

PARIS JUNIOR COLLEGE
ALCOHOL AND OTHER DRUG PREVENTION PROGRAM

ALCOHOL AND DRUG FREE ENVIRONMENT

Alcohol and Other Drug Free Prevention and Policy Statement. It is the policy of Paris Junior College (PJC) Board of Regents to comply with the Drug-Free Workplace Act of 1988. 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 increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale, and damage to the College's reputation.

The intent of this policy is to make Paris Junior College a better place to study and work through upgrading the mental and physical health of the total College community. It acknowledges the freedom of choice for those individuals who require or seek assistance and/or referral. The intent is not to restrict individual freedom but rather to encourage students and employees, principally through education and information efforts, to make intelligent choices about drugs, controlled substances, and alcohol use and abuse. As caring and concerned educational leaders, administrators, faculty, and supervisors must exercise sound and reasonable judgment when administering this policy. The appropriate Vice President is expected to supervise the enforcement of this policy while protecting the rights of individual students, employees, and other personnel.

The National Drug Control Strategy, issued in September 1989, proposed that the US Congress pass legislation requiring schools, colleges and universities to implement and enforce firm drug prevention and education programs as a condition of eligibility to receive federal financial assistance. In keeping with the requirements of the US Department of Education's Drug Free Schools and Communities Act Amendments of 1989, and Drug-Free Workplace of 1988, Paris Junior College presents the following information to all of its students and employees:

1. The Paris Junior College standards of conduct regarding the possession, use, and distribution of alcohol and drugs.
2. The Paris Junior College disciplinary sanctions for students and employees in violation of the standards of conduct.
3. A description of the legal sanctions under local, state, and/or federal law.
4. A description of the health risks associated with drug and alcohol abuse.
5. A description of the drug and alcohol counseling and treatment resources available to Paris Junior College students and employees.

STUDENT STANDARD OF CONDUCT

Paris Junior College policies and state law prohibit the use and possession of alcohol or illicit drugs on campus. Paris Junior College requires all students to be in compliance with all local, state, and federal laws regarding controlled substances, including, but not limited to their use, sale, possession, and manufacture. A student shall be prohibited from using or being under the influence of intoxicating beverages in the classroom buildings, student housing, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas.

Each student taking one or more classes for any type of academic credit, except for continuing education units, shall be given a copy of the College District's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol; a description of the applicable legal sanctions under local, state, or federal law; and a description of the health risks associated with the use of illicit drugs and the abuse or excessive use of alcohol.

EMPLOYEE STANDARD OF CONDUCT

Paris Junior College will uphold all federal, state and local laws regarding alcohol and other drugs. Paris Junior College employees are required to adhere to state and federal laws relating to controlled substances, illegal drugs and alcohol use. Paris Junior College policy prohibits the unlawful manufacture, distribution, possession, or use of illegal drugs or alcohol on College property while employees are 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.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their physicians about the medications' effect on their fitness for duty and ability to work safely, and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

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.

ALCOHOL AND DRUG USE POLICY

Alcohol and drug use is prohibited in and around all Paris Junior College property. Any student who possesses or participates in the presence of and/or under the influence of the use, sale, manufacturing, or distribution of illegal drugs and/or mood-enhancing substances will be subject to disciplinary action and/or criminal proceedings. *Sanctions will include, but are not limited to, fines, probation, and suspension from on-campus housing, or expulsion. Drug paraphernalia, include bong, hookah pipes, clips, residue, seeds, a smoke-filled residence hall room, or any other items used in the preparation or consumption of illegal drugs and/or mood-enhancing substances, are not permitted on the Paris Junior College campus.* Students who violate this policy shall be subject to appropriate disciplinary action. 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. State law shall be strictly enforced at all times on all property controlled by the college in regard to the possession and consumption of alcoholic beverages.

In support of a drug-free school and work environment, the College has instituted these policies and procedures. The links below provide greater detail and outlines discipline and penalties in the Student and Employee Handbooks.

<http://www.parisjc.edu/downloads/student-handbook.pdf>

<http://www.parisjc.edu/downloads/consumer/drug.pdf/>

<http://www.parisjc.edu/downloads/reshall-handbook.pdf>

CONTROLLED SUBSTANCES

Paris Junior College prohibits the possession or use of narcotics or drugs. No student shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required) any of the following substances on college property during any school term or off-school premises at a school-sponsored activity, function or event:

- A. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, look-alike drugs such as synthetic marijuana (K2) and bath salts, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
- B. Any abusable glue, aerosol paint or any other volatile chemical substance for inhalation.
- C. Any other intoxicant, or mood-changing, mind-altering or behavior-altering drug.
- D. Any performance-enhancing substance, including steroids.
- E. Any designer drug.

Texas state law prohibits the manufacture, sale, delivery, possession or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the *Texas Controlled Substances Act*, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under state law. Drug paraphernalia includes all equipment, products and material of any kind which may be used to facilitate, or are intended or designed to facilitate, violations of the *Texas Controlled Substances Act*.

The use, possession, and/or distribution of controlled substances which are not medically necessary and prescribed by a licensed physician are prohibited on campus. It is further the policy of the College to prohibit the possession, consumption, or distribution of alcoholic beverages on its campuses. The following guidelines apply:

1. The College recognizes that alcoholism, drug and/or controlled substance dependency are illnesses or “disorders”, and the College will seek to provide channels of referrals for help; but it is the student’s or employee’s responsibility to seek help.
2. Students and employees are prohibited from reporting to class or work under the influence of alcohol, drugs, or controlled substances.
3. As outlined in the College’s leave policy (DEC), employees may utilize accumulated sick leave or a reasonable leave of absence without pay for the purpose of treatment or rehabilitation as in any other illness.
4. If an indefinite suspension or termination of employment is contemplated because of alleged drug or alcohol possession, distribution, or use on campus, and evidence of such allegation is not clearly established, then grounds for an indefinite suspension or termination should be poor performance and strictly a work-related or academic issue as opposed to alleged drug or alcohol use.
5. An employee or student need not be legally intoxicated to be considered “under the influence” of a controlled substance.

PARIS JUNIOR COLLEGE SANCTIONS

Paris Junior College employs a systematic prescriptive disciplinary process that ensures each disciplinary referral is resolved appropriately, and the consequences or sanctions adequately address the nature of the issue. Emphasis is placed on student and employee development and a holistic approach to the student learning and staff development. For additional information on subjects such as laws, prevention initiatives, publications, community resources, and help for parents, you may access the Texas Department of State Health Services Website at <http://www.dshs.state.tx.us/sa/>

EMPLOYEE SANCTIONS

The College will give the same consideration to persons with chemical dependency 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.

Failure to comply with this policy may subject students and employees to administrative action, which may include dismissal from current classes or termination of employment. Violators other than students or employees may be removed from the campus or any of its activities.

Paris Junior College may impose one or more of the following sanctions upon employees who violate this policy:

- A reprimand in the form of a written or verbal warning;
- Referral to drug counseling programs, drug rehabilitation programs, or employee assistance programs;
- Leave of absence with or without pay;
- Termination from employment with the College.

STUDENT SANCTIONS

The Paris Junior College Disciplinary Policy has the following components with reference to the Code of Student Conduct pertaining to alcohol. Students who violate these policies are subject to college disciplinary action and prosecution through law enforcement agencies.

Student Sanctions - Alcohol

State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages. Depending on the circumstances and severity of the alcohol offense, Paris Junior College may impose one or more of the following sanctions:

- 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;
- The second possession of alcohol on the campus of Paris Junior College or at a college-sanction event may, after a due process hearing, result in suspension for one calendar year with referral to a professional counselor;
- The first offense for 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
- 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.

More details regarding the drug and alcohol policy, and specific penalties related to violations may be found by clicking on the link below.

<http://www.parisjc.edu/downloads/reshall-handbook.pdf>

Student Sanctions - Drugs

Depending on the circumstances and severity of the drug offense, Paris Junior College may impose one or more sanctions. The penalty for the use, sale and/or possession of illicit drugs for students is as follows:

- 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.
- The second possession/use of any controlled illegal drug on the campus of Paris Junior College or college-sanction activity may result in suspension for one calendar year.
- 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 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.

TEXAS LEGAL SANCTIONS

Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol and other drugs (as defined by the Texas Health and Safety Code, Subtitle C, Substance Abuse Regulation and Crimes) are eligible to receive the full legal penalty in addition to any appropriate College disciplinary action.

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture or delivery of controlled substances (drugs)	Confinement in the jail for a term of not less than 180 days and a fine not to exceed \$10,000.	Confinement in TDC for life or for a term of not more than 99 years, or less than 15 years, and a fine not to exceed \$250,000.
Possession of controlled substances (drugs)	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.
Delivery of Marijuana	Confinement in jail for a term of not more than 180 days,	Confinement in TDC for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Possession of Marijuana	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$2,000 or both.	Confinement in TDC for life or for a term of not more than 99 years or less than 5 years, and a fine not to exceed \$50,000.
Driving while intoxicated (includes intoxication from alcohol, drugs, or both)	Confinement in jail for a term of not more than 180 days or less than 72 hours, and a fine of not more than \$2,000.	Confinement in jail for a term of not more than 20 years or less than 2 years, and a fine not to exceed \$10,000.
Public Intoxication	A fine not to exceed \$500.	
Purchase, Consumption, or Possession of alcohol by a minor.	A fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$500 nor more than \$1,000.

Sale of alcohol to a minor	Fine of not less than \$100 nor more than \$500 or confinement in jail for not more than one year or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than one year, or both.
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Illicit Drugs. The controlled substances listed below are grouped into felonies and misdemeanors. This list is not a complete accounting of illegal drugs, but represents the most common controlled substances found on college campuses. In some instances, the amount of controlled substances determines the degree of penalty. A felony is an offense for which the offender could be sentenced to a prison term and a possible fine. A misdemeanor is an offense in which the person could be sentenced to serve time in a county jail facility and/or fine. Felony (delivery/sale) and Misdemeanor (possession)

- Cocaine
- LSD (Lysergic Acid Diethylamide)
- “Estacy”/MDMA (4-Methylenedioxy Methamphetamine)
- Methamphetamine
- Amphetamine
- Diazepam
- Heroin
- Phenobarbital
- Rohypnol (less than 28 grams-felony if more than 28 grams)
- Marijuana (more than ¼ ounce)
- Methadone
- Rohypnol (distribution of any amount possessions of more than 28 grams).

The above information can be found in the Penal Laws of the State of Texas, Subtitle C, Texas Health and Safety Code (Controlled Substances Act, Dangerous Drugs Act, Simulated Controlled Substances, Volatile Chemicals and Abusable Glue and Aerosol Paint).

Intoxication and Alcoholic Beverage Offenses.

- Public Intoxication: Beginning September 1, 1991, a blood alcohol level of .08 or higher will be proof enough that a driver is intoxicated.
- A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger themselves or another.
- It is a defense to prosecution under this section that the alcohol or other substance abuse was administered for therapeutic purposes and as a part of the person’s professional medical treatment by a licensed physician.

- An offense under this section is a Class C Misdemeanor.
- An offense under this section is not a lesser offense included under Section 49.04 of the Texas Penal Code.

Consumption/Possession of Alcoholic Beverage in a Motor Vehicle.

- A person commits an offense if the person consumes an alcoholic beverage while operating a motor vehicle in a public place and is observed doing so by a peace officer.
- An offense under these sections is a Class C misdemeanor.

Driving While Intoxicated (DWI).

- A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
- Except as provided by Subsection and Section 49.09 of the Texas Penal Code, an offense under this section is a Class B Misdemeanor, with a minimum term of confinement of 72 hours.
- It is shown at the trial of an offense under this section, that at the time of the offense the person operating the motor vehicle had an open container of alcohol in the vehicle, the offense is a Class B Misdemeanor, with a minimum term of confinement of six days.

Intoxication Assault.

- A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated, by reason of that intoxication causes serious bodily injury to another.
- In the section, “serious bodily injury” means an injury that creates a substantial risk of death or that causes serious permanent disfigurement of protracted loss or impairment of the function of any bodily organ.
- An offense under this section (second bullet) is a felony of the third degree.

Intoxication Manslaughter (second degree felony). A person commits an offense if the person:

- Operates a motor vehicle in a public place, an aircraft or a watercraft; and
- Is intoxicated and by reason of that intoxication causes the death of another by accident or mistake.

FEDERAL SANCTIONS

OFFENSE	MINIMUM PUNISHMENT	MAXIMUM PUNISHMENT
Manufacture, distribution or dispensing drugs (includes marijuana)	A term of imprisonment for up to 5 years, and a fine of \$250,000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$8,000,000 (for an individual) or \$20,000,000 (if other than an individual).
Possession of drugs (includes marijuana)	Imprisonment for up to 1 years, and a fine of \$1,000.	Imprisonment for not more than 20 years or not less than 5 years, a fine of not less than \$5,000 plus costs of investigation and prosecution
Operation of a Common Carrier under the influence of alcohol or drugs		Imprisonment for up to 15 years and a fine not to exceed

HEALTH RISKS

Health risks associated with drug and alcohol abuse encompass physical and psychological effects, including but not limited to malnutrition, brain damage, paranoia, hepatitis, convulsions, coma, depression, heart disease, death, pancreatitis, cirrhosis of the liver, damage to the central nervous system, elevated blood pressure, respiratory failure, low birth weight babies, babies with drug/alcohol addictions, and an increased probability of intravenous drug users contracting AIDS. Additional health risks generally associated with alcohol and drug abuse can result in limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders. The use of alcohol and other drugs represents a serious threat to health and the quality of life. With most drugs, it is possible that users will develop psychological and physical dependence. It is recommended that anyone having specific questions relating to their health and drugs/alcohol should consult a physician.

Health Risks Associated with Alcohol and Other Drug Abuse. Alcohol abuse can lead to alcoholism, premature death and complications of the brain, heart, liver and other body organs. It

is a prime contributor to suicide, homicide, motor vehicle deaths and other so-called “accidental causes” of death. Alcohol interferes with psychological functions and disrupts occupational and educational effectiveness.

Associated Health Risks with Illicit Drug Use and Tobacco Products. Health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain pancreas, kidneys, liver, and lungs; high blood pressure, heart attacks, and strokes; ulcers; birth defects; diminished immune systems; and death. Illicit drug use can result in a wide range of health problems including drug addiction, death by overdose or withdrawal seizures, heart problems, infections, liver disease and chronic brain dysfunction (i.e. memory loss, hallucinations, paranoia and psychosis). The use of tobacco products have been linked to coronary heart disease. Lung, oral, larynx, esophagus, bladder, pancreas and kidney cancers strike tobacco users at increased rates. *Further information concerning health risks may be found in the Advising & Counseling office located in Room #104 of the Alford Center or consult with a personal physician.*

The general categories of drugs and their effects are as follows:

- Alcohol produces short-term effects that include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain; ulcers; gastritis; malnutrition; delirium tremens; and cancer. Alcohol combined with other drugs can have serious side effects.
- Methamphetamines/Stimulants (speed, uppers, crank, Adderall, caffeine, etc.) speed up the nervous system and can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleeplessness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.
- Anabolic Steroids seriously affect the liver, cardiovascular and reproductive systems. They can cause sterility in males and females as well as impotency in males.
- Benzodiazepines/Barbiturates/Depressants (Xanax, downers, Bars, Valium, etc.) slow down the central nervous system and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.
- Cocaine/Crack stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, and elevated blood pressure, and insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.
- Hallucinogens and Synthetic Chemical Drugs (PCP, synthetic cannabis (Spice, etc.) synthetic cathinones (Bath Salts, etc.), MDMA (ecstasy), LSD, etc.) interrupt the

functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

- Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination and motivation. It may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer.
- Opioids/Narcotics (heroin, oxycodone, hydrocodone, morphine, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.
- Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Further information on the health risk of abusing drugs and alcohol can be found on the following websites:

<http://www.drugabuse.gov/drugs-abuse>

<http://www.utexas.edu/ssw/cswr/institutes/ari/announcements/>

COUNSELING, TREATMENT PROGRAMS AND REFERRAL SOURCES

EMPLOYEE PREVENTION AND REFERRAL

The Office of Human Resources provides information for employees, including informational literature and health/wellness presentations; employees may also be directed to the Advising & Counseling Department, which has a Licensed Professional Counselor on staff, if there is a need for counseling or referral to treatment or rehabilitation services. Paris Junior College does not assume financial responsibility for the costs of treatment. Interested employees should contact the Human Resources Office, which is located in the *Administrative Building Room #141* or you may call (903) 782-0483.

- Information concerning an employee's diagnosis, referral, treatment and medical records will be kept strictly *confidential*.
- Employees shall be informed of the College's referral services and of this policy through various means, such as divisional and departmental meetings, staff development, wellness clinics, new employee orientation process, and a campus-wide public information document.

STUDENT PREVENTION AND REFERRAL

When personal or behavior problems begin to affect a student's academic performance or an employee's work as a result of substance and alcohol abuse, the individual should be referred to the Advising & Counseling office (students) or the Director of Human Resources (employees) for assistance and/or referral to local community professionals. The following guidelines apply to all referrals:

1. The student or employee is responsible for any cost and/or fees incurred for professional services outside the Advising & Counseling office, which is located in the *Alford Center Room 104* or you may call (903) 782-0426.
2. Information concerning a student's or an employee's diagnosis, referral, treatment, and medical records will be kept strictly confidential.

Off Campus Resources:

- Alcoholics Anonymous (903) 785-1951
- Community Health Care (903) 737-4394
- East Texas Council of Alcoholism & Drug Abuse 800-441-8639 or (903) 784-1959
- STAR Program (903) 783-0732
- G&G Addiction Treatment Center, Inc. (866) 439-1807
- Glen Oaks Hospital (800) 443-1109
- Road Less Travel (866) 486-1812

National Hotlines:

- National Drug & Alcohol Addiction Treatment Services (877) 414-5261

- The Treatment Center (888) 433-9869
- Alcohol 24-Hour Help Line (800) 527-5344
- National Cocaine Hotline (800) 262-2463
- The Center for Substance Abuse Treatment and Referral Hotline 1-800-662-HELP
- The Drug Free Workplace Helpline (800) 967-5752

POLICY DISSEMINATION

The College will provide employees information on where to find the Drug and Alcohol Policy and the Drug and Alcohol Abuse Prevention Program Statement, and they will also be required to sign acknowledgement forms of these terms at New Employee and New Faculty Orientations.

A copy of the Drug and Alcohol Policy and the Alcohol & Other Drug Prevention Program Statement will also be posted on the Paris Junior College website.

The College will also include the Drug and Alcohol Policy and the Alcohol & Other Drug Prevention Program in the College Catalog, Student Handbook and Employee Handbook.

The College will also annually disseminate an email which includes the Drug and Alcohol Policy, and the Alcohol & Other Drug Prevention Program to all employees and students. A standard procedure is implemented to address “bounce backs” from incorrect email addresses.

Students receive information about the Alcohol and Other Drug prevention program in New Student Orientation and targeted academic courses (Physical Education and Psychology). The curriculum in these courses lends itself to introducing the AOD Prevention Program. Also, the first two-weeks of class at the beginning of each semester students are given the Student Handbook which highlights Students Rights and Responsibilities and PJC’s drug and alcohol program. Students that initially enroll at PJC during a flex and/or winter term are given a copy of the Alcohol and Other Drug prevention program as well.

The beginning of each academic year PJC provides a risk management program for members and advisors (faculty and staff advisors) of registered student organizations on campus. As part of the program, PJC 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. Each advisor and student representative reports back to the larger group the contents shared at the meeting.

The Biennial Review Report will be housed in the Office of the Vice President of Student Services and will be made available upon request. (Alford Center #110 ~ Office 903-782-0277)

BIENNIAL REVIEW

The Paris Junior College Alcohol and Other Drug Prevention Program will be reviewed biennially. Paris Junior College is committed to monitoring and assessing the effectiveness of the program. The uniform application of sanctions to employees and students is ensured by the college administration. To perform this biennial review, the college uses both formal and informal assessments. The Biennial Review Team will formulate an informative report for the Student Success Committee every even calendar year for evaluation by examining current practices and program effectiveness.

- Formally the college maintains several Institutional Committees to review policy and programs related to the College. The Student Services Committee, Financial Aid Committee and Quality Assurance/Institutional Effectiveness Committee are jointly tasked with determining the effectiveness of this program, and ensure the standards of conduct are fair and consistently enforced.
- The formal program review is conducted each year by the Student Services Committee. A survey instrument with questions adopted from the Substance Abuse and Mental Health Services Administration (SAMHSA) is administered annually to students assessing the overall Alcohol and Other Drug Prevention Program.
 - Informal assessment methods used in the review include student focus groups, administrative overview, and informal student surveys.
 - Using the continuous quality improvement approach modifications are made to the program, and student learning outcomes, in an effort to evolve with changes in the student population.

The College shall conduct a biennial review of this program to:

- 1) Determine its effectiveness and implement changes, if needed; and
- 2) Determine the number of drug- and alcohol-related violations and fatalities that occur on campus or during College activities; and are reported to Paris Junior College officials.

The Office of the Vice President of Student Services, in cooperation with Human Resources, Campus Police Department, and the Financial Aid & Veteran Affairs is responsible for conducting these biennial reviews. Notification of the program, including information about health risks and sanctions for violation of the policy, will be provided annually to the students and employees of Paris Junior College by these departments.

The Biennial Review reports will be housed in the Office of the Vice President of Student Services. The President will approve the biennial review report.

Approved: _____

Next Scheduled Review by the Office of the Vice President of Student Services & the Alcohol & Other Drug Prevention Program Biennial Review Committee _____

Next Scheduled Approval by President _____