

Policy on Parental/Guardian Notification of Alcohol and Controlled Substance Violations

Effective Date: July 1, 2026

Responsible Office: Office of Academic Affairs

Last Reviewed: July 1, 2026

1. Purpose

This policy establishes the circumstances under which Maria College (the “**Institution**”) will notify the parent(s), legal guardian(s), or designated emergency contact(s) of a student under the age of 21 following a violation involving the uses, possesses, or has a medical emergency related to alcohol or a controlled substance. A “**controlled substance**” is any substance listed on Schedules I through V of the Controlled Substances Act (21 U.S.C. § 812). This policy is made publicly accessible on the Institution’s website and is available in the Academic Catalog.

2. Scope

This policy applies to all enrolled students under the age of 21 at the time of the violation or incident.

3. Policy Statement

The Institution is committed to protecting student health and safety while maintaining and respecting the privacy of its students. Consistent with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g(i), and New York State Education Law § 6438-d (Beau’s Law), Maria College reserves the right to notify a student’s parent(s), guardian(s), or emergency contact(s) when a student under the age of 21 is found responsible for, or involved in, a violation or a medical emergency related to the use or possession of alcohol or a controlled substance.

Violations covered by this policy include, but are not limited to:

- Infractions of institutional rules, the Student Code of Conduct, and policies involving alcohol or controlled substances;
- Violations of federal, state, or local law concerning the use or possession of alcohol or a controlled substance; and
- Alcohol- or controlled substance–related hospitalizations, overdoses, or other medical emergencies.

4. Notification Procedures

1. **Determination.** The Assistant Dean of Academic Affairs, or another designated officer of Maria College, will determine whether notification is appropriate, considering the severity of the incident, risk to the student’s health or safety, pattern of repeated violations, and any other relevant circumstances.
2. **Health and Safety Emergencies.** In cases involving hospitalization, overdose, or other situations posing a serious risk to the student’s health or safety, the Institution will make

reasonable efforts to notify the parent(s), guardian(s), or emergency contact(s) as promptly as possible.

3. **Method of Notification.** Notification to the parent(s), guardian(s), or emergency contact(s), as applicable, may be made by telephone, in writing, or both, and will generally be preceded or accompanied by communication with the student when practicable. Individual faculty or staff members will not contact parents, guardians, or emergency contacts unless specifically authorized.
4. **Documentation.** All notifications will be documented and maintained in accordance with the Institution's record-retention practices.

5. Student Notice

Students under the age of 21 are advised that a violation involving alcohol or a controlled substance may result in notification of their parent(s), guardian(s), or emergency contact(s) in accordance with this policy. This policy does not limit the Institution's authority to impose disciplinary sanctions or to contact emergency services.

6. Public Accessibility

This policy is published on the institution's public website at <https://mariacollege.edu/about-maria/consumer-information> included in the Academic Catalog and available upon request from the Office of Academic Affairs.

7. Related Authorities

- Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99
- Drug-Free Schools and Communities Act, 20 U.S.C. § 1011i
- New York State Education Law §6438-d
- Maria College Student Code of Conduct

8. Review

This policy will be reviewed annually by the Office of Academic Affairs in consultation with legal counsel.

9. Confidentiality

All notifications under this policy shall be handled with sensitivity and respect for student privacy. All disclosures made pursuant to this policy shall be in accordance with FERPA requirements.

10. Training

The Institution provides regular training to employees regarding FERPA requirements and exceptions, this policy and its requirements, and appropriate reporting and escalation procedures.

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