



Drug-Free Schools and Campuses Regulations (Edgar Part 86) Biennial Review: Academic Years 2020-2021 & 2021-2022 (August 1, 2020 to July 31, 2022)

DATE: April 2023

Southwestern Illinois College
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Drug Prevention Certification

The undersigned certifies that it has adopted and implemented an alcohol and other drug prevention program for its students and employees that, at a minimum, includes –

1. The annual distribution to each employee, and to each student who is taking one or more classes of any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study, of:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities
- A description of the applicable 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 associated with the use of illicit drugs and the abuse of alcohol
- A description of any drug or alcohol counseling, treatment or rehabilitation or re-entry programs that are available to employees or students
- A clear statement that the institution will impose disciplinary sanctions on students and employees (consistent with State and Federal law), 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. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

2. A biennial review by the institution of its alcohol and other drug prevention comprehensive program to:

- Determine its effectiveness and implement changes to its comprehensive alcohol and other drug prevention program and policies, if they are needed.
- Ensure that its disciplinary sanctions are consistently enforced.

Southwestern Illinois College, District #522
2500 Carlyle Avenue
Belleville, Illinois 62221

Nick Mance
President

Nick.Mance@swic.edu

Telephone Number: (618) 235-2700, ext. 5247

IRS Employer Identification Number

Date: _____

Southwestern Illinois College
Drug-Free Schools and Campuses Regulations (Edgar Part 86) Biennial Review:
Academic Years 2020-2021 & 2021-2022
August 1, 2020 to July 31, 2022

Table of Contents

- I. Introduction/Overview
- II. Biennial Review Process
- III. Annual Policy Notification Process
- IV. ALCOHOL and OTHER DRUG Policy, Enforcement & Compliance
Inventory & Related Outcomes/Data
- V. ALCOHOL and OTHER DRUG (Comprehensive Program/Inventory &
Related Process and Outcomes/Data
- VI. ALCOHOL and DRUG (Goals and Outcomes)
- VII. Conclusion/Summary
- VIII. On and Off-Campus Resources/Services
- IX. Appendices

Annual DSFCA

- a. Board Policy 4020/ Substance Abuse (Students)
- b. Board Policy 3023/Substance Abuse (Employees)
- c. Board Policy 7015/Dry Campus
- d. Board Policy 7002/ Tobacco Free Campus
- e. Student Conduct Code (relating to Alcohol and Other Drugs)
- f. Athletic Department Substance Abuse Prevention Procedures
- g. Board Policy 7021AP/ Sexual Harassment and Misconduct
- h. Board Policy 7020/Weapons
- i. Board Policy 7018/ Violence Prevention
- j. Nursing Program Policy
- k. ATS Drug & Alcohol Policy
- l. ABE (IDOT Grant) Policy

I. INTRODUCTION/OVERVIEW

The purpose of the Drug and Alcohol Abuse Prevention regulations is to implement section 22 of the Drug-Free Schools and Communities Act Amendments of 1989, which added section 1213 to the Higher Education Act. These amendments require that, as a condition of receiving funds or any other form of financial assistance under any Federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a drug prevention program as described in this part.

As a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must implement a drug prevention program that addresses the following:

- (A) The annual distribution in writing to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, of—
- (1) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
 - (2) A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
 - (3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
 - (4) A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
 - (5) A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), 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 required by paragraph (a)(1) of this section. For the purpose of this section, a disciplinary sanction may include the completion of an appropriate rehabilitation program.
- (B) A biennial review by the IHE of its program to—
- (1) Determine its effectiveness and implement changes to the program if they are needed; and
 - (2) Ensure that the disciplinary sanctions described in paragraph (a) (5) of this section are consistently enforced.
- (C) Biennial Review Period: FY 2021 and FY 2022

Southwestern Illinois College (SWIC) is therefore conducting a biennial review according to EDGAR 86 to demonstrate that the college has implemented a drug prevention program and is adhering to the rules set forth by the Drug Free Schools and Campuses Regulations.

II. BIENNIAL REVIEW PROCESS

- This biennial review covers the period of August 1, 2020 to July 31, 2022 (or the 2020-2021 and 2021-2020 academic years, commencing in mid-August with “Faculty Orientation Week.”)
- Committee Members (Individuals and departments participating within the review process)

Name	Title/Credentials
Ami Lilley Plexico	Licensed Clinical Social Worker/Wellness Advocate
Rob Luttrell	Director of Public Safety/Chief of Police
Kim Thompson	HR Director
Danielle Chambers	Chief Student Services Officer
Jennifer Edwards	Public Safety Campus Resource/Compliance Officer

- Biennial Reports Files: The original Biennial Review Report is maintained in the Financial Aid office, Information Sciences Building (ISB), Room 1035. In accordance with regional accreditation requirements and Department of Education audit cycles, copies of previous Biennial Review Reports are also maintained in this office.
- Requests for Biennial Review Report: The current Biennial Review is accessible on the SWIC Website (www.swic.edu) and can be located under the Public Safety Resources tab. Electronic copies of previous reports may be obtained by emailing the Director of Public Safety.

III. ANNUAL POLICY NOTIFICATION PROCESS

On or about the second Friday of each semester, all students, faculty, and staff members receive emails with information regarding SWIC’s policies on alcohol/other drugs, violence prevention, and VAWA. These email notifications are sent by the Director of Public Safety.

Below are examples of notices provided to all registered students and employees:

Be Safe on Campus (VAWA, Title IX, Bystander Intervention, Risk Reduction, Annual Campus Security Report availability)
 Drug Free Schools and Campuses Act
 Student Handbook and Student Rights
 Tobacco Free Campus

The Drug Free Schools policy is distributed each semester, via email, to all registered students, as well as all faculty and staff members.

- Each student who is taking one or more classes for any type of academic credit except for continuing education credits, regardless of the length of the student's program of study, will receive the notice.
- Students who register after the annual notice is distributed receive the notice on or about at the next semester census date (approximately the second week of the following semester).
- All newly hired employees receive a copy of the Drug-Free Workplace Policy statement during their employee orientation, and sign a form acknowledging receipt.

In addition to the above-referenced notifications, information regarding the institution's policies on drugs and alcohol is included in the Southwestern Illinois College Student Handbook. This Handbook is available at www.swic.edu, and is also distributed to students who attend New Student Orientation prior to the beginning of the Fall semester. The Student Handbook contains information about drug and alcohol policies (including SWIC's Tobacco Free Campus notification), potential criminal penalties, as well as possible institutional disciplinary actions.

Information regarding substance use is disseminated to employees through a variety of channels, including Instructional Guides for Faculty, New Employee Orientations, and the SWIC website. Employees are also given the opportunity to participate in online, self-paced training on alcohol/drug-free workplaces.

In addition to the student handbook, SWIC students are also given access to this information via printed course schedules, the Student Code of Conduct, and the college catalog. Students enrolled in courses in the Health Sciences and Homeland Security Division are provided additional information regarding substance use policies for those programs, as well as their requirements for drug screening.

Additionally, compilation and distribution of the Annual Campus Crime Report is mandated for all higher education institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965. SWIC's Department of Public Safety compiles and distributes this report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, simply known as the "Clery Act," no later than October 1st, each year. The Annual Campus Security and Fire Safety Report (Clery Act) is available at www.swic.edu/publicsafety/CSR.

IV. ALCOHOL and DRUG Policy, Enforcement & Compliance Inventory & Related Outcomes/Data

SWIC posts general policies relating to alcohol and other drugs on its website which is available to all students, faculty, and staff. Department-specific policies, such as those pertaining to student-athletes and Allied Health students, are distributed by their respective Departments; signed acknowledgements of receipt and understanding are retained by each Department.

Board Policies are monitored and updated, as needed, by the Chief Officer overseeing the relevant Department. Any proposed changes to the policy are submitted for first reading by the Board of Trustees. Once tentatively approved for first reading, the draft policy is sent to all employees for comment prior to final approval by the Board. Once approved, the policy is maintained on the College's internal InfoShare site, which is accessible by all employees. Policies which specifically relate to students are also maintained on the College's website and/or distributed directly to students.

The following policy statements are included as appendices to this document.

- Drug and Alcohol Policy (Students)
- Drug and Alcohol Policy (Employee)
- Alcohol Use Policy
- Tobacco Free Campus Policy
- Student Conduct Code (Relating to Alcohol and other Drugs)
- Athletic Department Drug Policy
- Amnesty/Responsible Action Policy (Sexual Harassment/Misconduct Policy)
- Violence Prevention Policy
- Nursing Program Policy
- ATS Drug and Alcohol Policy
- Adult Basic Education (IDOT Grant) Policy

Law Enforcement

The Department of Public Safety (DPS) is the primary law enforcement authority for taking report of allegations of violations of Illinois Criminal and Traffic Offenses as well as Student Conduct Code Violations. The DPS is a combined department with both commissioned and non-commissioned officers. Commissioned officers within the department are sworn police officer positions with full police powers to include arrest and duty responsibilities in accordance with Illinois Compiled Statute (ILCS) 50, Act 705. Non-commissioned officers possess arrest authority and duty responsibilities in accordance with ILCS 110, Act 805 and Board of Trustees Policy 7006, as amended, to make "private citizens arrest", unless summons by a commissioned officer in accordance with Illinois Compiled Statutes. Under Illinois law, a private citizen may arrest another when he has reasonable grounds to believe that an offense other than an ordinance violation is being committed. Additionally, sworn police officers must meet all

requirements of the Illinois Police Training Act and receive the same basic training as regional, city and county peace officers. All duties related to the enforcement of the SWIC Student Conduct Code and Illinois Criminal and Traffic Codes are also the responsibilities of the DPS on the Belleville and Sam Wolf Granite City Campuses.

Commissioned and non-commissioned officers have district-wide jurisdiction on or within college property and facilities, however, primary patrol areas are as follows:

- Belleville Campus (to include adjacent farm property)
- Belleville Campus Metro Link (College Station): public property
- Sam Wolf Granite City Campus

On occasion and/or upon request, commissioned and non-commissioned officers patrol and respond to the following SWIC properties or facilities:

- Programs and Services for Older Persons (PSOP)
- Fire Science Center
- Red Bud Campus: Primary law enforcement is the Red Bud Police Department
- Wyvetter Younge Higher Education Campus, East St. Louis: Primary law enforcement is SIU-E Police Department.

SWIC receives law enforcement support and services from the respective municipal, state, county and federal law enforcement agencies in those jurisdictions where the campuses are located. The DPS maintains a cooperative and close relationship with supporting local, state, and federal law enforcement and/or public safety agencies within District #522, including but not limited to the St. Clair/Madison/Randolph county sheriff's departments, and Belleville/Granite City/Red Bud/SIU-E police departments and Scott AFB Security Forces.

SWIC DPS is a member of the Illinois Law Enforcement Alarm System which is a state-wide Mutual Aid Agreement and the Greater St. Louis Major Case Squad. SWIC DPS participates in regular meetings with St. Clair County Investigative Professionals (SCIP), Chief's Association and the United States Attorney's office. Officers from SWIC DPS regularly attend continuing education training through Southern Illinois Law Enforcement Commission, SILEC. SWIC DPS has a written networking agreement with Call for Help, Inc. and Collaborative Agreement with the Violence Prevention Center of Southwestern Illinois.

Written Memoranda of Understanding for investigation of alleged criminal offenses have not been formalized, except with the Red Bud Police Department; however, the DPS typically conducts the initial investigation of all on-campus criminal offenses on the Belleville and Sam Wolf Granite City campuses unless the DPS has an immediate need for the resources and assistance of the appropriate local law enforcement agency. The SWIC DPS Investigations Unit works closely with the investigative staff of local law enforcement agencies listed above when

incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary.

The officers of SWIC DPS, St. Clair County, Belleville, Granite City and SIU-E police departments communicate regularly on the scene of incidents that occur on and around the campus area. Local law enforcement assistance is requested as needed. The Red Bud Police Department handles all criminal offenses on the Red Bud Campus, per the current MOU. SIU-E handles all criminal offenses at the East St. Louis Higher Education Campus, while Scott AFB Security Forces/OSI handles all criminal offenses on Scott AFB.

Others who monitor Alcohol and Drug Policies: Consistent with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), certain College administrators, faculty, and staff are designated as Campus Security Authorities and required to report information on certain types of Clery Act reportable crimes as well as offenses under Title IX.

Drug, Alcohol and Weapons Law Violations (Clery Act):

Note: These statistics are not separated by campus/non-campus property as required by the Clery Act; they reflect District-wide incidents.

	CY 2020	CY 2021	CY 2022 (Available Fall 23)
Liquor Law Arrests	0	0	
Liquor Law Violations Referred for Disciplinary Action	0	3	
Drug Law Arrests	1	2	
Drug Law Violations Referred for Discipline Action	5	0	
Weapons Law Possession Arrests	1	1	0
Weapon Law Possession Violations Referred for Disciplinary Action	0	1	0

- Alcohol Policy Violations: During the current review period, 3 violations of the College’s alcohol policy were reported. These violations resulted in verbal warnings only; no arrests or referrals for student discipline were made as a result of these violations

- Smoking/Tobacco Free Campus Violations: Southwestern Illinois College is a tobacco-free campus. Smoking and the use of tobacco products – to include smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking – is prohibited. This prohibition extends to all college-owned, rented or leased properties and vehicles. Students and staff are not exempt from tobacco use in a personal vehicle parked on SWIC property.
- Drug Testing Results: Per SWIC Drug and Alcohol Policies, the following personnel and/or programs conducted drug testing from August 1, 2020 through July 31, 2022
 - Employee (Human Resources):
 - Public Safety: 11 personnel tested with no failures
 - Physical Plant Personnel: 6 personnel tested with no failure
 - ATS: 26ATS Drivers were tested with no failures
 - Special Programs
 - Health Sciences & Homeland Security Division: 940 Health Sciences students were tested, with 17 failures.
 - Homeland Security: 17 students were tested with 0 failures

Note: No student-athletes were drug tested during the reporting period

- Number of Requests for Permission/Authorization to serve alcohol: Per Board Policy 7015, William and Florence Schmidt Art Center Policy, the Foundation Office and the Schmidt Art Center hosted and approved the following events to serve alcohol:
 - Foundation Office (Belleville Campus):
 - 2020: 0
 - 2021: 2
 - 2022: 2
 - Schmidt Art Center (Belleville Campus)
 - 2020: 0
 - 2021: 0
 - 2022: 2

V. ALCOHOL AND OTHER DRUG (AOD) (Comprehensive Program/Intervention Inventory and Related Process and Outcomes/Data)

- **Personal Health and Wellness Course (HES 151)**
This is an elective course focusing on the importance of making healthy lifestyle choices affecting individuals, families, and communities. This course is required for students majoring in Early Childhood Education, Welding, and Commercial Maintenance Mechanics. The course satisfies the Human

Wellbeing elective for many other programs. Upon successful completion of the course, students will be able to:

- Describe the effects of addiction including the use and abuse of alcohol, tobacco, and other drugs.
- Explain the relationship of stress and its management to individual health.
- Show an understanding of the prevention of major diseases including heart disease, cancer, and diabetes.
- Identify common infectious diseases and how they can be prevented.
- Develop strategies to decrease personal risk of injury and violence.
- During the 2020 - 2022 reporting period, SWIC offered 74 sections of the Personal Health and Wellness classes. There were 1,766 students enrolled in these sections, with 1,524 of them completing the course.

Public Safety Education and Awareness Initiatives

The College offered the following **primary prevention and awareness programs for all incoming students** during the review period of August 1, 2020- July 31, 2022:

- Student Orientation – Fall and Spring terms (August/January) - optional
- ED 101 Freshman Seminar – Optional Course for Students
- Running Start Student Orientation – Required
- Student Handbook
- Master Course Syllabi
- Code of Conduct Posted
- College Catalog
- Athletic Handbook
- SWIC.EDU

The College offered the following **primary prevention and awareness programs for all new employees** during the review period of August 1, 2020- July 31, 2022:

- New Employee Orientation In-person – Required Full Time Employees
- Alternate Employee Orientation Handbook – Disseminated with new hire paperwork to all adjuncts/part time instructors who are unable to attend in-person orientation.
- Public Safety Seminars – Each Opening Week
- Faculty Instructional Guidelines
- Public Safety Email Notifications – each semester
- SWIC.EDU
- Faculty Development – Success Strategies
- Employee Assistance Program

Clery Act-Ongoing Prevention and Awareness Program for Students and Employees Academic Years 2021 and 2022

- Title IX/VAWA- Student Athletes
- Annual Notice to Students and Employees/Drug-Free Schools & Campuses Act Notice
- Rape Aggression Defense (RAD)
- Health & Wellness Fair
- Annual Notice to Students and Employees/Drug-Free Schools & Campuses Act Notice
- Tobacco-Free Campus Notification
- Prescription Drug Drop-Off

CAMPUS RESPONSES**Wellness Advocate**

SWIC employs one full-time Wellness Advocate faculty position, though posting for additional social workers/Wellness Advocates are occurring. The demand for social workers and/or counsellors is very high with applicant response very low to almost non-existent. These positions, staffed by Licensed Clinical Social Workers, were created to provide personal counseling services to students to assist with crisis intervention, short-term individual therapy, academic issues, test anxiety, consultation, community resources, and referrals.

Wellness Advocates do not provide on-site substance abuse counseling, but are available to link students with appropriate community providers. Wellness Advocates provide referrals to treatment programs, support groups, and other resources, based on a student's individual needs. During the current reporting period, several of these referrals were made.

Wellness Advocates are also available to provide education and training to the SWIC community on various topics, including mental health and substance use/abuse. Such trainings have been offered to faculty and staff, as well as students.

Campus Behavioral Intervention Threat Assessment Team (CBITAT)

The Campus Behavioral Intervention/Threat Assessment Plan was developed through the implementation of a Campus Behavioral Intervention/Threat Assessment Team (CBITAT). The overall goal of the CBITAT is to promote a safe environment for all students and employees focused on helping students learn and develop and to create a safe and secure work environment for employees.

Overall, the Campus Behavioral Intervention/Threat Assessment Team seeks to formalize the College's processes for greater communication, collaboration and coordination of

concerns regarding the maintenance of a safe environment. The Vice President for Student Development serves as the Chair of this team. Other members of the team include the Director of Public Safety, and the Director of Disabilities & Access Center.

Sexual Assault Task Force (Subcommittee of the Campus Violence Prevention Committee)

This committee, comprised of both on-campus resources and community partners, is charged with developing a coordinated response for prevention of and response to sexual assaults. This committee meets the requirements set forth in 110 ILCS 155 (Preventing Sexual Violence in Higher Education), which mandates that each institution of higher education establish such a committee. This committee convenes twice yearly. Through this committee's efforts and collaboration, SWIC is able to address sexual assault, including violence relating to alcohol and drug usage.

VI. ALCOHOL AND OTHER DRUG (AOD) Goals & Outcomes

Goals established in the 2020-2022 Review included:

- 1) *Maintain and Improve Annual Notification to employees and students.*
 - a) *Send notice each semester, to include summer semester, at least annually.*
 - b) *Improve procedures/practices so any new student and/or employee must acknowledge the college's Drug and Alcohol Prevention Program before or upon enrolling and being employed through the on-line system.*

Instead of an annual notification, SWIC now disseminates the Drug Free Schools and Campuses Act notifications three times per year. This is handled through the Public Safety Office. These notices are now sent each semester, including Summer semesters, to all enrolled students. By expanding these notifications to include Summer semesters, all actively enrolled students are notified of the requirements and expectations.

All prospective students receive notification about and a link to the institution's Annual Campus Security Report upon their application to the College. This report also contains SWIC's policies on alcohol and drug use. Prospective employees must acknowledge understanding that they may be subject to a pre-employment drug screen upon application. Additionally, all newly hired employees, regardless of whether they attend an in-person employee orientation or complete an online orientation, are provided information regarding SWIC's substance use policies.

- 2) *Update and improve Drug and Alcohol Prevention Programs*
 - a) *Combine the current Drug and Alcohol Student and Employee Policies into one comprehensive policy.*
 - b) *Ensure all drug testing programs (i.e. Allied Health, Adult Basic Education, etc.) are specifically listed in the new policy.*

The current Drug and Alcohol Policies for both Students and Employees have not been revised or consolidated during this review period. These policies were last amended in March 2015. The Student policy is being reviewed. Any changes will be reported and reflected in the next Biennial Review.

- 3) *Develop methods to measure success of Drug and Alcohol programs.*
 - a) *Incorporate drug and alcohol awareness questions in any future climate surveys.*

The next district wide climate survey will be administered in the Spring of 2023, so no climate survey occurred during this review period. A request will be made to include a drug and alcohol awareness/prevention question on the next climate survey. Additional questions into the next Core Survey can be added which could examine students' participation in and evaluation of awareness/prevention efforts.

Goals for the next Biennial Review period (2022 - 2024)

- 1) **Develop a more visible and robust alcohol and drug abuse educational awareness campaign.**

During the current review period, no educational campaigns or events were regularly held, however COVID 19 restricted any opportunities. During the coming review period, this needs to be a greater focus. Should the vacant Wellness Advocate positions be filled, this will allow for greater flexibility in planning and attending events and workshops. Another goal would be to cultivate a student organization that might assist with these types of events. Previously, a student group called the Lifesavers was active and provided peer mentoring and awareness events to the student body. This group has since disbanded; no similar student organization is active as of this writing.

- 2) **Incorporate the importance of living a drug-free and responsible lifestyle within the college's vision, mission, values, and strategic plan. Under the direction of the Board of Trustees, examine the role of the Substance Abuse Prevention Committee and regenerate if necessary.**

A new Strategic Plan for the college is in the process of being developed which allows for the plan to address the importance of living a healthy lifestyle and targeting prevention and awareness. The Substance Abuse Prevention Committee would fall under this scope as the guiding force to ensure activities occur during the next cycle.

- 3) **Increase services to students to support social, mental, and emotional needs which would include drug and alcohol prevention.**

The Board of Trustees recently approved a four-year agreement with Timely MD which is a telehealth agency that provides one to one support for mental and emotional health to students. In addition, the Board approved creating and posting adjunct wellness advocates to potentially increase on campus support with qualified social workers and/or counsellors. Employing additional full-time wellness advocates continues to be a goal so that supports can be provided as all campuses. During the next review cycle, the outcomes for expanding services to students will be reviewed in order to determine impact and sustainability.

VII. CONCLUSION/SUMMARY

Southwestern Illinois College has completed the review of its alcohol and drug policy as well as programs, services, and enforcement practices for the current review period, consisting of academic years 2020-2021 and 2021-2022. SWIC is in compliance with the Drug Free Schools and Campuses Regulations, has an effective AOD Policy, consistently enforces standards of behavior related to AOD abuse and distributes the policy in writing to our students and employees in many different formats.

With COVID-19 restrictions occurring during the Biennial Review period, the next cycle should demonstrate greater improvements and student services. The college is looking forward to the impact that Timely MD will have on students as well as increasing in-person supports. Offering the varied modes of supports (in-person; online; telehealth) should meet the desired preferences for students to freely and comfortably access services.

VIII. AVAILABLE HELP FOR STUDENTS, STAFF, AND FACULTY

ON-CAMPUS RESOURCES/INFORMATION

<u>Resource</u>	<u>Address/Location on Campus</u>	<u>Phone Number</u>
Wellness Advocate	Belleville Campus, LA Bldg., Room 2014	(618) 235-2700 Ext. 5290
College Public Safety/Police	Belleville Campus 2500 Carlyle Ave Belleville, IL 62221	(618) 235-2700, ext. 5221 or (618) 222-5221
	Sam Wolf Granite City Campus 4950 Maryville Road Granite City, IL 62040	(618) 931-0600, ext. 7372 or (618) 797-7372

<u>Resource</u>	<u>Address/Location on Campus</u>	<u>Phone Number</u>
Office of the Title IX Co-Coordinator	Danielle Chambers Jennie Sommer, Belleville Campus	(618) 222-5397
Chief Student Services Officer	Danielle Chambers Belleville Campus 2500 Carlyle Ave Belleville, IL 62221	(618) 222-5397
Financial Aid	Belleville Campus 2500 Carlyle Ave Belleville, IL 62221	(618) 235-2700, ext. 5288 Information Science Building Room 1035 (Main/Front Office/PALS) Information Science Building Room 1155 (Technical Office)
	Sam Wolf Granite City Campus 4950 Maryville Road Granite City, IL 62040	(618) 931-0600 ext. 7304 Building 4, Rooms 410-415 Rooms 411 & 414 (Reg/Financial Aid Staff) Room 410 (Financial Aid) Room 413 (PALS)
	Red Bud Campus 500 West South 4th Street Red Bud, IL 62278	Room 164 (PALS) 618-235-2700, ext. 8126
	East St. Louis Campus 601 James R Thompson Blvd East St. Louis, IL 62201	Room 1007C Room 1007D 618-874-6592/6595

Although there are no alcohol/drug treatment programs on campus, the college does have relationships with several local agencies near each of our campus locations. Following is a partial list of the resources available within the SWIC district and in neighboring communities. More information is available through the St. Clair County Community Mental Health Board. Its website may be accessed at www.stc708.org.

Off-Campus: Also refer to the County of St. Clair, Community Services Directory, and Published by the St. Clair County Community Mental Health Board (at www.stc708.org).

Resource	Address/Location on Campus	Phone Number
Local Police Belleville Campus	St. Clair County Sheriff's Department	(618) 277-3500
	Belleville Police Department	(618) 234-1212
Sam Wolf Granite City Campus	Granite City Police Department	(618) 877-6111
	Madison County Sheriff's Department	(618) 692-4433
Red Bud Campus	Red Bud Police Department	(618) 282-6118/(618) 282-2363
	Randolph County Sheriff's Department	(618) 826-5484
East St. Louis Higher Education Center	SIU-E Police Department	(618) 482-8717
Scott AFB Education Center	Scott AFB Security Forces	(618) 256-2223/2224
<u>Hospitals</u>	Memorial Hospital 4500 Memorial Drive Belleville, IL 62223	(618) 233-7750
	Memorial Hospital East 1404 Cross Street Shiloh, IL 62296	(618) 607-1000
	St. Elizabeth's Hospital 1 St. Elizabeth's Blvd. O'Fallon, IL 62269	(618) 234-2120
	Gateway Regional Medical Center 2100 Madison Ave. Granite City, IL 62040	(618) 798-3000
	Anderson Hospital Route 162 Maryville, IL 62062	(618) 288-5711 Emergency Room Ext. 436

Resource	Address/Location on Campus	Phone Number
	Alton Memorial Hospital #1 Memorial Drive Alton, IL 62002	(618) 463-7311
	St. Anthony's Hospital #1 Anthony's Way or 906 College Ave. Alton, IL 62002	(618) 465-2571
	Highland Medical Center 1515 Main St. Highland, IL 62249	(618) 654-7421
	Red Bud Regional Hospital 325 Spring St. Red Bud, IL 62278	(618) 282-2831
	Sparta Hospital 818 Broadway Sparta, IL 62286	(618) 443-2177
	Chester Memorial Hospital 1900 State St. Chester, IL	(618) 826-4581
<u>Counseling Service – Listing of Services</u>	Alcoholic Rehabilitation Community Home (ARCH) Granite City, Illinois	(618) 877-4987 Services: Level III.1 (low intensity) long-term substance use treatment for adult males and DUI evaluation and DRE treatment
	Centerstone Marion, Illinois	Services: Co-Occurring/Dual Diagnosis, Adult and Adolescent Services Please refer to their website at https://www.centerstone.org/our-expertise/services-directory
	Chestnut Health Systems Belleville, IL Bloomington, IL Edwardsville, IL Granite City, IL Joliet, IL Maryville, IL	618) 877-4420 – Assessment and Screening, Adolescent Intensive Outpatient and Outpatient, Adult Intensive Outpatient, Medication Assistant Treatment, Adult Outpatient, Recovery Support Services, Onsite Pharmacy Bloomington (309) 827-6026 – Assessment and screening, Adolescent Male Residential, Intensive Outpatient,

Resource	Address/Location on Campus	Phone Number
		<p>Recovery Home for Adolescent and Young Adult Males and School Based Substance Abuse Services in McLean County, Illinois, Adult Residential, Adult Intensive Outpatient, Medication Assistant Treatment, Adult Outpatient and Recovery Support Services</p> <p>Edwardsville (618) 877-4420 – Assessment and screening, Adult Intensive Outpatient, Adult Outpatient and Recovery Support Services</p> <p>Granite City (618) 877-4420 – Assessment and screening, Adult Co-Occurring/Dual Diagnosis Adult Intensive Outpatient, Medication Assisted Treatment, Adult Outpatient, Recovery Support Services and On-site Pharmacy</p> <p>Joliet (815) 263-8209 – Adolescent assessment and screening and Outpatient</p> <p>Maryville (618) 288-3100 – Adolescent assessment and screening, Adolescent Residential, Adolescent Intensive Outpatient and Adolescent Outpatient</p>
	<p>Comprehensive Behavioral Health Center East St. Louis, Illinois</p>	<p>(618) 482-7330</p> <p>Services: Mental Health (Community Support Services, Supervised and Supported Residential Services, Mental Illness and Specialized Children and Adolescent Program, and Crisis Services), Substance Use (Intensive Outpatient, Halfway House, Adult Residential), Project for Assistance in Transition from Homelessness (PATH), Adult Re-Deploy, Developmental Disability Services and Teen Parenting</p>
	<p>Comprehensive Connections Mt. Vernon, Illinois</p>	<p>(618) 242-1510</p> <p>Services: Detoxification, Adult Residential, Adult Outpatient, Mental Health Outpatient, Mental Health Crisis</p>

Resource	Address/Location on Campus	Phone Number
		Intervention, Psychosocial Rehabilitation, Intensive Case Management for Individuals with Severe Mental Illness and Vocational Services
	Continuing Recovery Center Irving, Illinois	(217) 332-4441 Services: Level III.1 (low intensity) long-term substance use treatment for adult males and DUI evaluation and DRE treatment
	Family Guidance Centers Springfield, Illinois	(217) 544-9858 Services: Co-Occurring/Dual Diagnosis, Medication Assistant Treatment
	Fellowship House Anna, Illinois	(618) 833-4456 Services: Gambling, Detoxification, Adult Residential, Adult Outpatient, Family program, Prevention and Youth Services
	Gateway Foundation Carbondale, IL Caseyville, IL Springfield, IL Swansea, IL	Carbondale (618) 529-1151 – Adult Residential, Adult Men’s Residential Co-Occurring/Dual Diagnosis, Adult Intensive Outpatient, Adolescent Residential, Adult Aftercare, DUI Evaluation, Education and Treatment Caseyville (618) 345-3970 – Adult Residential and Adult Day Treatment Springfield (217) 529-9266 – Adult Residential (Level III.5), Adult and Adolescent Intensive Outpatient, Adult Day Treatment, Adolescent Male Residential, Adult and Adolescent Aftercare and DUI Treatment Swansea (618) 234-9002 – Adult and Adolescent Intensive Outpatient, Adult Aftercare, and DUI Evaluation and Treatment
	Great River Recovery Resources Quincy, Illinois	(217) 224-6300 Services: Partial Hospitalization, Day Treatment, Residential Long-Term Treatment, Hospital Inpatient,

Resource	Address/Location on Campus	Phone Number
		Outpatient Methadone/Buprenorphine or Vivitrol
	Central East Alcoholism and Drug Council (CEAD) Charleston, Illinois	(217) 348-8108 Services: Adult Women's Outpatient, Recovery Home for Women with Children, Adult Outpatient, and Women's Recovery Home
	New Vision Alton, IL Centreville, IL Greenville, IL Shelbyville, IL	Alton (618) 433-6084 Centreville (618) 332-5204 Greenville (618) 664-2292 Shelbyville (217) 774-6436 Services: Adult Inpatient medication stabilization and withdrawal management
	Prairie Center Champaign, Illinois	(217) 356-7576 Services: Adult Residential, Adult Outpatient, Prevention Services, DUI Services, HIV/AIDS Services and Parenting with Love and Limits
	The Wells Center Jacksonville, Illinois	(217) 243-1871 Services: Adolescent (individual, group and family), Detoxification, Adult Residential, Adult Outpatient, Adult Aftercare, Prevention Education and HIV/AIDS Education and Referral Services
<u>United Way</u>		2-1-1
<u>Counseling and Mental Health</u>	Comprehensive Behavioral Health Center 505 S. Eighth St. East. St. Louis, IL 62204	618-482-7330
	Alton Mental Health Center 4500 College Ave. Alton, IL 62002	(618) 474-3800
	Bethany Place 821 West A St. Belleville, IL 62220	(618) 234-0291
	Chestnut Health Systems, Inc. 12 N. 64th St. Belleville, IL 62223	(618) 397-0900

Resource	Address/Location on Campus	Phone Number
	Web Site: www.chestnut.org	
	Gateway Regional Medical Center Behavioral Health Services 2100 Madison Ave. Granite City, IL 62040 Web Site: www.gatewayregional.net	(618) 798-3888 (Resource Center)
	VA Medical Center – St. Louis Web Site: www.stlouis.va.gov E Mail: marcena.gunter@va.gov	(314) 652-4100 or 1-800-228-5459 John Cochran Division 915 North Grand Boulevard St. Louis, MO 63106 Jefferson Barracks Division 1 Jefferson Barracks Drive St. Louis, MO 63125
	Call For Help Inc. Recovery Support Center 9400 Lebanon Road Edgemont, IL 62203	618-397-0968 www.callforhelpinc.org
<u>State's Attorney's Office</u>	<u>Belleville Campus (St. Clair County)</u> 10 Public Square Belleville, IL 62220	(618) 277-3892
	<u>Sam Wolf Granite City Campus (Madison County)</u> 157 N. Main St., Suite 402 Edwardsville, IL 62025	(618) 692-6280 Fax: (618) 296-7001 SAinfo@co.madison.il.us
	<u>Red Bud Campus (Randolph County)</u> 1 Taylor St., Courthouse Chester, IL 62233	Phone: (618) 826 - 5000 ext.193 Fax: (618) 826 - 3738 Email: attorney@randolphco.org
	Bond County Circuit Court Clerk 200 West College Greenville, IL 62246	618-664-3208
	Monroe County Circuit Court Clerk 100 S. Main St., Room 115	618-939-8681

Resource	Address/Location on Campus	Phone Number
	Waterloo, IL 62298	
	Montgomery County Circuit Court Clerk 120 N. Main St., Box C Hillsboro, IL 62049	217-532-9530
	Perry County Circuit Court Clerk Courthouse Square, Box 219 Pinckneyville, IL 62274	618-357-5116 618-357-2434
	Washington County Circuit Court Clerk 101 East. St. Louis St. Nashville, IL 62263	618-327-4800, etc. 305
<u>County</u> <u>Courthouse</u>		
	Belleville Campus (St. Clair County) 10 Public Square Belleville, IL 62220	(618) 277-6600
	Sam Wolf Granite City Campus (Madison County) 157 N. Main St., Suite 402 Edwardsville, IL 62025	(618) 692-6280
	Red Bud Campus (Randolph County) 1 Taylor St., Courthouse Chester, IL 62233	(618) 826 -5000
	Bond County Circuit Court Clerk 200 West College Greenville, IL 62246	618-664-3208
	Monroe County Circuit Court Clerk 100 S. Main Str., Room 115 Waterloo, IL 62298	618-939-8681
	Montgomery County Circuit Court Clerk 120 N. Main St., Box C Hillsboro, IL 62049	217-532-9530

Resource	Address/Location on Campus	Phone Number
	Perry County Circuit Court Clerk Courthouse Square, Box 219 Pinckneyville, IL 62274	618-357-5116
	Washington County Circuit Court Clerk 101 East. St. Louis St. Nashville, IL 62263	618-357-2434
<u>Financial Aid</u>	Federal Student Aid 500 West Madison, Suite 1576 Chicago, IL 60661	www.ifap.ed.gov 1-877-801-7168
<u>Visa & Immigration Assistance</u>	Department of Homeland Security USCIS Robert A. Young Federal Building 1222 Spruce St., Room 2.205 St. Louis, MO 63103	1-800-375-5283 uscis.gov ice.gov

APPENDICES

Annual Drug Free Schools and Campuses Act Notice

Below is a copy of the annual/semester notice and content of the policy, concerning the Drug Free Schools and Campuses Act:

The [Drug-Free Schools and Campuses Act](#) requires that each institution distribute the following in writing to all students and employees annually:

- Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on college property or as part of any college activities
- A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of the health risks associated with the [use of illicit drugs](#) and the [abuse of alcohol](#):
 - [National Institute on Drug Abuse](#) Drug Prevention
 - Health Risks Associated with the use of Illicit Drugs and Alcohol: Alcohol and drug abuse result in significant health problems for those who use them. Alcohol and drug use in the college setting not only contributes to lost productivity, but also causes tremendous costs related to negative academic impacts, absenteeism, accidents, health care, loss of trained personnel and need for treatment programs. Alcohol and drug abuse can cause physical and emotional dependence. Users may develop a craving for these substances, and their bodies may respond to the presence of drugs in ways that lead to increased use. Certain drugs, such as opiates, barbiturates, alcohol and nicotine create physical dependence. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. Psychological dependence occurs when taking drugs becomes the center of the user's life. Some drugs have an effect on the mind and body for weeks or even months after drug use has stopped. Drugs and alcohol can interfere with memory, sensation, and perception. They

can distort experiences and cause loss of self-control that can lead users to harm others as well as themselves.

- SWIC Wellness Services have Wellness Advocates available to assist students dealing with addiction and more. (see <https://www.swic.edu/students/services/support-services/wellness/>).

•A description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs available to employees or students

•A clear statement that the institution will impose disciplinary sanctions on students and employees, consistent with federal, state, or local law, 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](#)

The Drug-Free Schools and Campuses Act may be reviewed at www.swic.edu/wp-content/uploads/2017/08/2017-SWIC-Annual-Notification-090117.pdf

Board Policy 4020: Substance Abuse (Students)

It is the policy of Southwestern Illinois College to comply with both the letter and the intent of legislation directed at the national problem of substance abuse. Specifically, it is the policy of Southwestern Illinois College to comply fully with the provisions of the Federal Drug-Free Workplace Act of 1988 (Title V-D of Public Law 100-690) and of the Federal Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and of the Compassionate Use of Medical Cannabis Pilot Program Act (Public Act 098-0122, effective January 1, 2014). This policy applies to all employees, students, and visitors of the college as well as to all participants in college-sponsored programs.

A. An illegal drug is defined for the purposes of this policy as any drug that is either not legally obtainable or has not been legally obtained. The term includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes, prescribed drugs being used by a person other than the prescription holder, and marijuana (to include under the Medical Cannabis Pilot Program).

B. Legally prescribed medications are not covered under this policy and are permitted to the extent that its use does not adversely affect the student's ability to perform, or the safety of others in the educational/workplace setting. However, the possession and/or use of medical cannabis on College property is prohibited.

C. The policy does not apply if the illegal drug is prescribed or authorized by a medical practitioner while acting in the course of her/his professional practice and such illegal drug is used by the student at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the student's regular responsibilities.

D. Any student at Southwestern Illinois College shall not possess or use any illegal or controlled drug or substance in either refined or crude form except under the direction of a licensed physician. Those who violate any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of drugs on College property will be referred to the appropriate civil (delete/college) authority. Since the College possesses an interest in such violations, students will also be subject to College disciplinary action based upon current policies. This discipline may include removal from classes and college programs, discontinued student employment opportunities or separation from the college.

E. Possession and use of intoxicants on College property is prohibited except as provided for in Board Policy #7015. Irresponsible behavior attributed to the influence of intoxicants is not condoned and will be subject to actions by civil authorities and the College based on current policies, local, state and federal laws. The word “intoxicants” includes alcohol.

F. In order to provide a drug-free environment, Southwestern Illinois College has adopted and will continue to implement a drug prevention program for its students which, at a minimum,

includes:

- (a) A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.
- (b) Standards of conduct that are applicable to all students in the college and that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on college premises, including extension centers or as part of any college activity.
- (c) A clear statement that disciplinary sanctions (consistent with local, State, and Federal law), up to and including expulsion and referral for prosecution, will be imposed on students who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of a licensed rehabilitation program at a college-approved facility.
- (d) Information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students within the college or within the community.
- (e) A requirement that students be given a copy of the standards of conduct and the statement of disciplinary sanctions required by publishing such standards and statements in the college catalog and class schedules.
- (f) Notification to students that compliance with the standards of conduct is mandatory.

(g) A biannual review of the program by the college committee identified in G below to determine the program's effectiveness and to implement any needed changes to the program and to ensure that the disciplinary sanctions are consistently enforced.

G. This policy shall be implemented by the Substance Abuse Prevention Committee chaired by the Vice President for Student Development and consisting of the Director of Human Resources, the Director of Disability and Access Center, the Director of Financial Aid and Student Employment, a Dean appointed by the Vice President for Instruction, two faculty members appointed by the Faculty Union, one representative from each of the full-time employee bargaining units or non-unit groups, and a part-time employee representative from the SWIC EE bargaining unit.

Board Policy 3023: Substance Abuse (Employees)

It is the policy of Southwestern Illinois College to comply with both the letter and the intent of legislation directed at the national problem of substance abuse. Specifically, it is the policy of Southwestern Illinois College to comply fully with the provisions of the Federal Drug-Free Workplace Act of 1988 (Title V-D of Public Law 100-690) and of the Federal Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and of the Omnibus Transportation Employees Act of 1991 (Public Law 102-143) and the Compassionate Use of Medical Cannabis Pilot Act (Public Act 098-0122, effective 1/1/14). This policy applies to all employees.

A. An illegal drug is defined for the purposes of this policy as any drug that is either not legally obtainable or has not been legally obtained. The term includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes, prescribed drugs being used by a person other than the prescription holder, and marijuana.

B. Legally prescribed medications are not covered under this policy and are permitted to the extent that their use does not adversely affect the employee, student, or enrollee's work ability, job performance, or the safety of others in the workplace/educational setting. Medical cannabis may not be possessed or used on college property or in any college vehicle. The use of medical cannabis is prohibited by a Public Safety Officer (Commissioned or Non-Commissioned) and by ATS drivers.

C. The policy does not apply if the illegal drug is prescribed or authorized by a medical practitioner while acting in the course of her/his professional practice and such illegal drug is used by the employee at the prescribed or authorized dosage level, and such level is consistent with the safe performance of the employee's duties.

D. Any employee, at Southwestern Illinois College shall not possess or use any illegal or controlled drug or substance in either refined or crude form except under the direction of a licensed physician. Those who violate any provision of federal or state law pertaining to the manufacture, possession, purchase, sale or use of drugs on College property will be

referred to the appropriate civil authority. Since the College possesses an interest in such violations, employees or students may also be subject to College disciplinary action based upon current policies. This discipline may include termination of employment.

E. Possession and use of intoxicants on College property is prohibited except as provided for in Board Policy #7015. Irresponsible behavior attributed to the influence of intoxicants is not condoned and will be subject to actions by civil authorities and the College based upon current policies. The word "intoxicants" includes alcohol.

F. In order to provide a drug-free workplace Southwestern Illinois College will:

(a) Provide an annual statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establish a drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;

(2) The college's policy of maintaining a drug-free workplace;

(3) Information about how to reach community providers of drug counseling and rehabilitation; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring on College property;

(c) Make it a requirement that each employee to be engaged in the performance of any external grant be given a copy of the statement required by paragraph (a);

(d) Notify all grant employees that, as a condition of employment under the grant, the employee will--

(1) Abide by the terms of the statement; and

(2) Notify the college of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notify the grant or agency within ten days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction; (f) Take one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-- (1) Taking appropriate personnel action against such an employee, up to and including termination; or (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency; (g) Make a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

G. In order to provide a drug-free workplace, Southwestern Illinois College has adopted and will continue to implement a drug prevention program for its students and employees which, at a minimum, includes: (a) Standards of conduct applicable to employees that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on college premises or as part of any of its activities. (b) A clear

statement that disciplinary sanctions (consistent with local, State, and Federal law) up to and including termination of employment and referral for prosecution, will be imposed on employees who violate the standards of conduct, and a description of those sanctions. A disciplinary sanction may include the completion of an appropriate rehabilitation program as approved by the college. (c) Information about any drug and alcohol counseling and rehabilitation and reentry programs that are available to employees. (d) A requirement that employees have access to a copy of the standards of conduct and the statement of disciplinary sanctions required.

(e) A biannual review of the program by the college committee identified in H. below to determine the program's effectiveness and to implement any needed changes to the program and to ensure that the disciplinary sanctions are consistently enforced.

H. This policy shall be implemented by the Substance Abuse Prevention Committee consisting of the Director of Human Resources, the Director of Disability and Access Center, the Director of Student Financial Aid and Placement, a Dean appointed by the Vice President for Instruction, two faculty members appointed by the Faculty Union, one representative from each of the full-time employee bargaining units or non-unit groups, and a representative from the part-time employee bargaining units.

I. In order to provide a safe work place free from drug and alcohol abuse Southwestern Illinois College has adopted and will continue to implement a drug and alcohol testing program for specific employees and applicants for specific positions. (a) Effective January 1, 1996, the college is required to establish a drug and alcohol abuse testing program for specific safety sensitive personnel. This requirement results from the federal Omnibus Transportation Employees Act of 1991 (Public Law 102-143). The college will consider the following safety sensitive personnel for the purpose of the Testing Program: ATS drivers and dispatchers, designated Physical Plant personnel, Athletic Department Coaches, and Public Safety Officers, Additionally, faculty and staff can be tested for cause. (b) The policy shall be implemented by the Drug and Alcohol Abuse Testing Program Committee chaired by the Vice President of Administrative Services. The committee members are the Director of Human Resources, the Director of ATS, the Athletic Director, the Director of the Physical Plant, the Director of Public Safety and a Substance Abuse Professional from the Counseling department.

Board Policy 7015: William and Florence Schmidt Art Center *Dry Campus Policy*

The William and Florence Schmidt Art Center exhibits visual images that inspire, inform, and connect people and ideas. The Schmidt Art Center galleries and gardens provide quality art displays to benefit students and the general public. The Erlinger Conference Room in the Schmidt Art Center provides executive retreat space for corporate, business and organizational clients from throughout the college district. The center is owned by Southwestern Illinois College.

The College provides staffing, operational and maintenance support for the Schmidt Art Center. The Foundation manages funds for art acquisition and maintenance of the collection and serves as a conduit for securing/distributing private funds in support of the Schmidt Art Center; including donations, solicitations, and facility income.

The Schmidt Art Center is available for use by the college and general community. Any income generated through the auxiliary charges for beverage and food provision for events, or facility charge, must be used exclusively for educational, charitable and/or operation/maintenance for the center.

The Board of Trustees authorizes the serving of alcohol in the Schmidt Art Center and adjacent grounds on the SWIC – Belleville Campus for “Foundation-sponsored” or “Foundation-permitted” functions. If one or the other function involves monetary income through this usage, all such income must be used exclusively for educational, charitable and/or operations/maintenance purposes.

Board Policy 7002: Tobacco Free Campus

The Southwestern Illinois College Board of Trustees, in consideration of the provisions of the Smoke Free Illinois Act and the Illinois Smoke Free Campus Act, prohibits smoking and use of tobacco products, to include smokeless, e-cigarettes or other devices that simulate visual, sensory and behavioral aspects of smoking, in all college-owned buildings, on all college-owned property (grounds and parking lots), within all spaces leased by the college and in all college-owned, rented or leased vehicles.

This includes the carrying, smoking, burning, inhaling or exhaling any kind of a lighted pipe, cigar, cigarette, hookah, weed, herbs, or other lighted smoking equipment as well as products that are intended to deliver nicotine for human consumption, unless it has been approved by the FDA for tobacco- use cessation or other medical purposes, reference Board Policy 3023 and 4020 for guidelines and restrictions for medical marijuana.

Exception: This policy does not apply to persons in non-college-owned or leased vehicles while passing through campus or personal vehicles parked on campus, or properties covered under the Smoke Free Illinois Act, or enclosed laboratories, not open to the public, in an accredited university or government facility where activity of smoking is exclusively conducted for the purpose of medical or scientific, health- related research. Smoking also doesn't include smoking that is associated with native recognized religious ceremony, recital, or activity in accordance with Sections 1996 and 1996a of Title 42 of the United States Code.

Student Conduct Code (Relating to Alcohol and other Drugs)

Students at Southwestern Illinois College have the same rights as those accorded all citizens of the United States and the state of Illinois, including the right to free, open and responsible discussion and inquiry, and the right to a quality education in a program of study under competent instructors.

The college is obligated to its residents and the state to provide an environment which is conducive to the academic and personal development of its students. This obligation requires the college to conduct its affairs in an orderly, uninterrupted manner. It is an expectation for SWIC students, staff, employees and visitors to uphold the decorum of the college environment at all times.

Student conduct on campus and at all college-sponsored activities is governed by the rules of the community. Violations of federal, state and local laws at any college-sponsored activity, on or off campus, will be considered a violation of the Student Conduct Code and violators will be subject to disciplinary action. Violations include, but are not limited to:

- possession, consumption and/or being under the influence of alcoholic beverages, except at Foundation-sponsored events and off-campus activities where such possession and consumption meet requirements of state law and where the location of the activity does not prohibit such beverages;
- sale, use, possession, distribution and/or being under the influence of marijuana to include medical marijuana or any other illicit or synthetic substance, including any controlled substance prescribed or not prescribed by a licensed physician;

Sanctions for academic dishonesty or for behavior disruptive to the educational process may be imposed by faculty members in their instructional role. Sanctions for academic dishonesty include a failing grade on an individual assignment, examination or course. Serious matters of academic dishonesty or disruptive behavior may cause the student to be withdrawn from the instructor's course or a program of study. A student found to have violated the Student Conduct Code may be denied access to certain courses or programs, including the loss of internship privileges, needed to complete a program of study.

The vice president for Student Development or designee may impose the following sanctions upon students found to have violated the Student Conduct Code:

- *Disciplinary Reprimand*: An oral conference that is documented or a written reprimand; both noting the seriousness of the violation of the Student Conduct Code.
- *Probation*: A status for a specific period of time which places the student on notice that further misconduct may result in more serious penalty.

- *Social Probation:* Probationary status that also restricts the student from specified activities, equipment or facilities.
- *Suspension:* Involuntary separation from the college for a stated period of time or until stated conditions are met. Days on suspension are unexcused absences from class.
- *Expulsion:* Permanent removal from Southwestern Illinois College.
- *Assessment for Restitution:* Payment for restoration of property or to resolve financial obligations to the college. Failure to pay assessed amounts will prevent the student from obtaining records and registering for classes.
- *Separations or Restrictions:* A student may be separated or restricted from enrollments on a temporary basis pending the completion of proceedings relevant to the Student Conduct Code. Students will be so notified.

Athletic Department Substance Abuse Prevention Procedures

GOAL STATEMENT

It is the goal of the Athletic Department of Southwestern Illinois College to uphold the integrity of athletic competition by ensuring that student athletes abide by regulations set forth in order to prevent, discourage and respond to substance abuse.

INTRODUCTION

These procedures are based on the premise that illicit use of drugs does not belong in athletic competition. The integrity of the institution, student athletes, and coaching staff shall be upheld through the implementation of the procedures presented. Southwestern Illinois College does not condone nor will it tolerate substance abuse by athletes.

The foundation of these procedures is to provide educational information to student athletes and staff on the effects of substance abuse and to do those things necessary to prevent athletes from using illicit drugs. It is the intention of the college to protect the well-being of the athlete.

EDUCATION

A necessary step in deterring drug use is to educate staff and athletes on substance abuse and the effects drugs have on health, well-being and athletic performance. Upon completion of this phase the student athletes must make a choice of what lifestyle they wish to pursue. Their choice alone will dictate the disciplinary action taken by this institution.

A comprehensive seminar will be presented at the beginning of each fall semester with a follow up presentation at the beginning of spring semester. Attendance for all student

athletes and staff will be mandatory. The seminar will be presented by a qualified drug educator and the substance abuse procedures introduced at this time. Each athlete will be required to sign a consent form validating their comprehension of these procedures and consequences related to violations of these procedures.

SUBSTANCE ABUSE SCREENING

Substance abuse screening will be conducted as part of these procedures to ensure the safety and well-being of the student athlete and to uphold the ideals of this institution. Screening of the athletes may be conducted on a random basis. Reasonable suspicion and/or evidence of substance abuse may also support the necessity for the drug test. The determination on individual or team testing will be the decision of the Athletic Director. Failure to submit to a drug test will cause the athlete to be removed from athletic participation and may result in forfeiture of scholarship. Screening will be conducted by a certified health organization with qualified personnel as selected by the Athletic Director. It will be the responsibility of this organization to collect and document the specimens to ensure a valid drug screening. The results of the screening will be reported immediately to the Athletic Director and Head Coach for a further course of action. All records of the screening are to be kept on file in the Athletic office and confidential. The release of any information pertaining to the drug screening must be approved by the Athletic Director so as to protect the privacy of the student athlete.

SUBSTANCE ABUSE COUNSELING

Any athlete with a positive test result will automatically be placed in a counseling program. A referral will be made by the Athletic Director to the Counseling Center. The Athletic Director, Head Coach and program director(s) will determine the length of treatment/counseling. The student athlete will be responsible for any costs of the counseling and treatment program. The refusal of the athlete to participate in the described program will be cause for removal from team participation and may result in forfeiture of scholarship.

REPORT PROCEDURES

Any incident thought to involve substance abuse shall be reported to the Athletic Director, Vice President for Student Development and the President of the College. Investigative procedures will follow to determine the validity of the reported incident. The Director of Public Safety will be notified. The College reserves the right to notify law enforcement officials, as appropriate. If evidence warrants drug screening, the student athlete will be required to have a drug test. The College retains the right to remove the athlete from athletic participation while allegations are under investigation.

All information concerning a confirmed incident will be reported to the NJCAA office and will become a part of the student athlete's disciplinary records. Disciplinary procedures will follow the investigation if appropriate.

SUBSTANCE ABUSE PROCEDURES:

- (1) Student athletes are prohibited from possessing, using, buying, selling, or participating in the distribution of illicit drugs.

Violation at any time will result in an automatic team suspension. The student athlete may risk forfeiture of scholarship. The student athlete may also risk other penalties up to and including expulsion from the institution. Duration of suspension and reinstatement to the team are at the discretion of the Athletic Director with the approval of the institution's Administration.

- (2) Student athletes are prohibited from misuse or distribution of prescription or over-the-counter drugs.

Violation will result in a one game suspension for the first offense. A second offense will result in a team suspension and may result in forfeiture of scholarship.

- (3) Student athletes under the age of 21 are prohibited from the possession and/or consumption of alcohol in accordance with the law.

(a.) Violation whereas the student athlete is arrested, ticketed for DUI, public disorder, or any incident involving the police or campus public safety will result in an automatic team suspension. The athlete may risk forfeiture of scholarship and expulsion from the institution. Reinstatement is at the discretion of the Athletic Director with the approval of the Administration.

(b.) Violation in which the police are not involved will result in a two game suspension for the first offense. A second offense will result in a team suspension. Reinstatement is at the discretion of the Athletic Director. Further offenses may result in forfeiture of scholarship.

- (4) Student athletes over the age of 21 are prohibited from the consumption of alcohol on campus, at college events and in student athlete living quarters.

(a.) Violation whereas the student athlete is arrested, ticketed for DUI, public disorder, or any incident involving the police or campus public safety will result in an automatic team suspension. Reinstatement is at the discretion of the Athletic Director. Student athlete may risk forfeiture of scholarship.

(b.) Violation in which the police are not involved will result in a two game suspension for the first offense. A second offense will result in a team

suspension with reinstatement at the discretion of the Athletic Director.

(c.) If alcohol is found in college secured housing, all occupants of that apartment will be made to serve ten (10) hours of community service to be determined by the Athletic Director or his staff. Students failing to fulfill service requirement will receive a two game suspension.

- (5) Student athletes are prohibited from the misuse of tobacco products.

Violation will result in a one game suspension for the first offense. A second offense will result in a two game suspension. Further violations will result in a team suspension with reinstatement at the discretion of the Athletic Director.

- (6) Student athletes will not engage in the advertising of illicit drugs, alcohol or tobacco products. This includes the wearing of clothing with any of these logos present.

Violation will result in a one game suspension for the first offense and two game suspension for the second offense. Further violations will result in a team suspension with reinstatement at the discretion of Athletic Director.

- (7) Student athletes will submit to drug screening at random or upon reasonable suspicion of substance abuse.

Failure to submit to a drug test will result in removal from athletic participation and upon review may result in forfeiture of scholarship.

- (8) Student athletes will enter a substance abuse program upon a positive result of a drug test.

Failure to enter a drug counseling program will result in an automatic forfeiture of scholarship and removal from the team.

Positive Drug Test Sanctions:

First positive: The testing agency will be requested to notify the Athletic Director of positive test results. Any student athlete with a positive test result will be automatically suspended from athletic participation for a minimum two week period whereas the athlete will enter a substance abuse program. Failure to comply will result in an indefinite team suspension and possible forfeiture of scholarship. Reinstatement to athletic participation is at the discretion of the Athletic Director and the Vice President. The student athlete must maintain satisfactory progress in the treatment program to be considered for reinstatement.

Second positive: A second positive test will result in removal from the team and forfeiture of scholarship.

Student athletes are subject to the institution's Code of Conduct for actions as they result in violation of the Code, publicized annually in the Student Handbook. The College reserves the right to provide information on incidents to parents. The College will take official action by placing a hold on all enrollment services for any person failing to fulfill violation repercussions.

CONCLUSION

Student athletes and the athletic staff shall serve as role models and represent Southwestern Illinois College in a distinct manner. The success of a substance abuse prevention effort relies on the foundations set by all individuals involved and the effort put forth to uphold policy. It is the responsibility of the athletes, coaches and college to ensure the integrity of athletic competition is upheld.

OPR: Athletic Department

Board Policy 7021/AP: Sexual Harassment/Misconduct

Amnesty

The acknowledgment of use of alcohol or drugs in violation of the Student Code of Conduct or Board of Trustee Policy by a person making a complaint of sexual harassment/misconduct (to include Sexual Violence) shall not be a basis for a separate charge of misconduct against the student or employee, unless the college determines that the violation was egregious, including without limitation an action that places the health and safety of any other person at risk.

Board Policy 7020: Weapons

Southwestern Illinois College is committed to providing an environment for its faculty, staff, students and visitors that is safe and secure.

Pursuant to Illinois law, Public Act 098-0063—Firearm Concealed Carry Act, firearms of any kind, where carried openly or concealed, shall not be allowed on any Southwestern Illinois College building, classroom, laboratory, medical clinic, hospital, artistic venue, athletic venue, entertainment venue, officially recognized college-related organization property, whether owned or leased, and any real property, including parking areas, sidewalks, and common areas under the control of the public college. All weapons must be properly stored (in a locked container and out of plain view) prior to entering any college facility, vehicle, or event.

Additionally, firearms of any kind, where carried openly or concealed, shall not be allowed in any college-owned, leased or contracted vehicles with the following exceptions listed below.

This policy applies to all Southwestern Illinois College faculty, staff, students, contracted employees, and campus visitors, with the following exceptions:

A) Law enforcement officers, other government personnel authorized to carry a weapon, Illinois Retired Officer Concealed Carry Program permit holders, and (on-duty) licensed security officers who are authorized to carry a weapon, in accordance with laws of the State of Illinois.

B) Firearms used for the purpose of instruction and curriculum of officially recognized programs, including but not limited to military science and law enforcement, private security officer training programs or college-approved Concealed Carry training and certification course(s).

Any employee violating this policy will be subject to discipline up to and including termination. Any student violating this policy will be subject to discipline up to and including expulsion. Any visitor violating this policy will be subject to being barred from campus. All may be subject to criminal prosecution.

Board Policy 7018: Violence Prevention

Southwestern Illinois College does not tolerate acts of violence, bullying or hostility committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on College owned, controlled, or leased properties, or while conducting College business at any location, including representing the College at conferences or off-site meetings, or riding in College owned or leased vehicles.

This policy applies to the personal conduct of :

1. Employees while functioning in the course and scope of employment, whether on or off-campus, and to any off-duty violent conduct or bullying that adversely impacts a College employee's ability to perform their assigned duties and responsibilities.
2. Students involved in violations occurring on college property/in facilities will be addressed under the Student Conduct Code. Violations on off-campus property will be addressed also by the Student Conduct Code, if College officials decide that College interests are involved.
3. Student employees under relevant employee policies.

It is intended that all feasible and useful management strategies be employed to identify and prevent incidents of workplace and campus violence and bullying, reduce the effects of violence and bullying on victims, and provide consequences to those who threaten or perpetrate acts of violence or bullying.

The College will use available resources such as personnel from Southwestern Illinois College's Public Safety, Counseling Center, Vice President for Student Development, Human Resources, Student Support Services programs, and relevant local law enforcement and victim advocacy agencies such as the Violence Prevention Center of Southwestern Illinois and Call For Help, Inc., in responding to alleged acts of violence or bullying. College employees, students and/or visitors are encouraged and expected to report indications of potential violent behavior and acts of bullying, and must not be subjected to any acts of retaliation for reporting concerns.

A violation of this policy shall be considered unacceptable conduct and subject to the disciplinary actions under the appropriate employee and student policies, up to and including termination or expulsion, respectively. Individuals who violate this policy also may be subject to arrest for violation of the appropriate state criminal statute, and/or may be barred from campus.

Nursing Program Policy

Criminal background check, random drug test, and name search on government registries which prohibit employment in health care professions are required in our health science programs. Program start is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program. Details and directions for accessing and purchasing online screening for background checks are shared with accepted students. Background checks are conducted for every state in which the student has worked or resided since the age of 18 years. Conviction of offenses in the following areas normally prohibit the student from participation in the clinical portion of the program and will result in program dismissal: assault, sexual offenses, murder, burglary, arson, and robbery. Refer to the Health Care Worker Background Check Act for a complete list of offenses at www.idph.state.il.us/nar/.

Students convicted of a "disqualifying" offense(s) will be asked to produce a waiver from the Illinois Department of Public Health for identified offenses. To request a waiver application from IDPH, students may call 217-785-5133. Not all clinical sites accept the IDPH waiver (i.e. MO sites), therefore required clinical sites are also surveyed to determine if clinical placement can be accomplished. If a waiver cannot be produced prior to clinical/program start or survey results indicate clinical sites prohibit the conviction, the student will be removed from the program.

In addition, positive results from the drug test and student listing on prohibitory government registry will also result in dismissal from the program. Dismissal for positive criminal background check, drug test, or listing on a government registry does not qualify students for refund of tuition or lab fees. Students who have concerns regarding their status with the above regulations are encouraged to

discuss the matter with the program coordinator or the coordinator's assistant prior to seeking admission.

The programs which require criminal background and drug test are:

- Paramedic
- Emergency Medical Technician
- Health Information Technology
- Medical Assistant
- Medical Laboratory Technology
- Medical Billing & Coding
- Nursing Education
- Advanced Standing Nursing Education
- Phlebotomy
- Physical Therapy Assistant
- Radiologic Technology
- Respiratory Care

Nurse assistants have to do a fingerprint background check only.

Background Check and Drug Testing Requirements for Health Science Programs

Students accepted into specific Health Science programs must purchase an on-line screening package which includes:

- 1. Criminal Background Check**
- 2. Government Registry Search**
- 3. Urine Drug Test**

Program acceptance is contingent upon meeting deadlines for completion of the screening and results which allow the student to participate in the clinical portion of the program.

1. Criminal Background Check

Program acceptance letters will include deadline details and directions for accessing and purchasing the on-line screening for criminal background checks. Background checks are required for the clinical portion of health science programs and may also be required after graduation to take licensure/registry/certification examinations, which are required for employment.

Criminal Background Check Details:

- ❖ Background checks are conducted for Illinois, Missouri and every state in which the student has lived or worked since the age of 18.

Criminal Convictions:

- Certain criminal convictions are identified as “disqualifying” for working with patients or their personal information. Fines, probation, or conditional discharge are convictions and will appear on a criminal history check. If the student is unsure as to whether an arrest resulted in a conviction, he or she should contact the county in which the arrest occurred and speak to a representative in the Circuit Clerk’s or State’s Attorney’s office, or contact an attorney.
- A complete list of disqualifying convictions is available from the Illinois Department of Public Health (IDPH) at the following website: <http://www.idph.state.il.us/nar/disconvictions.htm>
- **Students convicted of a “disqualifying” offense will be asked to produce a waiver from the Illinois Department of Public Health and will be removed from the program if a waiver cannot be produced.**
- Required clinical sites will be surveyed to determine if clinical placement can be accomplished with identified conviction(s). Students will be dropped if clinical site(s) prohibit conviction.

Waiver Process for Disqualifying Convictions:

- Students with disqualifying criminal convictions as listed on the IDPH’s website must obtain a waiver in order to retain their seat in any Health Science program which they have been accepted into.
- Typically, it takes 8-12 weeks to receive a waiver determination from the IDPH, so **students should start the waiver process as soon as possible, before program acceptance.**
- **Applicants should be aware that obtaining a waiver does not guarantee program admission, and that not every clinical facility accepts the IDPH waiver, therefore obtaining the waiver is not a guarantee that the clinical portion of the program can be completed.**
- Applicants should also be aware that less than half of those who apply for an IDPH waiver receive one. Each waiver application is reviewed on an individual basis. **In general, a waiver is not granted in the following circumstances:**
 - a. The crime committed involved an elderly or disabled person.
 - b. There are more than 2 similar crimes.
 - c. The crime involves murder, sexual assault, aggravated battery, armed robbery, exploitation of a child, child pornography or kidnapping.
 - d. The offense occurred less than 2 years ago.

How to Request a Waiver:

- Call the Illinois Department of Public Health at **1-217-785-5133** and ask for a **waiver application**.

2. Government Registry Search

The on-line screening package also includes a search for the student’s name on multiple government registries. Students whose names appear on these registries as offenders will lose their seats in the program.

Government Registry Search Details:

- ❖ A search will be conducted to confirm that the student is not listed as an offender on any government registry. A standard set of registries will be searched for all programs, while select programs require additional registries to be searched.

Registries for All Programs:

The following registries will be searched for all students accepted to Health Science programs:

- Disqualification list for the MO Department of Health and Senior Services
- Division of Family Services (DFS)
- The Office of Inspector General (OIG)

Additional Registries for Select Programs: *Note: These additional registry checks increase package cost.*

Certain Health Science programs will use additional registries, based on clinical site requirements. These registries include:

- The Missouri Department of Health and Senior Services Employee Disqualification List
- The Department of Mental Health Employee Disqualification Registry

3. Urine Drug Testing

Purchase of the on-line screening package also includes a random urine drug test **that will be completed at a time determined by the college.** **At the time the package is purchased, instructions may be listed on the website to complete the urine drug test. Students should ignore these directions and wait for further instructions from the college regarding the date for their random drug test.**

Urine Drug Testing Details:

- ❖ A urine drug test will be conducted to ensure that the student has not used illegal drugs or taken a prescription medication that belongs to someone else. If the student's drug test result is positive for any substance, proof of prescription is required or the student will be dropped from the program. The use of prescriptive medication is not a problem as long as the medication is prescribed to the student. **Note: Medical marijuana, which is not FDA approved, is also considered a positive drug testing result.** Students who fail to take the drug test are ineligible for refund of tuition or lab fees.

When to Take the Test:

- The college will assign each student's drug test at a random time after the on-line package has been purchased.
- When the test is assigned, students **MUST** complete the test within 48 hours regardless of schedule conflicts.

Where to Take the Test:

- All drug testing will be completed at a Quest Diagnostics Lab.
- Students schedule a drug test appointment with a Quest lab after notification from the college.

Communication with Quest Diagnostics:

- If contacted, it is vital that students communicate with Quest Diagnostics and their affiliates during the drug testing process.
- In the event that a drug test is positive, students will be contacted and must provide proof of prescription.

4. Cost

All costs associated with the on-line screening package (Criminal Background Check, Government Registry Search and Urine Drug Test) are the responsibility of the student. **Costs are set by the vendor of the screens and may change at any time.**

Cost Details:

- ❖ Students are required to visit the website of the vendor to order an on-line package through the website.
- ❖ The cost of the on-line package varies based on the program applied, resident history and work history:

Requirements of clinical facilities for each program set the base cost for the on-line package. There are currently two categories:

- A. For the **Medical Assistant, Medical Laboratory Technology, Phlebotomy, Respiratory Care and Paramedic** programs, the starting cost of the package is **\$87.75**.
- B. For the **Nursing Education, Advanced Standing Nursing Education, Physical Therapist Assistant and Radiology Technology** programs, the starting cost of the package is **\$114**, due to additional required registry checks.

Residence and Work History

For students who have lived or worked in any state (since the age of 18) other than Illinois or Missouri, an additional fee of **\$13 per state** will be added to the base cost.

5. Assistance and More Information

For assistance with any of these processes or to request more information, contact the Coordinators' Assistant at (618) 235-2700, ext. 5355.

ATS Drug and Alcohol Policy

DRUG AND ALCOHOL PROGRAM

ATS agrees to comply immediately with Department of Transportation (DOT) provisions for all drivers. ATS will join the Midwest Truckers Association which will do all of the drug and alcohol testing and standards will be the same as those required for CDL license. All ATS drivers must meet and maintain CDL physical requirements whether or not said driver has a CDL.

ATS agrees to comply with the Department of Transportation (DOT) provisions for all drivers. ATS will join the Midwest Truckers Association which will do all the drug and alcohol testing for drivers and safety sensitive positions. ATS management will administer these programs. All ATS drivers must meet and maintain CDL physical requirements whether or not said driver has a CDL. All ATS personnel; including drivers and non-driving positions (administrative/clerical staff) are also subject to the SWIC Board of Trustees Board (BOT) Policies (3000 Series) relative to Substance Abuse.

Adult Basic Education

Agreement Number: S-HCCTP-522

means, e.g. community college advertisement, IDOT EEO Officers, highway construction contractors, trade unions, workforce advisory groups, word-of-mouth, governmental agencies, state and local media, faith-based organizations, etc. The Grantee must provide to ICCB documentation to substantiate the recruitment and marketing activities for each training session through the Written Quarterly Progress Reports.

Candidates must meet the following requirements:

- Have an interest in highway construction industry trades;
- Be at least 18 years of age;
- Have dependable child care arrangements if necessary;
- Possess a high school diploma or GED;
- Have appropriate assessment scores as determined by the Grantee;
- Hold a valid driver's license; and
- Consent to and pass an initial drug and alcohol screening test and potential random tests.

For those who meet the minimum requirements, each candidate will undergo an interview and orientation process in order to qualify for selection into the HCCTP. The Grantee will keep a computer generated or paper record verifying the student's interview and orientation status. The Grantee must provide to ICCB application data and supporting documentation for selection process through the Written Quarterly Progress Reports.

Since HCCTP funds for attending the HCCTP are not the responsibility of the candidates, no candidate shall be disqualified or denied access to the program because they owe the college money from past activities.

The Grantee will develop, maintain and utilize a training curriculum using a highway construction pre-apprentice style curriculum. The Grantee will provide its chosen curriculum, and any subsequent changes to the curriculum, to ICCB, who will in turn report said information to IDOT. The curriculum should be submitted to ICCB at the start of each grant year. Any changes to the curriculum should be submitted in the Written Quarterly Progress Reports.

The Grantee must provide detailed information for all field training activities prior to commencement. Detail must include the specific project, skill set to be acquired, estimated cost of the project and specific materials/equipment necessary for successful training. Field training activities must receive joint approval from ICCB and IDOT, so timing of these requests for approval is critical.

The following are various topics that might be included in the curriculum, of which four are required for every training session:

- Mathematics for the Trades (required);
- Highway Construction Prep/Job Readiness (required);
- OSHA Site Safety (required);
- WorkKeys Readiness System with goal to obtaining National Careers Readiness Certificate for HCCTP Graduates (required);
- Heavy and Highway Carpentry;
- Concrete Technician Skills;
- Excavation (Operating Engineer Basics);
- Blue Print Reading;
- Welding & Cutting;

State of Illinois
GRANT AGREEMENT
Page 34 of 38