOHOL POLICIES

Iowa Lakes Community College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College premises or property or as part of its activities. The College expects its students and employees to comply with local, state, and federal laws relating to the possession, use, or distribution of drugs and alcohol when they are on College property or taking part in College activities. Please reference the DRUG-FREE CAMPUS AND WORKPLACE below for a more detailed description of the College's drug and alcohol policies. For a description of the College's drug and alcohol abuse education programs, see the Iowa Lakes Community College Student Handbook.

HEA Compliance Drug-Free Workplace Monitoring Report	Students		Employees				Notes
	HEOA Sec. 107 amended HEA Sec. 120	Evidence	Responsible Party	Date	Evidence	Responsible Party	
Annual distribution, in writing, to each student and each employee standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities;	The updated student handbook is made available to all students on the website and distributed to all students before they can access CANVAS (LMS).	Julie Williams, Executive Dean of Students Theresa Umscheid, ICCOC Director	Fall, spring, summer term starts	The HR office revised the "Annual Notification of Policies" which includes the drug-free workplace policy language. Distributed to all departments.	Kathy Muller, Director of Human Resources	Annually	Students acknowledge receipt of Student Handbook
The description of applicable legal sanctions under state, local, and federal law;	Language in student handbook.	Julie Williams, Executive Dean of Students	Annually	Employee Handbook, Section 1.11, item II	Kathy Muller, Director of Human Resources	Revised 5/2019	
The description of available counseling, treatment, rehabilitation, or re-entry programs;	Language in Student Handbook; also link to resources in Housing Regulations Manual on ILCC website.	Julie Williams, Executive Dean of Students	Annually	Employee Handbook, Section 1.11, item IV	Kathy Muller, Director of Human Resources	Revised 5/2019	
The clear statement that the institution will impose sanctions for violation of standards of conduct and a description of the sanctions.	Language in Student Handbook and Housing Regulations Manual and Student Athlete Manual.	Julie Williams, Executive Dean of Students	Annually	Board Policy 303, Employee Handbook, Section 1.11, item I	Kathy Muller, Director of Human Resources	Revised 5/2019	
Students who enroll or employees who are hired after the annual distribution must receive the information.	The updated student handbook is made available to all students on the website and distributed to all students before they can access CANVAS (LMS).	Julie Williams, Executive Dean of Students	Annually	Orientation checklist Employee Handbook; reminder also posted annually	Kathy Muller, Director of Human Resources	Annually	
The institution must make available, upon request, to the Department of Education and to the public, the information distributed to students and employees as mentioned above, and the results of a biennial review of the institution's program that:	The biennial report is filed in the HR office. Drug-free workplace compliance.	Kathy Muller, Director of Human Resources	10/2021	The biennial report is filed in the HR office. Drug-free workplace compliance.	Kathy Muller, Director of Human Resources	10/2021	
Determines the effectiveness of the program and implements needed changes;	Reference: Documentation of student conduct to note concerns. No concerns noted.	Julie Williams, Executive Dean of Students		Reference:	Kathy Muller, Director of Human Resources	6/2021	
Determines the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in HEA Sec. 485(f)(6), subject #20) or as part of the institution's activities, and are reported to campus officials;	Executive Dean of Students consults with local law enforcement annually in the spring to gather data. Published in Student Handbook and on ILCC website.	Julie Williams, Executive Dean of Students		Documentation of employee conduct to note concerns. No concerns noted.	Kathy Muller, Director of Human Resources	6/2021	
Determines the number and type of sanctions that are imposed;	Executive Dean of Students consults with local law enforcement annually in the spring to gather data. Published in Student Handbook and on ILCC website.	Julie Williams, Executive Dean of Students		No occurrences to be reported.	Kathy Muller, Director of Human Resources	6/2021	
Ensures that sanctions are consistently enforced.	Executive Dean of Students follows the standards of student conduct in the Student Handbook if measures are needed, document accordingly.	Julie Williams, Executive Dean of Students		Nothing to report.	Kathy Muller, Director of Human Resources	6/2021	