

Williams College Biennial Review of Alcohol and Other Drug Prevention

For the period of June 1, 2017 to June 1, 2019 as required by the Drug-Free Schools and Campuses Act

The Drug-Free Schools and Campuses Regulations require institutions to conduct a biennial review of alcohol and other drug programs in order to “determine program effectiveness and consistency of policy enforcement and to identify and implement any changes needed to either.”

Institutions are required to distribute the following in writing to their community members:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health risks related to abuse of alcohol and illicit drugs.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students.
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

Institutions are also required to provide:

- descriptions of the Alcohol and Other Drug (AOD) prevention program contents
- a statement of the AOD program goals and a discussion of goal achievement
- summaries of the AOD programs’ strengths and weaknesses
- procedures for distributing AOD policy to students and employees
- copies of the policies distributed to students and employees
- recommendations for revising the AOD program

The following campus units provided information for this report:

Athletics Department
Campus Safety and Security
Dean of the College Office
Health Services
Human Resources

Part I: Descriptions of the Alcohol and Other Drug (AOD) Prevention Programs

This section describes the components of Williams' AOD prevention programs.

A: Educational Programs

Serve Smart – When “responsible” hosts are found to have violated safe party standards, they are required to attend the *Serve Smart* program, directed by one of our health educators. This is a single 3-hour session outlining the importance of keeping parties in compliance. In this session, a representative from the District Attorney’s office describes social host liability for on- and off-campus parties, clearly defines “providing, supplying or furnishing” alcohol to underage individuals, and outlines the consequences of violating the law. A representative from Campus Safety and Security provides students with basic information about when CSS will (and won’t) break up a party, college expectations of hosts, information about how to register parties, and a review of the college policy on alcohol. The session concludes by providing students with basic alcohol education, including information on blood alcohol concentration, how to identify warning signs of intoxication, how to intervene to prevent classmates from engaging in high risk drinking, when to call for help, and how medical amnesty applies to drinkers and bystanders.

Drink Smart: When students exhibit dangerous drinking behavior or are deemed at risk for alcohol related problems, they are required to attend *Drink Smart*. Referrals come from both on-campus (e.g., Health Center, Dean’s Office) and off-campus sources (Court Diversion, Probation Office). Self-referrals are also welcome. *Drink Smart* is a five hour program held over 2 nights, and facilitated in small groups. Students discuss their drinking patterns, explore the environmental context of their alcohol use, and identify low risk behavioral choices regarding alcohol. Components include (1) general alcohol information (blood alcohol concentration, effects of alcohol on brain and body, effects of mixing alcohol with other drugs), (2) a presentation by the District Attorney’s office (information on legal ramifications of underage drinking, fake IDs, drinking and driving and other legal aspects of alcohol use), (3) completion of the Multi-Dimensional Addictions and Personality Profile (a tool designed to identify behavioral patterns and personality factors related to problematic alcohol use), and (4) group activities designed to evaluate benefits and disadvantages of alcohol, and to identify alternative low-risk choices regarding its use.

Individual Consultations: When students are transported to the hospital for dangerous drinking behavior and/or high risk drug use, they are required to meet with a Substance Abuse educator and complete any recommended programs. In addition, the educator partners with the Dean’s Office and Athletic

coaches to facilitate behavior contracts for students who have repeated alcohol or other drug violations.

B: Awareness and Prevention Programs

Orientation: First Days orientation for incoming first-year and new transfer students includes alcohol and drug education as part of its programming. This fall will be the fourth year running of the JA scripted, directed and acted alcohol and drug use programming piece, "*Choices*," presented on the Main Stage of the '62 Center. The performance is scheduled for the entire incoming class on the second evening of First Days. The play opens with students acting out an ongoing conversations in a First Year entry about the variety of social options available on a typical Saturday night. Interspersed within this scenario are appearances by either current or recently graduated students who tell stories about the choices they made or didn't make (or wish they had made) when it came to drugs and alcohol.

Choices has been universally well-received. Immediately following the presentation, JAs conduct small group conversations with first year students in the entries. Training for those conversations has been redesigned, and now includes input and mentoring from both our in-house health professionals and a guest panelist who works closely with each JA co-pair to prepare and rehearse a tightly constructed script that addresses the Williams-specific educational and decision-making needs.

Training: All recognized student groups must send at least one representative to an annual organization summit that goes over general expectations about social events, including the policy against hazing, education about how to maintain a safe environment whether or not alcohol will be provided. In addition, our Director of Sexual Assault Response and Prevention organizes and oversees specialized bystander training for all students who will be transitioning into new roles (e.g., JAs, EphVenture leaders, House Coordinators, Neighborhood Leadership teams, athletics captains, and seniors living off campus).

Host training: In recent years, we have relied almost exclusively on professional hosting staff (rather than students) for large organized events.

Group education: Laini Sporbett, Health Educator, offers information sessions about alcohol and substance use for any group that requests it.

Off-Campus Living Presentation: In the fall, students who intend to live off-campus are required to have a number of their house residents attend this presentation, co-led by the Dean of the College, the VP for Campus Life, and

the Williamstown Police Department. Students learn about the college alcohol policy, town laws and regulations, liability issues for renters, and tips for how and when to proactively contact the Williamstown Police if social events become unmanageable or unsafe.

The APPLE team: Under the auspices of Athletics, the APPLE prevention program was created 6 years ago. The team is comprised of a group of student athletes who are committed to initiating alcohol prevention programs on campus. APPLE has offered alcohol education programming for multiple athletic teams as well as for all team captains during fall training. The program advocates low risk drinking among students who consume alcohol (encouraging students to drink at a rate of 1-2 drinks per hour and to keep their blood alcohol account at .05). APPLE has also surveyed athletic teams about how they adhere to safety standards when hosting a party. They also provided food and water at off-campus parties during the spring party season, while encouraging lower risk alcohol consumption.

During the period between 2017-2019, The Apple Team continued to work with varsity athletes on improving the understanding of what alcohol can do to one's body and how to make better choices around the use of alcohol. The group is a subset of student-athletes nominated by coaches and trained on peer-mentoring during the Apple Conference attended every other year. The conference, lead by the Gordie Center at the University of Virginia, is the country's premier institute for promoting student-athlete wellness and substance abuse prevention.

This past year's cohort continued the education work of their predecessors and also added some other elements during the college's spring party season. The group launched a poster campaign framing it as a competition to encourage students to make safer choices. Poster submissions were hung in the athletic facility and student athletes were encouraged to vote for their favorite. The winning poster was enlarged and hung on the porch of the house hosting the weekend event. Additionally, the group created a 'hydration station' providing water, Gatorade and snacks to party goers and encouraging peers to stay sober.



CATCH A FISH

DON'T DRINK LIKE ONE

Drink Responsibly!

For Females
Binge drinking is defined as 4 or more alcoholic drinks over a few hours

For Males
Binge drinking is defined as 5 or more alcoholic drinks over a few hours

Do not let your friends rationalize drinking excessively by claiming it is normal for them... No one needs to drink excessively.

Don't be afraid to speak up!

I'm not crying. I'm just happy I know what the Pleasure Plateau is.



The Pleasure Plateau, is equivalent to the optimal "buzz", which is when you consume 1-2 drinks per hour (a BAC of 0.02-0.06).

C. AOD Policy and Enforcement:

During the beginning of fall each year, the Dean's Office sends an email out to students reminding them of the AOD policies and informing of any significant updates/changes.

In the fall of 2018, students were reminded of the updated code as well as updated sanctioning rubric. The Dean's office also presents to student Junior Advisors and student Neighborhood leaders regarding AOD policies during each of their respective trainings.

Alcohol: Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol.

Students are expected to register parties with more than 20 students in attendance. The following rules apply to campus parties:

- Hard alcohol and common source alcohol (kegs, punch, etc.) are prohibited
- Providing alcohol to anyone under 21 is prohibited (and illegal)
- Parties of more than 20 people must be registered
- Party hosts must adhere to safe room capacity and safe drinking standards (no more than 120 servings of beer or wine permitted, or up to twice the room capacity, whichever is less)
- Hosts are expected and encouraged to call for help if needed to restore party to standards (e.g., if hard alcohol is brought into an event, or number of guests exceeds cap). Such a call will not necessarily end the event if it can be restored to a safe state and hosts are acting responsibly.

Controlled Substances: The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs. Whenever evidence of drugs of any quantity or related drug paraphernalia are discovered on campus, the College will report that discovery to the police department.

Common examples of controlled substances, as defined by law, are cocaine, marijuana, heroin, amphetamines, LSD, and other hallucinogens. Federal law makes the distribution of drugs to persons under age 21 punishable by twice the normal sanction with a mandatory one year in prison. If death or serious injury results from use of the substance, the prison sentence could be lengthened.

Although Massachusetts legalized recreational use of marijuana for those 21 and over, marijuana is still considered an illegal drug federally and it is prohibited for students. This applies to students in both on- and off-campus housing, and it applies when students are engaged in college-sponsored activity away from campus. It remains illegal—and against college policy—to send or receive marijuana products of any kind through the mail.

During the Spring of 2019, the College updated its FAQ regarding marijuana.

During the summer of 2017, staff from the Dean's Office and Health Services attended

the jointly-sponsored drive-in at Framingham State University. This event was sponsored by the NASPA Region I Alcohol and Other Drug & the Health and Wellness Promotion Knowledge Communities and the ASCA-MA. The morning session addressed the impact on the (fairly) recent legalization of marijuana within the Commonwealth of Massachusetts and the state of Maine. The afternoon session focused on institution's re-entry policies and practices for students who are separated from the institution for drug/alcohol, mental health issues (whether involuntarily or voluntary). After attending the conference, staff met to discuss providing broadened support for students suffering from substance abuse.

The Dean's Office and Campus Safety contributed information to student campus articles related to the legalization of marijuana in Massachusetts and the opening of local dispensaries.

Alcohol and Other Drug Work Group

In previous years, the Alcohol Working Group focused its attention on creating a Violation/Sanction rubric (as listed below) in order to further clarify behaviors that were considered unsafe while also not take unreasonable or too severe action against social events that mostly complied with rules and policies. The group spent considerable time on the goals for safer drinking situations by separating behaviors such as underage drinking/possession from behaviors such as hosting/providing and the presence of hard alcohol (see Appendix A for rubric). During the 2018-2019 academic year, the Alcohol Working Group changed its name to the Alcohol and Other Drug Working Group and defined its mission during an annual retreat: *The Alcohol and Other Drug Work Group (AODWG) supports the Williams Wellness Model of thriving by analyzing data related to substance use on campus in order to suggest initiatives and make recommendations for programming and policy in hopes of increasing positive decision making by students about substance use.*

Campus Safety and Security: CSS plays a key role in maintaining a safe environment on campus. Officers conduct checks for registered parties and will help hosts keep parties safe and in compliance. Unless registered parties becomes unsafe, CSS will work with hosts to keep them open.

In the past, CSS was responsible for identifying, documenting, and sanctioning students with fines for alcohol related violations of the code of conduct. Beginning in the 2014-15 academic year, the Dean's Office took over the accountability component of alcohol related violations and did away with fines as sanctions. Not only do fines not provide any educational benefit, but have unequal effects of students from different socioeconomic backgrounds. By moving the accountability process to the Dean's Office, we were able to focus on the educational value of sanctions. CSS Officers also conduct "hotspot" checks in areas that have exhibited patterns of

unsafe/irresponsible behaviors. If CSS comes across an unregistered party or a situation involving violations of the responsible party standards (even if it's registered), they will collect ID information from students involved and will report the incident to the Office of the Dean of the College for their action.

Dean of the College Office: Violations of the Responsible Party Standards and the Code of Conduct result in a response from the Office of the Dean of the College. The range of sanctions include written warnings, dean meetings, mandated educational programs, probation, suspension, and expulsion. Sanctions are determined by the severity of the violation, the risk posed to self and others, and the extent to which the behavior represents a repeated offense.

Medical Amnesty Policy: Williams continues to promote the Medical Amnesty Policy. We recognize that there may be times when excessive drinking and/or drug use becomes a medical emergency. Under our medical amnesty policy, if an individual seeks medical attention (for themselves or for someone else) due to such an emergency, student conduct disciplinary action will not be taken against the student for consumption or possession of alcohol or drugs. A Medical Amnesty Policy fosters responsible decision making and encourages our students to take active steps toward wellness and self-care.

Student Code of Conduct: Williams conducted a code review in the Spring of 2017 in order to:

- Clarify terminology in the code
- Incorporate changes to the Alcohol and Other Drug policy adopted in 2015
- Incorporate addition of sanctioning matrixes adopted in 2016
- Correct outdated definitions
- Provide greater clarity and transparency to the community regarding the student conduct code process

The Code committee was comprised of staff from the Dean's office, Campus Safety and Security, Athletics Department, Office of Student Life, the Davis Center, Health Services, and students. The updates were shared with student groups, including Student College Council and implemented in the fall of 2017.

Part II: Statement of AOD Program Goals and Discussion of Goal Achievement

Beginning in the fall of 2013, the College convened an interdisciplinary group of students and staff to make concerted and long term interventions to increase the safety of the campus as it relates to alcohol. The group is chaired by the Senior Associate Dean, and includes Health Educators, the Director of Campus Safety and Security, the Assistant Director of Student Life for Student Organizations, the Associate Director of Student Athlete Services, and the Director of Sexual Assault Response and Prevention, as well as student leaders from across campus. AWG's primary goal over the past two years has been to identify strategies for shifting social culture away from high risk

drinking. At the beginning of the fall 2015 semester, the AWG developed an updated Responsible Party Standards that made it easier for students to hold small and safe events while at the same time discouraging students from holding parties that involved high-risk behavior (such as the presence of hard alcohol, large numbers of students in one common space, large amounts of alcohol per student, and unregistered parties). This year, the AWG has worked closely with the Dean's Office to standardize and better communicate the sanction policy for alcohol related infractions, and has made recommendations for education and prevention initiatives on campus.

During 2017-2019 the AWG created a mission statement and goals as well as reviewed NCHA/ACHA survey data.

Mission statement: The Alcohol and Other Drug Work Group (AWG) supports the Williams Wellness Model of thriving by analyzing data related to substance use on campus in order to suggest initiatives and make recommendations for programming and policy in hopes of increasing positive decision making by students about substance use.

Part III: Summaries of AOD Programs' Strengths and Weaknesses

Strengths

The AOD Working Group initiated an annual retreat during the fall of 2018 and continues to address AOD concerns.

Stronger Coordination between Offices: Regular meetings between critical areas has helped the College strategize more effectively.

Streamlined Student Conduct Process: The Deans Office continues to oversee the student conduct process and strives for consistency and fairness.

Weaknesses:

Need Broader Commitment: AOD concerns should be more broadly addressed by the community. The Alcohol and Other Drug Working Group is looking at including faculty to consider research areas of focus and data assessment.

Assessment: The campus conducted the National Collegiate Health Assessment in the spring of 2018. Communication of those results could help us in creating/coordinating prevention programming. An assessment such as the NCHA should be done regularly.

Part IV: Procedures for distributing AOD policy to students and employees

The Student Handbook is available to all students in an electronic format on the

college's website. New students are directed to review the Handbook during Orientation. All students are notified when of updates to the Student Handbook. In the fall of 2015, students were notified of changes to the AOD policy and reminded of the changes in the fall of 2016 via email. Staff from the Dean's office also trained student leaders (Junior Advisors, Housing Coordinators, and Orientation Leaders) on the changes and the importance of safe bystander intervention particularly as it pertains to binge drinking.

This handbook, meets the Federal Act's guidelines for policy distribution as it includes:

1. The College's standards of conduct concerning drugs and alcohol.
2. A description of all applicable local, State, and Federal laws concerning drugs and alcohol.
3. A description of the health risks associated with the use of drugs and alcohol.
4. A description of the drug and alcohol counseling, treatment, and rehabilitation programs available at the College.
5. A clear statement of the University's sanctions up to and including expulsion or termination of employment for violations of the standards of conduct.

All Williams' policies are accessible online through the college website.

Part V: Copies of Policies Distributed to Students and Employees and Enforcement Statistics

See Appendices A and B

Part VI: Recommendations for Revising AOD Programs

At the end of spring semester 2017, the Alcohol Working Group (now the Alcohol and Other Drug Working Group) determined that the next year would focus more on big picture evaluation of drinking culture. The NCHA was administered in the spring of 2018.

In the 2018-2019 academic year, the AODWG produced a mission statement to determine how the group can best advise committees on campus. The group also recognized the importance of bystander intervention regarding drinking. Students recommended a focus on healthy drinking. The group also recommended collecting data periodically such as the NCHA and to consider whether or not Williams'-specific surveys need to be created. Other suggestions included conducting benchmarking of peer institutions along with site visits during the summer and more regular networking through national and regional conferences.

Appendix A: Student Code of Conduct Sections Related to Alcohol and Other Drugs (found online at <https://dean.williams.edu/policies/code-of-conduct/>)

Alcohol and Drugs: Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the

possession and use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs. See legal sanctions concerning alcohol and drugs. See Medical Amnesty Policy below.

Guidelines for Alcohol Use

At the beginning of the fall 2015 semester, the College rolled out updated Responsible Party Standards that made it easier for students to hold small and safe events while at the same time discouraging students from holding parties that involved high-risk behavior (such as the presence of hard alcohol, large numbers of students in one common space, large amounts of alcohol per student, unregistered parties).

With this in mind, here are some key points to remember when it comes to safe and responsible alcohol consumption at social events:

- Hard alcohol and common source alcohol (kegs, punch, etc.) are prohibited
- Providing alcohol to anyone under 21 is prohibited (and illegal)
- Parties of more than 20 people must be registered
- Party hosts must adhere to safe room capacity and safe drinking standards (no more than 120 servings of beer or wine permitted, or up to twice the room capacity, whichever is less)

Visit <http://student-life.williams.edu/events/student-event-planning/basic-events/> for more details.

Campus Safety and Security provides a key role in maintaining a safe environment. Officers conduct checks for registered parties and will help hosts keep the party safe and in compliance. Unless the registered party becomes unsafe, CSS will work with the host to keep the party open.

CSS Officers also conduct “hotspot” checks in areas that have exhibited patterns of unsafe/irresponsible behaviors. If CSS comes across an unregistered party or a situation involving violations of the responsible party standards (even if it’s registered), they will collect ID information from students involved and will report the incident to the Office of the Dean of the College for their action.

Accountability and Responsibility

Violations of the Responsible Party Standards and the Code of Conduct will result in response from the Office of the Dean of the College, sanctions for which range from various types of warnings to disciplinary action including suspensions and expulsions.

The college also has a **Medical Amnesty Policy**: We recognize that there may be times when excessive drinking and/or drug use becomes a medical emergency. Under this policy, if an individual seeks medical attention (for themselves or for someone else) due to such an emergency, student conduct disciplinary action will not be taken against the student for consumption or possession of alcohol or drugs.

Visit <http://dean.williams.edu/policies/code-of-conduct/> for more information on the alcohol policy and for the Medical Amnesty policy.

Sanctions Rubric

Alcohol and Other Drugs:	
Alcohol: Possession/consumption of beer or wine under 21	<p>Alcohol disposed of</p> <p>1st instance: Letter of warning, with educational information included in the letter (non-reportable).</p> <p>2nd instance: letter of warning and education (such as online module) (non-reportable).</p> <p>3rd instance: letter of warning and alcohol education (such as an in person class) (non-reportable).</p> <p>4th and beyond: Meeting with a Dean with warning and education (non-reportable). Could lead to formal disciplinary process if warranted.</p>

<p>Alcohol: Possession/Consumption of hard alcohol under 21</p>	<p>Alcohol disposed of</p> <p>1st instance: letter of warning with educational information included in the letter (non-reportable).</p> <p>2nd instance: Meeting with a Dean with warning (non-reportable).</p> <p>3rd instance: Meeting with a Dean with warning and education (non-reportable). Could lead to formal disciplinary process if warranted.</p> <p>4th instance and beyond: Formal Disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable).</p>
<p>Alcohol or Other Drug: Intoxication or influence that results in a transport to the hospital</p>	<p>Refer to the Medical Amnesty Policy</p> <p>1st instance: Meeting with a Dean (non-reportable), meeting with a Health Educator or other educational referrals, parental notification.</p> <p>2nd instance and beyond: Meeting with a Dean with warning (non-reportable), meeting with a Health Educator or other educational referrals, parental notification, and behavioral contract. Students may be referred to the ad hoc committee appointed by the Dean of the College to determine whether or not the student will be required to take a</p>

	<p>mandatory medical leave. https://dean.williams.edu/student-handbook/leave-of-absence-transfer-and-readmission/#mandatory-medical-leave</p>
Alcohol: Possession of unauthorized identification	<p>Identification disposed of</p> <p>1st instance: Letter of warning, with educational information included in the letter (non-reportable).</p> <p>2nd instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>3rd instance and beyond: Formal Disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable).</p>
Alcohol: Minor unregistered party (small size, with beer and wine, and no disruption or other issues present)	<p>Alcohol disposed of and party disbanded</p> <p>1st instance: Letter of warning, with educational information included in the letter (non-reportable).</p> <p>2nd instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>3rd instance and beyond: Formal Disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable).</p>

<p>Alcohol: Major unregistered party (big size, with hard alcohol, and/or disruption or other issues present)</p>	<p>Alcohol disposed of and party disbanded</p> <p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>
<p>Alcohol: Running/hosting gathering and/or providing small amounts of beer or wine</p>	<p>Alcohol disposed of and party disbanded</p> <p>1st instance: Letter of warning, with educational information included in the letter (non-reportable).</p> <p>2nd instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>3rd instance and beyond: Formal Disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable).</p>

<p>Alcohol: Running/hosting party and/or providing hard alcohol, excessive quantities of beer/wine, or with other major safety issues (such as funnels, drinking races, etc.)</p>	<p>Alcohol disposed of and party disbanded</p> <p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>
<p>Other Drugs: Possession of marijuana paraphernalia for use (such as pipes, bongs, etc.)</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance: Letter of warning, with educational information included in the letter (non-reportable).</p> <p>2nd instance: letter of warning and education (such as online module) (non-reportable).</p> <p>3rd instance: letter of warning and alcohol education (such as an in person class) with learning assessment (non-reportable).</p> <p>4th and beyond: Meeting with a Dean with warning and education (non-reportable). Could lead to formal disciplinary process if warranted.</p>

<p>Other Drugs: Possession/use of small amount (one ounce or less) marijuana that occurs outside of a college building</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance: letter of warning with educational information included in the letter (non-reportable).</p> <p>2nd instance: letter of warning and education (such as online module) (non-reportable).</p> <p>3rd instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>4th instance and beyond: Meeting with a Dean with warning and education (non-reportable). Could lead to formal disciplinary process if warranted.</p>
<p>Other Drugs: Possession/use of small amount (one ounce or less) marijuana that occurs inside a college building</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension. Could also lead to housing move/removal. Could lead to expulsion if warranted and/or if beyond 2nd instance (reportable).</p>

<p>Other Drugs: Possession/use of large amount of marijuana (as determined by Massachusetts law) and/or paraphernalia</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable).</p> <p>2nd and beyond: Formal disciplinary process with sanctions ranging from suspension to expulsion (reportable).</p>
<p>Other Drugs: Possession of marijuana with intent to deliver, sell, or manufacture (this includes any form of intent to distribute, even to one person)</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance: Formal disciplinary process with sanctions ranging from disciplinary warning to suspension. Could include expulsion if warranted (reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).</p>
<p>Other Drugs: Distribution, selling, or manufacturing of marijuana (this includes the cultivation of drugs and any other form of distribution or intention of distribution, even to one person)</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).</p>

<p>Other Drugs: Possession/use of small amount of illicit drugs (including, but not limited to: cocaine, heroin, ecstasy (MDMA) amphetamines, methamphetamines, hallucinogens (i.e. LSD, psilocybin mushrooms), misuse of prescription drugs, and other harmful/dangerous substances not listed on a legal controlled substance list)</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance: Meeting with a Dean with warning and education (non-reportable). Could lead to formal disciplinary process if warranted.</p> <p>2nd instance: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable).</p> <p>3rd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).</p>
<p>Other Drugs: Possession of illicit drugs with intent to deliver, sell, or manufacture (illicit drugs include, but are not limited to: cocaine, heroin, ecstasy (MDMA) amphetamines, methamphetamines, hallucinogens (i.e. LSD, psilocybin mushrooms), misuse of prescription drugs, and other harmful/dangerous substances not listed on a legal controlled substance list) (this includes the cultivation of drugs and any other form of distribution or intention of distribution, even to one person)</p>	<p>Drugs and paraphernalia disposed of</p> <p>1st instance and beyond: Formal disciplinary process with sanctions ranging from suspension through expulsion (reportable).</p>
<p>Disruption:</p>	

Disruption: Act of minor disruption (argumentative to CSS officer or other staff members, unauthorized use of buildings, minor interference)	<p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>
Disruption: Acts of major disruption (impeding CSS, police, or other staff members, and/or major interference)	<p>1st instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).</p>
Disruption: Minor Prank (such as moving a sign, furniture, etc. to another location)	<p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>
Hazing	
Hazing (minor incident)	<p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>

Hazing (major incident)	1st instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).
Harassment	1st instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).
Information Technology: Misuse	<p>1st instance: Office of Information Technology handles internally (refer to http://oit.williams.edu/policies/copyright/)</p> <p>2nd instance: Office of Information Technology responds to the student and forwards the information to the Dean's office for a Dean Meeting and warning (non-reportable)</p> <p>3rd instance and beyond Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>
Physical disruption (minor incidents)	<p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>

Physical harm/endangerment	1st instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).
Property	
Property: Minor Property Damage	<p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>
Property: Major Property Damage	1st instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).
Public Exposure	<p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>

Theft	<p>1st instance: Formal disciplinary process with sanctions ranging from disciplinary warning to suspension. Could include expulsion if warranted (reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary probation through expulsion (reportable).</p>
Unauthorized access to campus buildings and areas	<p>1st instance: Meeting with a Dean with warning and education (non-reportable).</p> <p>2nd instance and beyond: Formal disciplinary process with sanctions ranging from disciplinary warning through suspension (reportable). Could lead to expulsion if warranted and/or if beyond 2nd instance.</p>

Medical Amnesty Policy: Williams College supports a safe and holistic learning environment that enhances academic achievement and student success. A Medical Amnesty Policy fosters responsible decision making and encourages our students to take active steps toward wellness and self-care. The college recognizes that there may be times when students face medical emergencies involving excessive drinking and/or drug use. Under this policy, if an individual seeks medical attention (for themselves or for another) due to a medical emergency, student conduct disciplinary action will not be taken against the student for consumption or possession of alcohol or drugs. Medical Amnesty applies only to the possession or consumption of alcohol and drugs. It does not preclude disciplinary sanctions due to any other violation of the Code of Student Conduct. Other such violations include, but are not limited to, assault, property damage or distribution of illicit substances. Additionally, the Policy does not prevent action by police, other law enforcement personnel, or other third parties.

The Medical Amnesty Policy is applicable to:

- A student requesting emergency medical care for oneself;
- A student(s) requesting emergency medical care for another person;
- Student Organizations where members request emergency medical care for another person

Medical Amnesty is only granted to students and organizations who seek medical

assistance . (Note: there is a separate medical amnesty policy for students who are reporting sexual assault. Please see LINK for that policy.)

The student needing medical assistance will be required to meet with a Dean from the Dean of the College and may be expected to complete the following:

- A mandatory meeting with a Health Educator or other educational referrals;
- Responsibility for costs associated with hospital transportation, treatment, assessment, or damage;
- Parental notification

Medical Amnesty is not intended to be used more than once. If a student has been involved in prior alcohol/drug incidents and/or utilized Medical Amnesty in the past, the request will be evaluated by the Dean of the College to determine whether or not Medical Amnesty will be granted. Typically, repeated situations will be handled through meetings with a Dean and/or the Student Conduct process. Students whose drinking behavior puts them at risk repeatedly may also be required to take a medical leave from the college to address the behavior and enable them to live safely in the community when they return.

Tips to Address Alcohol and/or Drug Poisoning:

An alcohol overdose is a MEDICAL EMERGENCY. It is important to call for help right away if you see any of these signs of alcohol overdose:

- Irregular breathing (8 breaths a minute or 10 seconds or more between any two breaths)
- Vomiting while passed out and they don't wake up while vomiting or afterward
- Choking
- Skin is pale, cold and/or bluish-purple
- Unconsciousness/unresponsiveness

Call 911 or Campus Safety and Security at x4444. Don't wait. Minutes can be critical.

Resources:

- Williams Health Services: <http://health.williams.edu/>
- Williams Health Services' Information on Alcohol and Other Drugs: <http://health.williams.edu/its-all-about-choices/alcohol-other-drugs/>
- National Institute on Alcohol Abuse and Alcoholism: <http://www.niaaa.nih.gov/>
- National Institute on Drug Abuse: <http://www.drugabuse.gov/>

Williams' Alcohol and Other Drug Policy (found online at <https://dean.williams.edu/policies/alcohol-and-drugs/>)

Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs.

For help with alcohol and/or other drug problems, call the [Health Education Office](#) (x3165). Information on Narcotic's Anonymous is available from the Berkshire Council on Alcohol and Addictions.

Legal Sanctions Concerning Alcohol and Drugs

Federal, state, and local laws make illegal use of alcohol and drugs serious crimes. Convictions can lead to imprisonment, fines, and/or required community service. Courts do not lift prison sentences to allow convicted persons to attend college or continue their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Controlled Substances: Illegal drugs are not allowed on campus. Whenever evidence of drugs of any quantity or related drug paraphernalia are discovered on campus, the College will report that discovery to the police department.

Common examples of controlled substances, as defined by law, are cocaine, marijuana, heroin, amphetamines, LSD, and other hallucinogens. Federal law makes the distribution of drugs to persons under age 21 punishable by twice the normal penalty with a mandatory one year in prison. If death or serious injury results from use of the substance, the prison sentence could be lengthened.

Possession of drugs without valid authorization is illegal. While penalties for possession are generally not as great as for manufacture and distribution, the possession of relatively large quantities may be considered as intent to distribute. Under both federal and state laws, penalties for possession, manufacture, and distribution are greater for second and subsequent convictions.

Persons convicted of drug possession under state or federal laws are ineligible for federal student grants and loans for five years following the first conviction, ten years after the second, and permanently after the third conviction.

Massachusetts has criminal penalties for use of controlled substances or drugs, varying with the type of drug. In general narcotic, addictive, and drugs with greater potential for abuse carry higher penalties.

Massachusetts also makes it illegal to be in a place where heroin is kept and to be “in the company” of a person known to possess heroin. Anyone in the presence of heroin at a private party risks a serious drug conviction. In addition, the sale or possession of drug paraphernalia is illegal in Massachusetts.

Possession of drugs with the intent to distribute within 300 feet of school or daycare property is a very serious crime in Massachusetts and carries a mandatory minimum two year sentence in prison if convicted. Be advised, almost the entire Williams College campus fall into the legal definition of a school zone.

Marijuana is still illegal in Massachusetts and is a violation of Williams College policy. Amounts less than an ounce have been legalized if of legal age.

Impact of Drug Conviction on Federal [Financial Aid](#) Eligibility

Under the Higher Education Act, a student may become ineligible for federal student aid upon a conviction of any offense involving the possession or sale of illegal drugs under any federal or state law while receiving Title IV federal financial aid. Federal aid includes: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal ACG Grants, Federal SMART Grants, Federal Direct Stafford Loans, Federal

Direct PLUS Loans, Federal Direct GradPLUS Loans, Federal Perkins Loans and Federal Work Study.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

	Possession of illegal drugs	Sale of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3rd offense	Indefinite period	Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when the student successfully completes a qualified drug rehabilitation program. The student will lose eligibility again upon a subsequent drug conviction.

For complete information, please see the FAFSA web page at:

<http://www.fafsa.ed.gov/faq003.htm> or contact the Federal Student Information Center at 1-800-4-FED-AID.

Convictions During Enrollment

According to the United States Department of Education, if a student is convicted of a drug offense after receiving Federal aid, he or she must notify the Williams College Office of Financial Aid immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. [The Office of Financial Aid](#) will work with the student regarding all of the available options.

HEALTH AND BEHAVIORAL RISKS CONCERNING ALCOHOL AND OTHER SUBSTANCES

Williams prohibits the abuse of alcohol and expects members of the College community to abide by federal, state, and local regulations concerning the possession, use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, possession, or use of illegal drugs, or the unauthorized use of prescription drugs.

The negative physical and mental effects of the use of alcohol or other substances are well documented. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including sexual assault. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and

remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large amounts of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

For help with alcohol or other substance problems, call the [Health Education Office](#) at x3013. Additional information is available from the Brien Center (Northern Berkshire Counseling Center), 25 Marshall Street, North Adams, 664.4541.

Alcohol Equivalents

In general, a 12 oz. can of beer equals a 1 oz. shot of 100 proof liquor, which equals one 5 oz. glass of wine. When mixing drinks these equivalencies do not always hold true. This becomes especially significant when mixing different kinds of alcohol to make punches. A glass of punch may have a much higher alcohol content than a straight shot or a can of beer.

Also be aware that carbonated beverages may increase alcohol absorption, while food will decrease it, especially foods high in protein like cheese and red meat.

Massachusetts State Law Concerning Alcohol

Any person under 21 years of age who purchases alcoholic beverages or who makes arrangements with any other person to purchase, or who misrepresents his or her age in order to purchase alcoholic beverages, is guilty of a violation of the Massachusetts State law and is subject to a fine of \$300.00.

Any person to makes a false statement as to the age of another person who is under 21 years of age in order to procure alcoholic beverages is guilty of violating the state law and is subject to a fine of \$300.00

Any person who uses a false liquor purchase identification card or alters or defaces a liquor purchase identification card in order to purchase alcoholic beverages is guilty of violating the state law and is subject to a fine of up to \$200.00 or imprisonment of up to three months.

Any person under 21 years of age who willfully misrepresents his or her age or in any way alters, defaces or otherwise falsifies his or identification offered as proof of age in order to purchase alcoholic beverages is guilty of violating state law and is subject to a fine of \$300.00.

Any person under 21 years of age who transports or carries alcoholic beverages is guilty of violating the state law and is subject to a fine of up to \$50.00. A police officer may arrest such a person WITHOUT A WARRANT. If the person was operating a motor vehicle at the time, his or her driver's license may be suspended for up to three months.

A host of a party may be liable for the injuries suffered by a third person if the host knew or should have known that his or her guest was drunk, and nevertheless gave or

permitted the guest to take an alcoholic drink and thereafter, because of his or her intoxication, the guest negligently operated a car, causing injury to the third person. If the guest whose drunk driving causes an accident is a minor, the host who served the alcohol to the minor might be held liable to the injured third person even if the minor was not intoxicated when the host served the minor alcohol.

Massachusetts has a “zero tolerance” law for blood alcohol level in drivers aged 16 to 21. For such drivers, any alcohol level greater than .02 (roughly equivalent to one drink or a beer) will result in one–the–spot revocation of the driving license. For adults over 21, the maximum permitted level in the law is .08. A first conviction for driving under the influence of alcohol carries with it a fine of \$1,000.00, one year revocation of your driver’s license, and mandatory alcohol education. It may also include up to two years in prison.

Williamstown Open Container Law

No person shall drink, alcoholic beverages from an open container while on any public way or in a public place. No person shall carry an open container of alcoholic beverage while on any public way or in a public place. Violation of this Williamstown ordinance may result in a fine of not less than \$20.00 nor more than \$200.00.

The College’s Response to Underage Drinking

The Campus Safety Department has adopted a program to addressing alcohol violations. An educational component, rather than a punitive approach, is the main focus of this program. Campus Safety officers take an active role to assist hosts and servers and identify underage drinkers at registered events and do the same when providing compliance checks at all campus events. The names of student alcohol violators will be submitted to the Director, Associate Director or Campus Safety Supervisor.

For an initial intervention, the underage student will be contacted and will meet with a Campus Safety supervisor. The initial meeting will concentrate on education concerning Massachusetts law; using fake identification and the penalties; host liability and responsibility assumed by hosts and servers; and risk assessment. The goal is to raise awareness concerning compliance with state law and to advise the student about any future violations and subsequent sanctions. Students may also be referred to a Health Educator from the Health Center if it is determined that high–risk alcohol consumption is a contributing factor. Each case will be handled on an individual basis to determine the appropriate follow–up. The Dean’s Office will be notified and will become involved when disciplinary action is necessary.

Referrals from Campus Safety to the Health Center will be made directly to the Director of the Health Center. A refusal by a student to meet with a Health Educator will result in a notification from the Health Center to the Dean’s Office for subsequent follow–up. There are various types of responses:

- Campus Safety handles the follow–up without referral
- Campus Safety handles the follow–up, and a referral is made to the Health

Center

- a direct referral to the Health Center
- a direct referral to the Dean's Office

If the initial interaction originates at the Health Center, no referrals will be made to the Campus Safety Office.

The College's Response to Illegal Drugs

The College has a zero tolerance for illegal drugs. Campus Safety and Security will contact local police authorities any time evidence of illegal drugs are discovered on College property. Students will be subject to both Massachusetts State Law and the College sanction process.

Referrals from Campus Safety to the Health Center will be made directly to the Director of the Health Center. A refusal by a student to meet with a Health Educator will result in a notification from the Health Center to the Dean's Office for subsequent follow-up.

There are various types of responses:

- Campus Safety handles the follow-up without referral
- Campus Safety handles the follow-up, and a referral is made to the Health Center
- a direct referral to the Health Center
- a direct referral to the Dean's Office

Enforcement Statistics

Statistics for June 1, 2017 - June 1, 2019:

273 students were referred to the Dean of Students Office for alcohol and/or other drug violations during this time period.

208 were related to alcohol possession and/or infractions of social gathering policies and 65 involved possession of marijuana or paraphernalia.

One student received disciplinary probation through the formal disciplinary process and the remaining students received warning letters, meetings with a dean, and or educational sanctions.

APPENDIX B – EMPLOYEE ALCOHOL AND OTHER DRUGS POLICY

STAFF HANDBOOK

Williams » Handbooks » Staff Handbook » Workplace Conduct Policies » Workplace Conduct » Drug and Alcohol Policy

Drug and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities amendments of 1989, the policies governing the use of drugs and alcohol at Williams College are as follows:

College Standards of Conduct and Sanctions

Williams prohibits the abuse of alcohol and expects members of the college community to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol. The College prohibits the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs, or the unauthorized use of prescription drugs.

Members of the college community charged with violations of the standards of conduct are subject to disciplinary action through the established disciplinary procedures of the college. When violations are determined to have occurred, the college will impose disciplinary sanctions on students and employees, consistent with local, state, and federal law. Depending upon the circumstances of the case, the sanctions available to the college include warning, suspension, or termination of employment, or referral for prosecution by public authorities. The College may also require satisfactory completion of an appropriate drug or alcohol rehabilitation program before reinstatement or continued employment.

Massachusetts legalized marijuana for medical purposes in 2012, and recreational use in 2016. The law permits the possession, use, distribution, and cultivation of marijuana in limited amounts by people 21 and over and removes criminal penalties for such activities. However, the federal government still considers marijuana to be an illicit drug. Since the college must abide by federal laws, the above policy prohibiting “the unlawful manufacture, sale, distribution, dispensing, possession, or use of illegal drugs” applies to marijuana, regardless of the 2012 and 2016 Massachusetts state laws.

Additional Requirements of Drug-Free Workplace Act of 1989

Employees receiving federal grants or contracts and student recipients of Pell Grants are required to certify to the funding agency that they are drug-free before receiving any awards.

In addition, any employee, including a student, who participates in any federal grant or contract must notify the Provost within five days of any criminal drug conviction for a violation occurring in the workplace. The Provost is required to notify the funding agency within ten days of receiving notification of the conviction.

Further information may be obtained from the publication “Alcohol, Other Drugs and You at Williams,” distributed annually. Questions regarding these requirements may be directed to the Provost, the Health Educator, or the Assistant to the President for Affirmative Action and Government Relations.