

**PARIS JUNIOR COLLEGE**

**2012-2014 Biennial Review  
Drug-Free Schools & Campuses Regulations  
[EDGAR] Part 86**

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Certification Letter by President enclosed and accompanied by the following:

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## 2012-2014 BIENNIAL REPORT

### I. Introduction

Paris Junior College, herein referred to as the College, is committed to an environment which supports the academic success and health of our students. Alcohol use and abuse or the use of illicit drugs by our students and employees may be harmful to the user and harmful to the educational environment, an environment that must be conducive to learning. Paris Junior College is committed to maintaining a safe, healthy, lawful, and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increase the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale, and damage to the College's reputation.

In keeping with the requirements of the Drug-Free Schools and Campuses Regulations [EDGAR Part 86], Paris Junior College has an Alcohol and Other Drug (AOD) Prevention Program, which describes standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on College property or as part of any Paris Junior College sponsored activity. The program includes:

- 1) Description of legal sanctions under federal, state, or local law for the unlawful possession, use, or distribution of illicit drugs and alcohol;
- 2) A clear statement of disciplinary sanctions Paris Junior College will impose on students and employees for violations of the standards of conduct;
- 3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- 4) A description of the drug and alcohol counseling and treatment resources available to students and employees;
- 5) The guidelines for the policy dissemination to students and employees; and
- 6) Guidelines for preparing the biennial review of Paris Junior College's AOD Prevention Program and policies to determine program effectiveness, consistency of policy enforcement, and measures to identify necessary program changes (APPENDIX A).

### II. The Biennial Review Team is inclusive, but not limited to, the following individuals:

Curtis Hill, Vice President of Student Services – Chair  
 Kenneth Webb, Director of Student Life  
 Mitzi White, Director of Human Resources  
 Barbara Thomas, Director of Advising & Counseling  
 Shane Boatwright, Chief of Campus Police  
 Linda Slawson, Director of Financial Aid & Veteran Affairs  
 Beverly Matthews, Director of Institutional Research  
 SGA, President (Student Representative)

- A. The major task of the Biennial Review Team will be to oversee the Alcohol and Other Drug (AOD) Prevention Program. This team is responsible for reviewing the

requirements and goals of the Drug-free Schools and Campuses Regulations [EDGAR Part 86] and collects campus information to evaluate the program, review publications, and produce the Biennial Review, including recommendations for future action.

B. The required Biennial Review has the following two objectives in preparing the report:

1. To determine the effectiveness of, and to implement any needed changes to, the AOD Prevention Program.
2. To ensure that the campus consistently enforces the disciplinary sanctions for violating standards of conduct (“Complying with the Drug-Free Schools and Campuses Regulations, [EDGAR Part 86]”: A Guide for University and College Administrators, Washington, D.C. – Revised by Beth DeRicco 2006).

C. Location of Biennial Review

The Biennial Review Team recommended the report be kept on file in the Office of the Vice President of Student Services. Access to the Biennial Review will be found on the Student Information Web page, and will be made available upon request.

Name: Curtis Hill  
 Title: Vice President of Student Services  
 Department: Student Services Office (Room #110 Alford Center)  
 Phone: (903) 782-0277

III. Descriptions of Alcohol and Other Drug (AOD) Prevention Program elements - Paris Junior College will provide an outline of the following prevention efforts currently in place:

A. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities. Employees and students are provided information on policies and behavioral indicators related to alcohol use/abuse and illicit drug use.

1. The Student Handbook states behavioral expectations regarding the prohibition against alcohol and illegal drugs. The Student Handbook provides detailed explanations regarding student conduct concerning alcohol and other drug use.
2. The Division of Student Life revised the Residence Life Handbook to more accurately reflect the Drug & Alcohol Policy (APPENDIX B).
3. The Employee Handbook clearly states the code of conduct for Paris Junior College employees. The employee standard of conduct is reviewed periodically, and the Employee Handbook reflects amended information (APPENDIX C).

B. Description of health risks associated with the use of illicit drugs and the abuse of alcohol is provided in the AOD Prevention Program.

1. Paris Junior College produced an educational video that describes the health and other risks associated with alcohol and drug abuse. The video is distributed to students at all required student AOD presentations. The video is uploaded on the college website for review (APPENDIX B).

2. Paris Junior College Student Life department conducts educational workshops for students, which describe the health and other risks associated with alcohol and drug abuse. These workshops are open to employees, and required AOD presentations are conducted at the beginning of each long semester. Supplementary information is available in the Human Resources office (APPENDIX C).
- C. A description of applicable legal sanctions under local, state, or federal law.
1. A description of applicable sanctions for students can be found in the AOD Prevention Program (APPENDIX A), and also in the Student Handbook on pages 24-25, under “Prohibited Conduct and Alcohol and Drug Use (FLBE).” This information is also presented to students each semester in the Student Handbook under the Student Policies section and other complimentary documents—Residence Life Handbook, p. 14-16 (APPENDIX B).
  2. A description of applicable sanctions for employees can be found in the Paris Junior College Employee Handbook, pages 50; 55-56; and may also be accessed through the College’s website: <http://www.parisjc.edu/index.php/pjc2/staff> (APPENDIX C).
- D. A description of applicable counseling, treatment, rehabilitation or re-entry programs:
1. Student assistance offered through the Advising & Counseling department is free and provided by a Licensed Professional Counselor. The counselor will make an assessment and referral to outside agencies. Counseling sessions are confidential, and no information is released without the student’s permission. When certain conditions are present ethical standards mandate breach of confidentiality.
  2. Students may contact the Advising & Counseling office at (903) 782-0426. The Counselor is located in the Alford Center Room #104 on the Paris Campus. The AOD Prevention Program found in appendices will give contact information for outside agencies and crisis hotlines (APPENDIX A).
  3. Employees should contact the Office of Human Resources who will provide information for employees, including informational literature and health/wellness presentations. Employees may also be directed to the Counselor’s office for immediate intervention and referral to treatment or rehabilitation services.
  4. Paris Junior College will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination under this or other policies. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment, and to take and pass follow-up tests if they hold jobs that are safety sensitive; or that require driving, or if they have violated this policy previously.
  5. Employees should contact the Human Resources Office at (903) 782-0483, located in the Administration Building, Room #141, on the Paris Campus. The Human Resources Office is open from 8 AM – 5 PM Monday - Friday. The AOD Prevention Program provides employees with additional contact information for outside agencies and crisis hotlines. In the event of a crisis, employees should call 911, go the nearest hospital, or call the 24 Hour Toll Free Crisis Line at 1-866-558-HELP (4357).

- E. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions are listed as follows:
1. Students who are in violation of Paris Junior College Drug and Alcohol policy are subject to college disciplinary action and prosecution according to the law. The student sanctions for alcohol use and abuse, depending on circumstances and severity of the alcohol offense, Paris Junior College may impose one or more of the following sanctions:
    - a. The first possession/use of alcohol in any form by a student on the campus of Paris Junior College will result, after a due process hearing, in the student being placed on disciplinary probation;
    - b. The second possession of alcohol on campus or at a Paris Junior College sanctioned event may, after a due process hearing, result in suspension for one calendar year with referral to a professional counselor;
    - c. The first offense for the sale and/or distribution of alcohol may, after a due process hearing, result in suspension for one calendar year.

Violation of Alcohol/Intoxicating Substances:

- First Offense \$50 fine and placed on disciplinary probation
  - Second Offense \$100 fine
- d. A student may be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Student Incident Reports – Alcohol**

NOTE - *These incidents include both school policy violations and Federal & State violations*

<b>YEAR</b>	<b>NUMBER OF OFFENSES</b>	<b>SANCTIONS/OUTCOMES</b>
<b>2012</b>	<b>18</b>	<b>3 Arrest &amp; 15 Referrals</b>
<b>2013</b>	<b>11</b>	<b>2 Arrest &amp; 9 Referrals</b>
<b>2014</b>	<b>10</b>	<b>5 Arrest &amp; 5 Referrals</b>

*\* The arrest denoted are primarily citations and replicated as referrals*

2. Paris Junior College may impose one or more of the following student sanctions for illicit drug use, depending on the circumstances and severity of the drug offense:
  - a. The possession/use of any controlled illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or at any college-sanctioned activity or event may result in disciplinary probation for at least one calendar year. The

student's disciplinary file will reflect the probation, and he/she will be referred to a professional counselor as a condition for remaining at the institution on disciplinary probation.

- b. The second possession/use of any controlled illegal drug on the campus of Paris Junior College or college-sanctioned activity may result in suspension for one calendar year.
- c. The first offense for selling and/or distributing any illegal drug as defined by Texas Statutory Law on the campus of Paris Junior College or at a college-sanctioned activity or event may result in expulsion; Criminal charges may be filed by the institution, and expulsion bars readmission to the college.

Drug/Drug Paraphernalia Violations:

- First Offense \$50 fine and possible removal from campus housing
  - Second Offense \$100 fine and dismissal from school
- a. A student may be subject to discipline for violations of College District policies and procedures, including the rules outlining expectations for student conduct. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

**Student Incident Reports – Drugs**

NOTE - *These incidents include both school policy violations and Federal & State violations*

YEAR	NUMBER OF OFFENSES	SANCTIONS/OUTCOMES
2012	17	9 Arrest & 8 Referrals
2013	28	10 Arrest & 18 Referrals
2014	24	6 Arrest & 18 Referrals

\* *The arrest denoted are primarily citations and replicated as referrals*

3. Faculty or Staff who are in violation of Paris Junior College Drug and Alcohol Policy while on official duty or at any school-related events outside of usual working hours. *An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.* In addition to the consequences established by state and federal law, a College District employee confirmed to have violated the College District's policy pertaining to alcohol or controlled substances shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the College President. Employees who violate this prohibition will be subject to disciplinary sanctions. Sanctions may include:

- a. Referral to drug and alcohol counseling or rehabilitation programs;
- b. Referral to employee assistance programs;
- c. Termination from employment with the College District; and
- d. Referral to appropriated law enforcement officials for prosecution.

As a condition of employment, an employee must:

- Abide by the terms of this notice; and
- Notify the College President, in writing, if the employee is convicted for a violation of a criminal drug statute occurring in the workplace. The employee must provide the notice in accordance with College District policy.

### **Human Resources Incident Reports for Employees**

<b>YEAR</b>	<b>INCIDENTS IN WORKPLACE</b>	<b>OUTCOMES</b>
<b>2012</b>	<b>0</b>	<b>Not Applicable</b>
<b>2013</b>	<b>0</b>	<b>Not Applicable</b>
<b>2014</b>	<b>0</b>	<b>Not Applicable</b>

4. The College will give the same consideration to persons with substance abuse problems as it does to employees having other health problems. Seeking assistance for such problems will not jeopardize an employee's job, whereas continued performance, attendance, or behavioral problems will. (See Appendix A - Alcohol and Other Drug Prevention Program)

- IV. Current procedures for distributing AOD policy to students and employees is facilitated in the following ways:
  - A. Students may find descriptions of the Alcohol and Other Drug prevention program at the Director of Student Life and Vice President of Student Services offices on the Paris Campus, and the Center Director's offices in Greenville and Sulphur Springs. All students receive the Student Handbook each year which outlines key components of the drug and alcohol policy.
  - B. Students are sent the policy (through electronic mail) each new semester to ensure the content is conveyed to all students attending Paris Junior College. A follow up e-mail is sent to all faculty and staff with the Alcohol and Other Drug Prevention Program at the college. Faculty are instructed to inform students that the information about the drug and alcohol policy was sent to them through electronic mail. If a student's e-mail "bounces back" (due to a bad personal e-mail address), the announcement by faculty in class will

assist in getting them access to the policy. Also, advisors verify the e-mail address during advising sessions.

- C. A copy of the Alcohol and Other Drug Prevention Program will also be posted on the Paris Junior College website <http://www.parisjc.edu/downloads/consumer/alc-drug-prevent.pdf>. (APPENDIX A)
- D. The College will include the Drug and Alcohol Policy in the Residence Life Handbook, Student Handbook and Employee Handbook.
- E. Drug and alcohol abuse prevention materials are distributed to all new students attending orientation sessions (i.e. New Student Orientation and Residence Halls). The drug and alcohol training video is shown during a mandatory residence hall orientation meeting <http://www.parisjc.edu/index.php/pjc2/main/alcoholdrug-prevention-video>. (APPENDIX B)
- F. Students receive information about the health risk of drugs and alcohol in the EDUC/PSYC 1100 Learning Framework course. A component or one lesson in the course is dedicated to health and wellness issues. This course is required for all new to college students at Paris Junior College.
- G. Each academic year Paris Junior College provides a risk management program for members and advisors (faculty/staff advisors and student leaders) of registered student organizations on campus. Part of the program addresses topics such as; possession and use of alcoholic beverages and illegal drugs, and penalties that may be imposed for the illegal possession or use. This is a requirement outlined in the *Texas Education Code 51.9361* for all institutions of higher education in the state of Texas. Each advisor and student representative reports back to the full membership of their student organization regarding this information. This risk management training is provided annually to the advisors and members of student organizations (APPENDIX B).
- H. Paris Junior College will provide employees information on where to find the Drug and Alcohol Policy, and the Drug and Alcohol Abuse Prevention Program. **All employees are required to sign acknowledgment forms of these terms during convocation annually.** The Human Resource office maintains a record on file of each employee that has received and read the policy (APPENDIX C).
- I. Every new employee is required to complete a new employee paperwork packet prior to beginning work for the college which includes the Substance Abuse Policy (APPENDIX C). New employees must sign the policy stating that it has been read and is understood. A checklist is also completed to verify information is reviewed with each employee to provide an opportunity for the employee to ask questions and insure that applicable items are covered (APPENDIX C). Employee welfare information, Drug-Free Workplace Notice – DI Exhibit A and Sources for Information on Illegal Drugs - DI Exhibit B (APPENDIX C), is also included in the new employee packet. Also, we began to require all full-time employees to re-sign the policy at the beginning of each academic year. With the addition of the SafeSchools online program this fall, we now have the technology to efficiently require all employees to read and acknowledge assigned policies (see attached screen shot from SafeSchools).
- J. Employee prevention information is provided via Employees Retirement System (ERS) to employees via email. Wellness information along with access to webinars is available through this service. We have also recently partnered with Paris Regional Medical Center for access to an area resource called WellnessWorks at 1-888-977-3319. This

information includes a number of complimentary wellness services regarding access to Health Talk wellness seminars provided on site, wellness emails to be shared with employees, and service coordination support (APPENDIX C).

K. The Director of Human Resources conducts a review of all employees, both full-time and part-time, making sure they have read and acknowledged our Substance Abuse Policy. The audit report is enclosed (APPENDIX C). The audit included student workers; however, federal and state work study students were not included since Human Resources does not maintain files for this special population of workers.

V. Through an assessment of programming activities at Paris Junior College, the following environmental strategies have been identified as presently in place to reduce AOD at Paris Junior College. Paris Junior College is an alcohol-free campus and offers activities to support the following environmental strategies to reduce AOD on campus and in the broader learning community:

(“Complying with the Drug-Free Schools and Campuses Regulations, [EDGAR Part 86]”: A Guide for University and College Administrators, Washington, D.C. – Revised by Beth DeRicco 2006)

A. Policy Development and Enforcement:

1. The Student Services Committee representing key stakeholders on campus recommended by the College President will assess the campus, and community environment to recommend policies to support a healthy learning community for Board of Regent approval. The members of the Student Services Committee are appointed by the College President and consist of faculty, staff and students.
2. The Vice President of Student Services serves as the chair of this sixteen member committee that includes support from the Director of Student Life, Director of Advising & Counseling and Financial Aid staff. The student representatives include the Pi Theta Kappa (PTK) International Honor Society President and Student Government Association (SGA) President. The Biennial Review Team presents to the Student Services committee for review the College’s AOD Prevention Program, effectiveness of sanctions, and consistency of enforcement.
2. A campus student committee appointed by the President of Student Government Association will routinely discuss Code of Student Conduct, AOD polices and residence hall procedures that augment or impede progress towards Paris Junior College goals as they relate to AOD use or abuse. Through this shared governance process students are systemically involved to provide input toward policy development and enforcement. Student Government Association elections are held each year which means this practice is repeated on an annual basis.
3. The Vice President of Student Services, Chief of Campus Police, and disciplinary officers (including Resident Life assistants) are routinely trained on policies and procedures developed by Paris Junior College. This includes policy related to drugs and alcohol.

B. Promote Alcohol and Other Drug (AOD) Free Options:

1. Offer and promote social, recreational, extracurricular and public service options that do not include opportunities to use drugs and alcohol.
2. Established and integrated student-athlete agreement to promote commitment to drug and substance abuse free lifestyle.
3. Strategically present workshops each semester to students during periods where alcohol consumptions and drug use (i.e. prior to spring break and winter break) is commonly high. This includes the “Red Ribbon” campaign, promotion of the Dylan’s Drivers and Mother’s Against Drug Drivers (MADD) programs.

C. Create a Normative Environment without Alcohol and Other Drugs:

1. Signs and posters are found throughout the campus environment with prevention messages for students to view.
2. AOD education begins with orientation.
3. Specific residence life programming is focused on topics of AOD prevention.
4. AOD education is presented to athletic teams.
5. Pro-health messages are integrated into the academic year in classes and through special presentations or programs.

D. Restrict Alcohol and Other Drugs Availability:

1. Alcohol and Other Drugs are prohibited on campus.
2. Campus Police and Judicial Officer ensures compliance with established policies and procedures of the College.

E. Restrict Marketing and Promotion of Alcohol and Other Drugs:

1. Alcohol and Other Drug advertising on campus is prohibited.
2. All flyers on campus require approval by Student Life office on the Paris campus, Director’s at the Greenville and Sulphur Springs Centers, which ensure compliance with established policies and procedures of the College.
3. Campus Police and Judicial Officer ensures compliance with established policies and procedures of the College.

VI. Statement of AOD Program Goals and Discussion of Goals Achievement:

A. Paris Junior College is committed to promoting healthy choices among the students and employees of the Paris Junior College campus community in order to reduce the negative consequences of alcohol and other drug use and abuse. The following set of principles of effectiveness will be utilized in developing goals and goal achievement:

1. Design programs based on a thorough and objective needs assessment.
2. Establish measurable goals linked to identifiable needs using multiple assessment tools.
3. Implement activities proven through research and evaluation to be effective in preventing high-risk drinking and other drug use.
4. Use evaluation results to refine and strengthen program.

B. Summary of the goals of AOD Program for 2012- 2014 is as follows:

1. The AOD program will provide students and employees with an appropriate and comprehensive continuum of alcohol and other drug related education, prevention intervention, and counseling and referral services (i.e. TxDOT, Dylan's Drivers, MADD, etc.).
2. Will evaluate the effectiveness of the current college policies, procedures and practices.
3. Some key results from questionnaire administered to students living in residence halls that watched the drug and alcohol training video Wednesday, August 22, 2014 (See APPENDIX D for entire survey results). The following statements represent a sampling of questions taken from Alcohol & Other Drug Prevention Assessment.
  - a. *"It is not dangerous to mix energy drinks and alcohol."* The correct answer to this statement is false, and 96.8% of the students that responded to this question answered correctly.
  - b. *"Marijuana may be described as a gateway drug because frequent use may lead to other high-risk behaviors such as heavy drinking or cigarette smoking."* The correct answer to this statement is true, and 96.3% of the students that responded to this question answered correctly.
  - c. *"If a woman drinks the same amount of alcohol as a man, it will have the same effect."* The correct answer to this statement is false, and 95.2% of the students that responded to this question answered correctly.
  - d. *"Being intentional about not using excessive alcohol will improve your quality of life and academic performance."* The correct answer to this statement is true, and 82.4 of the students that responded to this question answered correctly.
  - e. *"According to the National Institute on Alcohol Abuse and Alcoholism 1,825 college students die each year from related alcohol unintended injuries."* The correct answer to this statement is true, and 94.6% of the students that responded to this question answered correctly.
4. Some key assessment results from the Alcohol and Other Drug Prevention Program Student Survey that was administered Wednesday, October 15, 2014 (See APPENDIX D for entire survey and results). The following questions are excerpts from the survey which offers insight in understanding student's perspective about alcohol and drug related issues.
  - a. *"During the past 12 months, have you driven a vehicle while you were under the influence of alcohol?"* – 86.9% of all students that responded to this questions answered "No".
  - b. *"How do you feel about someone your age having one or two drinks of an alcoholic beverage nearly every day?"* – 37.7% responded to this question by answering "Don't care." However, 19.5% responded to this question by answering "Somewhat disapprove" and 33.6% answered "Disapprove."
  - c. *"How do you feel about someone your age using marijuana once a month of more?"* – 45.1% responded to this question by answering "Don't care." However, 43.9% responded to this question by answering "Somewhat disapprove (11.6%)" and "Disapprove (32.3%)."

- d. *“I would be able to say no if a friend offered me a drink of alcohol.”* The majority of the students that responded overwhelmingly agreed or strongly agreed with this statement. – 50.9.1% “Strongly agree” and 33.7% “Agree”
  - e. *“I would be able to refuse if a friend offered me drugs, including marijuana.”* The majority of the students that responded overwhelming agreed or strongly agreed with this statement. – 66..2% “Strongly agree” and 26.9% “Agree”
  - f. *“Are you aware of the health risks of drug and alcohol abuse?”* – 92.8% of students that responded to this question with “Yes.”
  - g. *“Do you know Paris Junior college’s policies regarding drugs and alcohol?”* – 70.6% of students that responded to this question with “Yes” and 16.6% answered “Somewhat.”
5. Some key assessment results from Faculty and Staff Drug-Free Workplace Training course administered through SafeSchools Wednesday, October 22, 2014. The goal of this online course is to provide employees with an understanding of drug and alcohol abuse in the workplace, as well as the Drug Free Workplace Act and its requirements. (See entire Survey and Results in APPENDIX E).
- a. All employees were expected to take a Drug Free Workplace Quiz after completing the course. Each employee must demonstrate competency by scoring 88% or higher on quiz.
  - b. An additional objective of this training course is to understand the employee’s role in fighting substance abuse. One of the questions on the quiz is *“If you suspect a co-worker has a substance abuse problem, you should sent out an email to other employees alerting them.”* 100 % of staff that completed the course answered this question correctly.
  - c. The Drug Free Workplace training course administered through SafeSchools was initially piloted during the fall semester. The entire Student Services division, all academic Dean’s, Program Director’s, Biennial Review Team members, and members of the Student Services Committee completed the training. This cross-section of employees represented approximately 30% of PJC’s full-time faculty and staff.
  - d. 100% of all employees that participated in the Drug Free Workplace training course scored 88% or higher on the quiz. The margin for error was very little as employee’s demonstrated competency in understanding the material presented in this training.

6. Clery Act Statistics, Liquor/Drug Law Violations 2012-2014 (See full report in APPENDIX F)

<b>NUMBER OF OFFENSES</b>			
<b>LAW VIOLATION</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Drug abuse violations</b>	<b>9</b>	<b>19</b>	<b>15</b>
<b>Liquor law violations</b>	<b>3</b>	<b>2</b>	<b>4</b>

Arrests or Disciplinary Actions (On Campus)

<b>NUMBER OF OFFENSES</b>			
<b>LAW VIOLATION</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Drug abuse violations</b>	<b>8</b>	<b>9</b>	<b>9</b>
<b>Liquor law violations</b>	<b>15</b>	<b>9</b>	<b>6</b>

Arrests – On-campus Student Housing Facilities or Disciplinary Actions

<b>NUMBER OF PERSONS REFERRED FOR DISCIPLINARY ACTION</b>			
<b>LAW VIOLATION</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Drug abuse violations</b>	<b>8</b>	<b>18</b>	<b>18</b>
<b>Liquor law violations</b>	<b>17</b>	<b>9</b>	<b>5</b>

\*NOTE – *The majority of arrest denoted in the above charts are citations issued*

VII. Alcohol Programs and services to reduce AOD at Paris Junior College are the following:

- A. The Administration at Paris Junior College contributes to making sure the institution is a healthy, safe and legal campus environment in several ways. The President of Paris Junior College is very involved in promoting the goals and objectives of the College's AOD prevention program, and she has taken the lead in this effort. Other administrative staff assists in reaching those goals by ensuring employees and

- students have access to education programs by distributing materials in an efficient and thorough manner; and by enforcing AOD policies, and procedures, which involves applying sanctions to those who violate the rules. The ultimate goal is to promote a healthy and safe campus environment that is free from illegal drugs and alcohol abuse.
- B. Student Activities offers a variety of programs to promote healthy lifestyles and substance-free alternatives (i.e. movie night, bowling, skating and other recreational activities). In addition, the Baptist Student Ministry and United Campus Ministry are located adjacent to the campus in the Religious Activities Center to support students. The Advising & Counseling office serves as a resource for students that may be experiencing distress, as educational materials are available and referrals for individuals that warrant outpatient and inpatient care. These same services are mirrored and available for employees when referred by Human Resources.
  - C. Judicial Services at Paris Junior College are rendered primarily by the Director of Student Life. Sanctions are imposed in a manner with the underlying principle being that the severity of an incident is in line with the severity of the sanctions. Sanctions range from verbal warnings to expulsion. The primary objectives of these practices are to (1) insure each individuals' right to a healthy, safe and legal campus environment, while (2) making sure that individuals who do not conform to social norms expected of a Paris Junior College students are disciplined and if need be removed from the college so that the overall college community has a healthy, safe, and legal environment to live in.
  - D. Paris Junior College Campus Police primary goals are to (1) insure a safe, secure campus environment for both students and employees, and (2) to help enforce the college's rules and regulations. The Paris Junior College Campus Police monitors the campus in such a way that the students and employees know that they are available if needed. They also monitor and observe in an awareness mode so that unhealthy, unsafe, and illegal actions are prevented or curtailed if at all possible.
  - E. Paris Junior College Resident Life personnel live in the Residence Hall's with the students. Their positions require them to provide adult leadership to resident hall life. They explain and remind students of proper resident hall life and when needed, by reasonable and prudent means, enforce residence hall proper conduct policies. They are required to promptly call Campus Police when a student will not conform to the residence hall rules and regulations. They also communicate to the Director of Student Life any physical maintenance problems and or student issues that arise. By adhering to aforementioned protocols, Paris Junior College Resident Hall Personnel actively promote and insure a healthy, safe, and legal campus environment
  - F. Athletics at Paris Junior College is a vital part of campus life. The athletic program strives to promote healthy living and prevention. The Alcohol & Other Drug Prevention Program requires student athletes to adhere to a code of conduct that prohibits the use or possession of illegal drugs or alcohol on campus; and athletes are required to sign an agreement "Expectations and Goals of Paris Junior College Student-Athlete" each year (See Appendix G). The coaches are instrumental in cultivating an environment that promotes high morals and character by serving as positive role models for student athletes. Mental and physical fortitude, good

sportsmanship, and respect for authority is characteristic of these student athletes; which has promoted a norm for a healthy and safe campus.

- G. Human Resources is committed to raising awareness and educating employees regarding the negative impact of alcohol and drug abuse through annual training during employee/staff development days. The Human Resources office in collaboration with the college Counselor work closely with mental health professionals in the area to help get employees the necessary help that have experiences' with drug and alcohol abuse, and other substance abuse problems. All newly hired employees receive a wellness package and made aware of the college's drug and alcohol policy, and Alcohol & Other Drug Prevention Program (APPENDICES A and C). Human Resources strives to address concerns of employee wellness while working to maintain a safe environment for the whole college community.

## VIII. Summaries of AOD program strengths and weaknesses

### A. Program Strengths:

1. Objectives of environmental management have been developed to change the environment on campus and in the community.
2. Policy indicates that drugs and alcohol are not allowed on campus.
3. Policy indicates that marketing and advertising drugs and alcohol is not allowed on campus.
4. Signage regarding alcohol and drug programs that are held on campus is displayed all over campus with prevention messages. Students and employees see these messages which help promote change toward a normative environment.
5. The administrative team at Paris Junior College are engaged and provide leadership and support in prevention efforts. The Student Services Committee reviews the Biennial Review and the minutes from the meeting are forwarded to the College President.
6. Paris Junior College is intentional about involving students in the shared governance to promote a culture that reduces drug and alcohol use.
7. The Human Resource office facilitates offering services to employees that promotes health and wellness to prevent excessive use of alcohol.
8. Counseling services are available for students and employees.
9. Results of Paris Junior College AOD Prevention Program surveys: (See APPENDICES D and E)
  - a. Surveys indicate that students are knowledgeable of Paris Junior College AOD Prevention Program on campus.
  - b. Survey results indicate that students are knowledgeable of the risk when an individual uses drugs and alcohol.
10. Administration ensures every student has access to a Student Handbook which includes the drug and alcohol policy. Student Handbooks are handed out in every class the first two-weeks of each semester. This includes every online course on the landing page (e.g. Blackboard online platform). A link to the Student Handbook appears on the log-in page prior to logging into the course.

B. Program Weakness:

1. Need to improve widespread presentation of AOD educational programs for all students and employees. Although employees are welcome and encouraged to participate in AOD educational programs that target students, most employees primarily get AOD policy information which is mandated.
2. Not all employees participated in the Drug-Free Workplace Training course administered through modules with SafeSchools.
3. Need for AOD educational programs to be presented in academic areas other than EDUC/PSYC 1100 Learning Framework course.
4. Need to better ensure that students and employees are aware that assistance is available for those who may have a problem with alcohol and other drugs. Most employees are not aware that the purpose of the Drug Free Workplace Policy at work is designed to emphasize that drug and alcohol use is not permitted, and to encourage employees with alcohol or substance abuse problems to seek help.

IX. Recommendations for Revising Paris Junior College's AOD Prevention Program for 2014.

- A. Enhance surveying the student body, faculty, staff and community stakeholders to measure alcohol and other drug usage and gauge awareness and behaviors related to AOD use and abuse.
1. Continue administering a Paris Junior College student survey, and make adjustments based on survey results that includes comments. There seemed to be a greater percentage of students that responded to questions with indifference (or "Don't care") related to drugs and alcohol.
  2. Introduce the Council for Advancement of Standards in Higher Education (CAS) Self-Assessment Guide for Alcohol, Tobacco, and Other Drugs Programs as a tool for the Biennial Review Team to strengthen Paris Junior College's Alcohol and Other Drug Prevention Program.
  3. Conduct student focus groups led by Counselor and Student Government Association in academic classes, residence life and athletics, to discuss AOD related issues to increase awareness. (Capture qualitative data annually gleaned from these focus groups).
  4. Conduct faculty and staff focus groups to discuss AOD related issues to raise awareness among faculty and staff. (Capture qualitative data annually from these focus groups).
  5. Implement mandatory Drug Free Workplace Training course for all employees, and introduce annually for committing to 100% participation. (Capture results and include in next Biennial Review).
  6. Include the AOD Prevention Program in the college catalog.
- B. Present and distribute evidence-based AOD programs to students, faculty, staff and community to reduce AOD use.
1. Engage guest speakers presenting to the students and employees about AOD awareness.

2. Distribute AOD information materials in the Advising & Counseling office, Director of Student Life office, and the Human Resources office, as well as at all distance locations.
  3. Introduce embedded curriculum into academic classes to include AOD program and materials in PHED 1134, Introduction to Wellness, a 1 SCH elective course; PSYC 2301, General Psychology, 3 SCHs course in core curriculum; and PSYC 2315 Psychology of Personal Adjustment.
  4. To supplement the education component in the drug and alcohol prevention program, the Counseling office provides the following for students and employees who have AOD related problems and need help.
    - a. One-on-one education and/or counseling sessions.
    - b. Enhance referrals if needed to community serve agencies and treatment programs.
    - c. Create an awareness of confidential support services available on campus for students and employees who may need help with their alcohol or other drug problems.
- C. Updated procedures for distributing the 2014 annual AOD notification and policies to students and employees that ensures all employees and students receive policy information annually.
1. The College will annually disseminate an email, which includes the Drug and Alcohol Policy, and the Drug and Other Alcohol Prevention Program to all employees and students. If any e-mails cannot be delivered, or they are returned, the college will follow-up with a telephone call to determine the correct e-mail address.
  2. All new students that enroll in during Flex terms are given physical copies of Drug and Alcohol Policy, and the Drug and Other Alcohol Prevention Program. The signature of these new students are collected and placed on file in the Vice President of Student Services office.
  3. Provide AOD program materials to students during New Student Orientation, Residence Hall training and the all Athletic team meeting. Collect signatures of students who received and viewed the materials.
  4. Provide AOD program materials to new employees immediately after hire. Distribute the policy statement and Drug Free Workplace documents to all employees annually, and require each employee (full and part-time) to sign a statement that they have read and understand the policy.