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Use of Controlled Substances in the Workplace

As stated in the Drug-Free Colleges and Communities Act, Drug and Alcohol Abuse Prevention Policy elsewhere in this handbook, Ringling College considers the abuse of drugs or alcohol by its faculty, staff or students to be unsafe and counterproductive to the educational process and the work environment. It is Ringling College's policy that the possession, use, consumption, sale, purchase, or distribution of alcohol (unless authorized by an officer), illegal drugs, or illegally possessed drugs by any employee, while in the workplace, on campus (including parking lots), or in the conduct of Ringling College-related work off campus, is strictly prohibited. Nor does the College permit any employee to report to work to perform his/her duties after having ingested illegal drugs or while under the influence of alcohol.

As a means of enforcing this policy, Ringling College reserves the right to test job applicants, search personal property on Ringling College property, and test Ringling College employees for drugs and/or alcohol as deemed necessary.

Refusal to comply with or violation of the foregoing policy will subject an employee to discipline up to and including discharge.


Procedures for Events with Alcohol

The College may permit the legal purchase and use of alcoholic beverages at College related events that are properly organized and scheduled only when the event will not interfere with scheduled academic activities or the normal operations of the College. If such a program will involve students, permission to provide service must be acquired from the Dean of Students (and the Vice-President for Academic Affairs in cases where a faculty member is the sponsor).


Requests for permission to serve alcohol will only be considered if a third party vendor properly licensed by appropriate state and local authorities has been contracted to serve alcohol.

A copy of the appropriate license must be submitted with the request. Requests from the faculty or staff sponsor must be made in writing by completing the Alcohol Policy Exemption Form that is available in the Office of Student Life at least two weeks prior to the proposed event. Furthermore, only events where the majority of the intended Ringling College attendees will be of legal drinking age will be considered for approval.

Additionally, the following are specific policies and procedures that must be followed for the use of alcohol at College events:

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1. The only alcoholic beverages that can be served at College functions that are student-oriented are beer and wine.
2. One quarter hour prior to the approved ending time listed on the Alcohol Exemption Form, sales will stop.
3. College funds will not be used to pay for or sponsor a party, meal or event where alcoholic beverages are consumed, served or sold in violation of Florida law.
4. Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements can display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.
5. An adequate amount of food and alternative beverages (such as: water, juice, assorted sodas, coffee, and teas) must be available throughout the entire event. The amount of the food and beverages appropriate for the size of the event will be determined by the Dean of Students.
6. The sponsor is responsible for ensuring that all College policies and procedures are strictly obeyed.
7. Appropriate precautionary measures must be in place to ensure that beer and wine are not served to individuals under the legal drinking age (21 in the State of Florida). These measures include having a designated individual, as deemed by the Dean of Students, screening persons entering the event and attaching a wristband or stamp indicating those of legal drinking age. At any time during the event, the individual screening has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having enough alcohol prior to or during the event.
8. Under no circumstances should anyone be coerced to drink alcohol. This means no drinking games, contests, or events to encourage excessive drinking. Additionally, alcohol cannot be given as a prize.
9. No kegs, or other common source alcohol containers (such as punch, party balls, etc.) are permitted.
10. Public intoxication at any College sponsored event, in any College facility or area, including common or outdoor areas in College-owned residential facilities is prohibited and will be subject to disciplinary action.

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11. An approved staff or faculty supervisor must be present at the event for the entire duration. The Dean of Students may require more than one supervisor depending on the size and nature of the event.
12. Depending on the size and nature of the event, the Dean of Students may require the presence of Public Safety and/or Police. This will be at the expense of the sponsor.
13. Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Dean of Students for review. The College can take disciplinary action as a result of violations of these policies and procedures.
14. Adherence to these policies and procedures applies to any College sponsored program or activity (including field trips, gallery events, etc.) whether on or off-campus.

For further information and guidance on the policies and procedures related to events with alcohol, please contact the Dean of Students.