



ROBERTS
WESLEYAN COLLEGE



NORTHEASTERN
SEMINARY

**Biennial Review of the Alcohol and Drug Policies, Procedures, Services and
Programs at the College for the period of July 1, 2018 – June 30, 2020.**

June, 2021

Executive Summary

Roberts Wesleyan College and Northeastern Seminary (“College”) are committed to a healthy campus which supports the academic and work environment for our students and employees.

As a Christian College, we are not immune to incidents of drug and alcohol use on our campus; however, we strive to integrate a Christian worldview and learning into our everyday life and work. Our dedicated staff work tirelessly to create an engaging environment while meeting the mandated federal and state compliance requirements. The College supports and provides activities, resources and services designed to encourage a healthy and drug-free lifestyle. It is through the continued collaborative efforts of all departments within the College community that we continue to persist in this effort to remain committed to each student’s success.

Included in this report are the College’s stated policies, statement of compliance and educational and prevention efforts. Also included is a review of the strengths and weaknesses of our program together with goals and recommendations for improvement.

This biennial review is submitted in compliance with U.S. Department of Education. Contact information is located within for questions or comments.



Dr. Deana L. Porterfield, President

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Introduction

Roberts Wesleyan College and Northeastern Seminary (“College”) encourage the campus community to make responsible decisions concerning the use of alcoholic beverages. The minimum age for drinking in New York State is twenty-one (21). The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act 1989 (DFSCA) requires colleges of higher education that receive federal funds to develop, certify and implement programs to prevent the abuse or misuse of alcohol and drugs by students and employees, both on campus and as part of any college activities. Roberts Wesleyan College and Northeastern Seminary, in compliance with this regulation, conducts a biennial review of the program’s effectiveness and consistency of the enforcements sanctions.

Regulatory Requirements: Annual Notification

The regulations require the College to annually distribute the following, in writing, to all students and employees:

1. Standards of Conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees
2. A statement of the legal sanctions or disciplinary actions taken under local, state or federal law for the unlawful possession, use or distribution of illicit drugs and alcohol
3. A statement of all health risks associated with alcohol and drug use
4. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to students and employees
5. A clear statement that the College will impose sanctions on students and employees, including a description of those sanctions, up to and including expulsion from the College or termination from employment.

Regulatory Requirements: Biennial Review

The law requires colleges to conduct a Biennial Review* of its alcohol and drug abuse prevention program with the following objectives:

1. To determine the effectiveness and consistency of the policy and to implement any needed changes to the campus alcohol and drug prevention program;
2. To determine the effectiveness and consistency of the College’s enforcement of disciplinary sanctions for violating the standard of conduct.

The Biennial Review must also include a determination as to:

1. The number of reported drug and alcohol related violations and fatalities occurring on the campus or as part of the college’s off-campus activities;
2. The number and types of sanctions the College imposes on students or employees as a result of such violations or fatalities.

*The Department of Education recommends colleges of higher education conduct the biennial review in even-numbered years and focus their reports on the two preceding academic years.

Regulatory Requirements: Providing a copy to the Department of Education

The College, upon request, must provide a copy of the College's biennial report to the U.S. Department of Education or its representative. The Department of Education may review the report and supporting documentation and, if the College is determined to be non-compliant, may take action ranging from providing technical assistance to terminating federal funds of Roberts Wesleyan College and Northeastern Seminary.

Biennial Review Team

Campus Safety
Office of Human Resources
Office of Student Life
Office of Title IX

Compliance with Drug-Free Schools and Communities Act**Alcohol and Drug Policy**

Roberts Wesleyan College and Northeastern Seminary consider the abuse of drugs and alcohol by its faculty, staff and students to be unsafe and detrimental to the educational process and work environment. It is the College's policy that the possession, use, consumption, sale, purchase or distribution of alcohol, illegal drugs or illegally possessed drugs by any employee or student while in the workplace, on campus or in the conduct of college-related activities off-campus, is strictly prohibited.

The College does not permit any person(s) of legal drinking age or older to possess or consume alcoholic beverages while on campus property.

This policy is not designed to interfere with the appropriate use of prescription drugs. Employees, including student workers, should notify their supervisors if the proper use of prescribed medication will affect work or academic performance. Abuse of prescription drugs will be treated as a violation of this policy.

Drug Free Workplace Act

As a recipient of federal grants, the College is required to maintain a drug-free workplace pursuant to the requirements of the *Drug-Free Workplace Act*. The College is firmly committed to maintaining a drug-free workplace.

In conformity with the requirements of the Drug-Free Workplace Act, all Roberts Wesleyan College and Northeastern Seminary employees are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances anywhere on the college premises. Employees are prohibited from reporting to work under the influence of an intoxicant or controlled substance.

Compliance with College policies is a condition of employment on all grants funded by federal programs.

Distribution and Review of Policy

An electronic copy of the College's Alcohol and Drug policy is available to all new employees at the start of employment. Policies are available to all employees at <https://rwc.roberts.edu/hr/policies/>. The policy is also included in the College's Annual Security and Fire Safety Report (known as the Clery Report) which is distributed annually via electronic email to all students and staff and is available on the College's website. Each student registered in a degree program during an academic year receives a copy of the policy in the Student Handbook.

Standards of Conduct

The College is committed to providing an educational and professional work environment in which health and safety is a priority. Under the College's policy, expectations are communicated and enforced across the campus community. Such guidelines include:

- Maintaining compliance with College policies and state and federal laws
- Monitoring academic and work performance
- Reporting, documenting and investigating incidents and concerns by appropriate means to designated individuals
- Appropriately and safely intervening as a bystander on behalf of a student or an employee who may be intoxicated
- Imposing corrective measures as appropriate
- Referring an affected student or employee to counselling
- Evaluating the data and effectiveness of this process and policy

Policy for Consumption and Service of Alcohol

The College does not permit the presence or use of alcohol on campus.

- The policy for student related activities is located on-line at <https://www.roberts.edu/media/4319/studenthandbook.pdf>
- The policy for faculty and staff related activities is located <https://rwc.roberts.edu/hr/policies/>

For further information and guidance on the policies and procedures related to alcohol on campus, contact the Office of Student Life.

Smoking Policy

The New York Public Health Law and the New York State Clean Indoor Air Act prohibits smoking in any indoor area open to the public to protect all students, employees and visitors from secondhand smoke. Smoking is not permitted in any indoor or outdoor campus locations operated, controlled or leased by the College.

Controlled Substances Policy

The College investigates any reported instances of illegal drug activity on campus and enforces all applicable drug laws. Drug violations may include: illegal purchase, use, possession, manufacturing or distribution of illegal or illegally possessed drugs, drug paraphernalia and controlled substances including unauthorized purchase, use, possession or distribution of prescription medication.

The College has established procedures for disciplinary action against illegal use or abuse of drugs by employees or students, as set forth in the Student Handbook and employment policies. This policy is not designed to interfere with the appropriate use of prescription drugs. Students and employees should notify their supervisor if the proper use of prescribed medication will affect work or academic performance. The policy may be viewed at:

<https://rwc.roberts.edu/documents/hr/20131015114%20Controlled%20Substance%20RWC%20.pdf>

Disciplinary Action and Enforcement of Drug and Alcohol Policy

Penalties or sanctions will be imposed by the College in accordance with procedures for disciplinary actions against employees and students as found in the respective handbooks. Disciplinary action for employees may include, but are not limited to referral to rehabilitation programs, written warnings dismissal from academic programs and termination of employment as consistent with the requirement of the Rehabilitation Act of 1973.

Amnesty Policy for Alcohol and /or Drug Use

The health and safety of every student at the College is of utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time one or more of the following violation(s) occurs, including but not limited to domestic violence, dating violence, stalking, or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for drinking or drug use. The College strongly encourages students to report domestic violence, dating violence, stalking to college officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking or sexual assault to college officials or law enforcement will not be subject to disciplinary action for violations of alcohol and/or drug use policies occurring at or near the time of the incident.

Duty of Care

The College recognizes students and employees should take reasonable care for their own health and safety and that of others. The College also acknowledges its role to make every effort to provide a safe environment for students and employees to work and learn in an environment that will not put themselves or others at risk.

Enforcement and Consistency of Disciplinary Sanctions

The College is a drug and alcohol free campus and seeks to abide by all drug and alcohol related policies, regulations and laws, to ensure consistent disciplinary sanctions against those students and/or employees who violate said policies and laws are consistent with local, state or federal law. The College will continue to strive to ensure each individual offense is handled fairly, consistently and in accordance with policies and regulations. Should a student feel that a disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, he/she should contact the Dean of Students. Should an employee feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, he/she should contact the Office of Human Resources. All concerns will be taken seriously.

Prevention Programs

The College has identified four (4) topical areas of focus. These goals include:

1. Early Awareness

- Inform the campus community about the risk factors associated with alcohol and drug use/abuse and encourage healthy behavior.
- Sharing the policy of maintaining a drug-free workplace with students and employees
- Inform the campus community about the importance of timely notification to trained staff
- Inform the campus community on how to safely intervene as a bystander and the amnesty policy associated with rendering help.

2. Intervention

- Providing clear and direct methods by which to refer community members of concern
- Maintaining a roster of individuals of concern which the appropriate and/or assigned administrator can access for consistent follow up.
- Providing support services to students, faculty and staff who are experiencing alcohol and/or drug problems such as on-campus counseling and/or off campus resources for students and for employees which may include drug counseling, rehabilitation or counseling

3. Culture

- Cultivating a culture where all community members recognize their role within the larger context of the campus community
- Encouraging and promoting a campus culture that focuses on healthy living
- Encouraging an understanding of the link between student educational career and demonstrating responsible and professional behavior choices

4. Evaluation

- Evaluating initiatives and programs on a bi-annual basis
- Providing student opportunities to evaluate initiatives and intervention services, both anonymously and self-identifying
- Tracking the number of drug and alcohol related disciplinary sanctions, referrals for counseling and treatment and incidents reported to College officials to identify any trends that need to be addressed.

Education

Many departments at Roberts Wesleyan College are involved in educating students about alcohol and drugs. Below is a summary of the College's initiatives.

- New and first-time college students (including transfers) are required to attend a mandatory new student orientation program.
- NCAA regulations require athletic students to receive annual alcohol and drug awareness training.
- Residence Life holds floor meeting at the beginning of each semester and opportunities when incident occurs.
- The Wellness Center provides programs for students. They conduct small discussion groups, individual treatment and referrals to local agencies and hospitals for students with alcohol and/or drug issues.
- Parents receive information during traditional semester orientation sessions.

Alcohol and Drug Data

The data reflects disciplinary statistics from July 1, 2018 through June 30, 2020 collected in compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act reported to local law enforcement and from incidents reported to officials at the College who are defined by federal law as Campus Security Authorities because they have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline or to any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Criminal Offenses Reporting Table			
Timeframe 7/1/18 – 6/30/20			
Offense	Year	On-Campus Property	On-Campus Student Housing Facility
Drug Law Arrests	2018	0	0
	2019	0	0
	2020	0	0
Liquor Law Arrests	2018	0	0
	2019	0	0
	2020	0	0
Drug Law Violations Referred for Disciplinary Action	2018	0	0
	2019	1	1
	2020	0	0
Liquor Law Violations Referred for Disciplinary Action	2018	0	0
	2019	14	14
	2020	18	17

*The "On Campus Student Housing Facility" category is a subset of the "On Campus Property" category.

Strengths and Weaknesses of the Alcohol and Drug Program

The Biennial review team reviewed the data as well as existing policies and procedures related to this program, services and enforcement practices for the academic years 2018 – 2020. The review team identified the following strengths, challenges and action items listed below.

Program strengths

- College standards help prevent or reduce the use and abuse of alcohol and drugs by students and employees
- Students and employees are required to commit to abstaining from all alcohol and drug use. Even if students and employees are of legal drinking age, they are required to refrain from drinking alcohol and to commit to living by the standard prior to enrollment or employment.
- The prevention program tends to be reactionary as incidents are reported. Educational programs primarily focus on how to help support someone after they have used alcohol and drugs.
- The College distributes the Annual Security and Fire Safety (Clery) Report to all students and employees.
- The policy focuses on aspects of education, social life, academics, enforcement and intervention.
- A comprehensive approach is the result of collaborative efforts by many offices, departments and student groups on and off campus.
- Violations are adjudicated as quickly as possible and provide for both educational sanctions and referrals to counseling services.

Program weaknesses

- The College does not have a dedicated Compliance Officer and therefore lacks the focus to ensure program initiatives are more fully developed.
- The College's strong behavioral standards may encourage off campus usage.
- Additional programming efforts could be made with education and prevention efforts.
- The College needs a consistent assessment tool.
- The College does not currently benchmark with similar Colleges.
- The College does not have a formal Employee Assistance Program (EAP).

Goals and Recommendations for improvement

Based on the review of the College's alcohol and drug program, the Biennial Review Team makes the following recommendations:

- Increase alcohol and drug programming awareness opportunities
- Consider developing relationship with external EAP provider
- Provide informational resources as needed for employees in alcohol and drug education
- Benchmark with similar Colleges and analyze data to address trends and issue

- Develop method for the College to measure program effectiveness
- Obtain student feedback through surveys
- Build a plan of action that will describe how the findings during this review can be integrated into the program

Contact information for additional questions

For additional information regarding the contents of this report should contact the Office of Student Life at 585-594-6532.

Appendix I

Student Code of Conduct

In describing the expectations regarding student behavior at Roberts Wesleyan, the College recognizes that its students should have ample opportunity to make decisions which will aid in their development and growth. At the same time, the College accepts responsibility to work with its students to maintain those standards of behavior, which reflect the philosophy and goals of the College.

The commitment of the College to maintain high standards of intellectual growth and personal conduct imposes on each student the necessity of agreeing to observe and uphold the standards and regulations, whether expressly stated or implied. The College recognizes the impossibility of enlarging the category of regulations to provide for every contingency. Rather, it expects students to build for themselves a wholesome philosophy of life that will guide them in making intelligent decisions that are socially and spiritually constructive.

Each student is held accountable for his/her behavior and is expected to be familiar with all College regulations. The following violations are listed in two categories: General Infractions and Major Infractions. Any violation is strictly prohibited and may result in disciplinary action ranging from a warning letter, probation, suspension or dismissal from the College.

GENERAL INFRACTIONS

General infractions include (but are not limited to) actions such as those pertaining to quiet hours, excessive noise at any time (including stereos), possession of pets, abusing guest policy, using unapproved cooking devices, unauthorized selling or soliciting, safety issues (such as climbing out windows, sitting on ledges and roofs), unauthorized removal of common area furniture and propping open of locked doors.

Possible sanctions for general infractions may include a warning, fine, probation, restitution or community service under the Disciplinary Actions section below.

MAJOR INFRACTIONS

- Multiple general infractions.
- The possession or consumption of alcohol.
- The possession, sale, use, or distribution of any narcotic, drug, marijuana, or other addictive or hallucinogenic substances, except as prescribed by a physician. Possessing equipment and paraphernalia for the use or possession of these substances.
- The use or possession of e-cigarettes or of tobacco products, including cigarettes, cigars, chewing tobacco or snuff.
- Violation of the Sexual Misconduct and Title IX Policy; refer also to information starting on pg. 25 below and to [Sexual Misconduct Title IX Policy.docx](#).
- Participation in gambling.

- Demeaning, derogatory, criminal or bias-related actions directed against a person or persons because of race, ethnic origin or sex.
- Theft or damage to public or private property.
- Conduct which is lewd, indecent, or obscene, including the use of profanity or abusive language.
- Sexual relationship outside of marriage.
- The possession of pornographic literature or sexually dehumanizing or exploitive photographs, cartoons or materials.
- Participation in hazing and initiation tactics which involve any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person's willingness to participate.
- Furnishing false or misleading information on college records.
- Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus.
- Failure to comply with the directions of college officials acting in the performance of duties.
- Failure to comply with the laws of the local community, the state, and the nation.
- Assaulting, threatening, harassing, or endangering in any manner, the health and safety of any person.
- Unauthorized occupancy of college facilities or buildings.
- Picketing, protesting, demonstrations, rallies, or distribution of leaflets which directly interfere with or seek to discourage the orderly operation of the College community.
- Interference with the orderly operation of the College by breach of the peace, physical obstruction, coercion, noise or other forms of disturbance.

Possible sanctions for major infractions include a suspension, leave of absence, or expulsion. These sanctions are described under the Disciplinary Actions section below.

Repeated major infractions will lead to a leave of absence or expulsion.

DISCIPLINARY PROCESS

Students should understand that these rules apply on campus, off campus during vacation periods, as well as during the term. The only exception is when a student is in the company of a parent or other legal guardian off campus. At such a time, parents are responsible for the behavior of the student.

Responsibility for disciplinary action is delegated by the President to the Vice President for Student and Organizational Development and the Office of Student Life staff members.

Individual Guarantees

In all disciplinary proceedings, Roberts Wesleyan College guarantees the following prerogatives:

- The student will hear the nature of the charges made.
- The student will receive a fair and impartial audience.
- The student may call individuals to speak on his/her behalf.
- The student will have reasonable time to prepare for investigation meeting.
- The student can request a private meeting when more than one defendant is involved.
- The student will receive a decision in writing.

DISCIPLINARY PROCEDURES

1. Reports of alleged student misconduct or violation of college policy will be investigated. The students involved will be informed of the investigation.
2. A Student Life staff member will meet with the individual students involved to determine if a violation has occurred. The student is then confronted with the results of the investigation and receives the sanction for the violation.
3. The Associate VP for Student and Organizational Development will review cases regarding major infractions and consult with additional people or college officials.
4. The VP for Student and Organizational Development may take responsibility for disciplinary actions potentially leading toward an extended Suspension (more than 5 days), Leave of Absence, or Expulsion.

DISCIPLINARY ACTIONS AND PENALTIES

Disciplinary action may result in any of several penalties. The sanction imposed depends upon the nature of the offense, the circumstances, and the previous behavior of the student. The Associate VP for Student Development has authority to impose disciplinary actions which are in the best interest of the student and the College. The following are possible disciplinary actions:

Disciplinary Probation. Probation implies that the offense was of a more serious nature. The length of the probationary period will be defined for each case. When on disciplinary probation, one is not eligible to participate in co-curricular activities in which the student would represent the College to individuals and groups other than the students, faculty and staff. Violations during the probationary period will usually result in suspension. Other conditions of probation may be set by the hearing authority.

Restitution. The offender is required to make reimbursement for damage or theft of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be combined with another of the possible disciplinary sanctions.

Community Service. In certain circumstances, a student may be assigned hours of community service to be completed on campus or in the community. A report of any hours assigned will be made to the Dean of Students Office. All community service will be assigned a completion date. Failure to complete service at the specified time will be considered a major infraction of the Student Conduct Code.

Interim Suspension. If the Dean of Students or the VP for Student and Organizational Development decides at any point that the well-being of a student or any member of the College's community is at stake, an interim suspension may be imposed on a student during an investigation process. This action assumes no determination of responsibility and the investigation will be completed as soon as possible.

Suspension. The student's enrollment at Roberts Wesleyan College may be suspended for a specific period of time; the period may vary from a few days to the remainder of a semester. A student who is

suspended for the remainder of a semester must apply to the Admissions Committee for readmission for subsequent semesters. Students are subject to academic penalties for work missed as a result of disciplinary action. Faculty members are not obligated to permit makeup of missed assignments and examinations in such cases.

Leave of Absence. When a student's behavior and/or attitude seem inconsistent with College expectations, it may be mutually agreed that the student should take a leave of absence to evaluate his/her relationship with Roberts Wesleyan College. Terms of the leave will vary from case to case. The student must apply to the Admissions Committee for readmission.

Expulsion. One's status as a student may be terminated for an indefinite period with little, if any, likelihood of readmission.

NOTE: A student's privilege to hold office, participate in co-curricular activities or represent the College in some other activity may be restricted by any of the above disciplinary actions.

RIGHT OF APPEAL

A student has the right to appeal a disciplinary action through established procedures. An appeal, in writing, may be initiated through the Office of Student Life within three (3) working days of the original notification. **Appeals submitted after this deadline will not be considered.**

In general, appeals will be granted only in the event if one of the following occurred: new evidence not previously available significantly affects the decision; the decision is unsupported by evidence that a reasonable mind might accept as adequate to support the decision; a procedural irregularity is discovered which materially affected the decision.

Appeal Process

1. The AVP for Student and Organizational Development will hear appeals for decisions made by a Residence Director.
2. A decision made by the AVP for Student and Organizational Development may be appealed to the Vice President for Student and Organizational Development.
3. In exceptional circumstances regarding extended suspensions (more than 5 days) or expulsions, a decision made by the Vice President for Student and Organizational Development may be appealed to the Chief Academic Officer.

8.21.17

Appendix II

Standards of Community Life

~ Residence Hall Room Inventory/Conditions Card~

Roberts Wesleyan College, in recognition of its Christian heritage, is committed to providing excellent educational experiences in an environment that supports a wholesome lifestyle and religious values. We acknowledge that it is impossible to create a community with behavioral standards that are acceptable to every member. We do, however, believe it is essential to specify certain behavior patterns that will assist the community in obtaining its objectives.

Our community believe the values of our Christian heritage are best supported when we abstain from the use of alcoholic beverages and tobacco, the use or distribution of any narcotic, drug, marijuana or other addictive or hallucinogenic substance (except as prescribed by a physician), sexual immorality and any other activity identified in the Student Handbook which may be detrimental to the community of learners. It is important to stress that this position is not set forth as an index of religious commitment but rather as the expectation of this community. Violations are considered a breach of integrity within the community with which each of us has voluntary chosen to associate.

In addition, it is expected that Roberts Wesleyan students are individuals of high personal integrity. Accordingly, honesty in the pursuit of academic goals is essential. Cheating and plagiarism are not tolerated. Because the social policies of the college are not intended to infringe upon the governance of the home, resident students who are home for a vacation or weekend, or students who commute to campus from the home of their parents, are assumed to be part of that family unit and under the direction of their parents. However, when students are not in the company of their parents or under parental supervision, they are expected to abide by college standards.

Recognizing that the church provides the central position for communicating religious values, each student is encouraged to select a place of worship in the surrounding community and give it his/her loyal support. At Roberts Wesleyan, it is felt that the practice of corporate worship is a basic principle for personal growth. Therefore, each student in the college community is required to attend chapel as outlined in the Student Handbook.

I have read the "Standard for Community Life" of the college and I am aware of my responsibilities, as a member of the college community, to abide by these standards.

Signature _____ Signature _____

Signature _____ Signature _____

Signature _____ Signature _____

Appendix III

Standards of Community Life

~ Admissions Application Process~

Standards for Community Life

Roberts Wesleyan College, in recognition of its Christian heritage, is committed to providing excellent educational experiences in an environment that supports a wholesome lifestyle and religious values. We acknowledge that it is impossible to create a community with behavioral standards that are acceptable to every member. We do, however, believe it is essential to specify certain behavior expectations that will assist the community in obtaining its objectives.

Community Standards

Our community believes the values of our Christian heritage are best supported when we abstain from the use of alcoholic beverages and tobacco and the misuse of drugs; and certain behaviors related to sexuality, including sexual harassment, the viewing of pornography, sexual activity outside of marriage, which is defined in our creed as a relationship between one man and one woman, and any other activity identified in the Student Handbook which may be detrimental to the community of learners. It is important to stress that this position is not set forth as an index of religious commitment but rather as the expectation of this community. Violations are considered a breach of integrity within the community with which each of us has voluntarily chosen to associate. Because the social policies of the College are not intended to infringe upon the governance of the home, resident students who are home for a vacation or weekend, or students who commute to campus from the home of their parents, are assumed to be part of that family unit and under the direction of their parents. However, when students are not in the company of their parents or under parental supervision, they are expected to abide by College standards. It is expected that Roberts Wesleyan students are individuals of high personal integrity. Accordingly, honesty in the pursuit of academic goals is essential. Cheating and plagiarism are not tolerated.

Chapel Standards

At Roberts Wesleyan it is felt that the practice of corporate worship is a basic principle for personal growth. Therefore, each student in the College community is required to attend weekly chapel as outlined in the Student Handbook.

Residential Standards

It is expected that traditional college age students will live on campus unless they are living at the permanent residence of immediate family members, faculty or staff.

Roberts Wesleyan College admits academically qualified students in accordance with all state and federal non-discrimination laws.

Appendix IV

Policy #119 Employee Smoking Policy

Roberts Wesleyan College
Policy and Procedure

Policy 119
Page 1 of 1

SUBJECT: Smoking
Applies to: All Employees

I. Policy:

The College has a responsibility to provide and maintain a working environment that is safe and healthy. This responsibility includes providing smoke-free work areas. It is the intent of this policy to provide guidelines and procedures for faculty and staff members in maintaining compliance with the College's policy which prohibits all persons from smoking on College property. This policy applies to all employees, guests, visitors, and conferees.

II. Guidelines:

A. Smoking shall be prohibited in all areas of the College, including auditoriums, classrooms, conference/meeting rooms, elevators, restrooms, hallways, dining facilities, athletic facilities and the College grounds.

B. When employees are using any facility or service of the College they are expected to comply with this non-smoking regulation.

III. Procedure:

All employees and students will be made aware of this policy. Additionally, no smoking signs will be appropriately placed around the campus.

Reviewed 1997

Appendix V

Policy # 114 Controlled Substances

Roberts Wesleyan College
Policy and Procedure

Policy 114

SUBJECT: Controlled Substance Policy
Applies to: All Employees

I. Policy:

The College is committed to the development and maintenance of a drug-free environment and in accordance with the Drug-Free Workplace Act of 1988, and will not permit the unlawful possession and use of controlled substances (drugs) on its premises. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in and on property owned or controlled by Roberts Wesleyan College.

II. Guidelines:

A. Sanctions for Violation or Non-Compliance: Corrective action in accordance with relevant provisions of the College's Policy Manual, Faculty Handbook, or the Student Handbook will be imposed upon, and/or satisfactory participation in a drug rehabilitation program may be required of any faculty member, staff member or student employee who is found to be in violation of any provision of this policy.

B. Compliance as a Condition of Employment: Compliance with the provisions of this policy shall be a condition of employment at Roberts Wesleyan College.

C. Employee Obligation for Notification of Conviction: In compliance with federal law any faculty member, staff member or student employee convicted on any criminal drug statute violation which has occurred in or on the workplace premises is required to notify the employer within five (5) calendar days following such conviction.

D. Employer Obligation for Notification: The College is obligated to notify the appropriate federal contracting agency, if applicable, within ten (10) days of receipt of notice of an employee conviction as described in "C" above.

E. Maintenance of a Drug-Free Workplace: Good faith efforts on the part of Roberts Wesleyan College to establish and maintain a drug-free workplace will include providing ongoing drug awareness educational programs and dissemination of drug awareness information for all members of the College community as well as implementation and strict enforcement of this policy. In addition, drug counseling and rehabilitation programs are available as needed.

III. Procedure:

A. Each faculty member, staff member and student employee, as well as those newly hired at the time of their orientation, will be notified of this policy with emphasis on the obligation for compliance as a condition of employment.

B. Any faculty or staff member convicted of any criminal drug statute violation which has occurred in or on the workplace premises shall provide his or her supervisor or appropriate academic officer notification, preferably written, of such conviction, including any resultant conditions, within five (5) days of conviction. Student employees shall notify the Office of Student Life.

C. An College office, supervisor, or student employment supervisor having knowledge or having received notification of a conviction as described in "B" above shall immediately provide, in writing, notice to the Vice President for Student and Organizational Development.

D. The Office of Student Life will offer ongoing drug education and awareness programs for the College community as well as provide drug informational materials.

E. Application of the College's corrective discipline policy for violations of this controlled substance policy and any other related questions should be referred to the Vice President for Student and Organizational Development.

F. Within 30 days of receiving notice that an employee has been convicted of violating this controlled substance policy, the College will take appropriate action against such an employee up to and including termination.

Reviewed 1997; Edited 2009, 2013

Appendix VI

Policy #105 Public Conduct Standards

Roberts Wesleyan College
Policy and Procedure

Policy 105
Page 1 of 2

SUBJECT: Public Conduct Standards

Applies to: All Employees & College Community

Revised November 2008

Policy:

The College has established standards of conduct for maintaining public order on the College campus and other College owned properties. These principles, regulations, and procedures are in compliance with provisions of Section 6450 of the Education Law of the State of New York. (See footnote on page 2 of this policy.)

No member or guest of the College community may engage in the following behaviors on College premises:

- Obstruction or disruption of any sanctioned and authorized College activity.
- Prevention of free movement, such as pedestrian or vehicular movement.
- Possession or use of firearms and explosives; dangerous, destructive, or obnoxious chemicals; or any dangerous or apparently dangerous weapons, other than as allowed by law and College regulations.
- Possession or use of alcoholic beverages, tobacco, or illegal drugs
- Detention, physical abuse, or conduct that threatens bodily harm or endangers the safety or health of any person.

Intentional damage or theft of College property or the property of any person when it is located on the premises of the College or during an authorized function of the College.

Entry into living quarters, private offices, or working areas of another person without expressed or implied permission of that person or of an authorized College official; or invasion of the privacy of records, data, or communications belonging to individuals, to the College, or to others.

Violators of these policies are subject to disciplinary action, which may result in suspension or termination. Exempt employees will be subject to unpaid suspensions only as permitted by the FLSA.

