

Dear Barton Community College employee,

U.S. Department of Education regulations require this **ANNUAL NOTIFICATION** to all students and employees. Please take a few minutes to review this important material.

Standards of Conduct

Barton supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act amendments of 1989. Students and employee are expected to abide by all applicable alcohol and drug laws, and to abstain from use of alcohol and illegal drugs while on campus and during school-sponsored activities, unless its use is in accordance with [Policy 1220-Service of Alcoholic Beverages for Special Events](#), or as allowed by law by Barton's Housing Staff within their private residences. In addition, smoking and smokeless tobacco are prohibited in college facilities and college vehicles.

Applicable Legal Sanctions

Local, state, and federal laws relate to the unlawful possession, use, or distribution of illicit drugs and alcohol. These laws govern such issues as: public drunkenness; purchase, consumption, possession or transportation of alcohol by a minor; selling or furnishing alcohol to minors; manufacturing, selling, or carrying a false ID; driving under the influence; and, illegal trafficking and possession of controlled substances. Penalties for violation of alcohol and drug laws can include fines, court costs, diversion costs, treatment costs, community service, loss of driver's license, and jail time.

Health Risks Associated with the Abuse of Alcohol or Use of Illicit Drugs

The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia, psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; and permanent damage to the liver, heart and central nervous system leading to death.

Drug and Alcohol Programs

All students are eligible for basic assessment and/or referral by the Student Support Services Counselor, the Student Nurse, or the Vice President of Student Services. These individuals can be contacted at the following numbers: Counselor (620) 792.9295; Nurse (620) 792.9233; VP of Student Services (620) 792.9226. Employees who choose to contact the Counselor or Nurse regarding substance-related issues are eligible for consultation and referral. Referral to other treatment providers can be found at 800-662-HELP, or at <http://findtreatment.samhsa.gov>.

Disciplinary Sanctions

Barton will impose disciplinary sanctions on students and employees for violations of these standards of conduct. Sanctions may include fines, suspension, counseling, verbal warning, Performance Improvement Plan, expulsion or termination of employment as provided in the [Student Code of Conduct](#) or the [Employee Conduct and Discipline](#) procedures, and may include referral for prosecution.

Confidentiality, Questions or Comments

All information received by Barton through the drug-free program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and College policies. Any questions or comments regarding this notification may be directed to Jenna Hoffman, Director of Human Resources, at (620) 792.9221 or at hoffmanj@bartonccc.edu. For additional information, please see [Policy 1126 - Drug Free Environment](#). To obtain a hard copy of Policy 1126, contact hoffmanj@bartonccc.edu or call 620.792.9221.

Respectfully,

Jenna Hoffman, Director of Human Resources