

# PARIS JUNIOR COLLEGE

Paris - Greenville - Sulphur Springs

2016 Biennial Alcohol and Drug Prevention Review

## *Review Dates:*

Fall 2014 – Spring 2015

Fall 2015 – Spring 2016

## *Next Review Dates:*

Fall 2016 - Spring 2017

Fall 2017 – Spring 2018

## **2014-2016 BIENNIAL REPORT**

### **Introduction**

Paris Junior College is committed to an environment that 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 increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale, and damage to the college's reputation.

Paris Junior College builds on its long tradition as a public institution for men and women by educating a diverse community of students to lead personally and professionally fulfilling lives. Paris Junior College prepares men and women for leadership and service through high quality undergraduate and professional programs on campus. A PJC education ignites potential, purpose and a pioneering spirit.

The Drug Free Schools and Campus Regulations (EDGAR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) requires an institution of higher education (IHE) such as Paris Junior College to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of its activities. At a minimum, each IHE must annually distribute the following to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees
- A description of the legal sanctions under university, local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students
- A clear statement that the IHE will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug and alcohol related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and
- The number and type of sanctions the IHEs imposed on students and employees as a result of the violations.

To best achieve the goal of education and the exercise of PJC responsibilities, the college seeks to educate the college community about the effects of alcohol and illicit drugs. As a community, we believe that the sharing of knowledge can contribute to a more responsible approach to alcohol and drugs.

Paris Junior College acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the college fulfills the requirements of the previously mentioned Federal regulations. The Director of Student Life along with the campus Chief of Police is responsible for conducting the review and reporting on the findings. The Director of Student Life serves as the leading student affairs officer.

The following campus units provided information for this biennial report:

- College Housing
- Department of Public Safety
- Advising/Counseling Services
- Intercollegiate Athletics
- Human Resources Office
- Health Occupations

The intention of this document is to meet the legal requirements of conducting a biennial review and also summarize the programs and activities related to alcohol and drug prevention on Paris Junior College campus during the 2014-2015 and 2015-2016 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided to students
- Athletic Policies related to Drugs and Alcohol
- Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Student Code of Conduct
- Paris Junior College Employee Procedures Handbook policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- Various resources available to students and employees regarding drug and alcohol abuse

- Residence Life policies related to drugs and alcohol incident reports in the Student Life's Office related to any possible infractions of the drug and alcohol policy presented to students
- Clery Act reports
- PJC Health Occupations Program Policies related to Drug and Alcohol Testing
- Local, State and Federal Mandates

### Biennial Review Team

The Biennial Review Team is inclusive but not limited to the following individuals:

Kenneth Webb, Director of Student Life, Chair  
 Sheila Reece, Associate Vice President for Student Access and Success  
 Linda Slawson, Director of Financial Aid & Veteran Affairs  
 Stephanie Pinckard, Advising and Counseling  
 Shane Boatwright, Chief of Campus Police  
 Dr. Kenneth Haley, Dean of Distance Education, Communication and Fine Arts  
 Anthony Sawyer, Division Chair for Business and Technology  
 Julie Sugg, Secretary to Vice President of Academic Studies

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 create the biennial review including recommendations for future action.

The required biennial review has the following two objectives in preparing the report:

- To determine the effectiveness of and to implement any needed changes to the AOD Prevention Program.
- To ensure that the campus enforce the disciplinary sanctions for violating standards of conduct consistently ("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).

### Location of Biennial Review

The Biennial Review Team recommended the report be kept on file in the Student Life office. Access to the Biennial Review will be found on the Student Information web page, and will be made available upon request.

Name: Kenneth Webb, Director of Student Life (Student Center, room 208) 903.782.0433

## Alcohol and Other Drug Abuse Prevention Programs

*Review Dates: Fall 2014 – Spring 2015*

Residence Hall Fall Meeting (186 participants): The Alcohol and Other Drug Program addresses college culture, party safety, consent, healthy relationships, alcohol and drug use, misuse and abuse.

National Collegiate Alcohol Awareness Week (150 participants): This health week is observed each October. PJC Student Activities hosted alcohol awareness tables on the Paris campus and one each on Greenville and Sulphur Springs centers.

Safe Spring Break (175 participants): This interactive event allows students to learn ways to have a safe and fun spring break. Alcohol and drug use and abuse are discussed.

Impaired Driving Prevention Symposium (1 advisor and 5 students) This student oriented symposium featuring information including impaired driving prevention, peer-to-peer outreach methods, content related to effectively establishing and supporting a peer education program.

*Review Dates: Fall 2015 – Spring 2016*

Residence Hall Fall Meeting (187 participants): The Alcohol and Other Drug Program addresses college culture, party safety, consent, healthy relationships, alcohol and drug use, misuse and abuse.

National Collegiate Alcohol Awareness Week (87 participants): This health week is observed each October. PJC Student Activities hosted alcohol awareness tables on the Paris campus and Greenville and Sulphur Springs centers.

Red Ribbon Week (60 participants): PJC Student Activities hosted the Texas Department of Transportation on the Paris Campus for demonstrations, games, and information booth for students to participate in. TX DOT provided fatal vision goggles, sobriety test equipment including pedal carts, and much more for the students. Free gift bags were provided with alcohol awareness material.

Safe Spring Break (152 participants): East Texas Council on Alcoholism and Drug Abuse presented a program about the statistics regarding alcohol use within colleges and knowledge regarding alcohol abuse. Alcohol and drug use and abuse are discussed.

## Paris Junior College Advising/Counseling Center

The PJC Advising/Counseling Center serves the PJC student community on the Paris, Greenville and Sulphur Springs campuses. The mission of the Advising/Counseling Center is to support the student's success and personal growth in a warm and safe environment. If you would like help with drug or alcohol abuse or any other issue, you can contact the PJC Advising/Counseling Center at (903) 782.0426 on the Paris campus.

### The Employee Assistance Program

The Employee Assistance Program (EAP) is provided through the PJC Human Resources office to assist employees and their families with personal matters by referral to agencies, facilities, or individuals that may best be able to meet their needs. To contact the EAP Coordinator, call 903.782.0483.

#### Additional Prevention and Education Programs:

- Residence Halls meeting – each semester
- Athletic Orientation – each fall
- Campus posters related to Alcohol and Drugs
- Resident Hall Handbook
- Student Handbook – distributed annually at beginning of each semester
- New Employee Orientation
- College Policy Manual – online
- Employee Safe School Training – each fall

## **Policy**

### Compliance with Drug-Free Schools and Communities Act

Paris Junior College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as part of any college activity. PJC has a written policy on alcohol and other drugs and distributes this to students during orientation courses and to new employees during New Employee Orientation. Information is provided through student sessions, through access to the Student Handbook and through various handouts throughout the academic year. The College Policy Manual also contains the Drug and Alcohol Abuse Prevention Policy. The written materials annually distributed contain the following:

- 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
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol
- A description of applicable legal sanctions under local, state or federal law
- A description of counseling or treatment programs
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be distributed to all students via email and is discussed in more detail with students during orientation sessions and information sessions. PJC also posts notices about alcohol and drug awareness activities throughout the year on campus bulletin boards.

### Alcohol and Drug-Free Campus Workplace Policy

Paris Junior College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The college recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions.

The college also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the college's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at PJC and monitored by the Human Resources Department. All employees and students are notified of this policy by print publication and electronic delivery.

### Student Life Summary

All Paris Junior College students are responsible for complying with Texas state laws and policies of PJC. These guidelines establish that:

- No person of any age may use or be in possession of alcoholic beverages.
- Personal possession and consumption of alcoholic beverages is not permitted in residence halls, at athletic events, at social events attended by students, or on the campus grounds.

### Residence Hall Summary

Paris Junior College employs Residence Hall Directors and Student Assistants who are trained to enforce the community standards regarding alcohol and drugs for the students residing in the three residence halls. Each resident is provided information on residence hall policies upon completion of dorm agreement. The alcohol and drug policies are contained in the Student Handbook and include:

- Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior.
- Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the Student Handbook and can include:
  1. Fines and probationary period (Dorm and Disciplinary)
  2. Contact with parent/guardian
  3. Referral to an alcohol education program
  4. Counseling services
  5. Termination of the housing contract
  6. Suspension from Paris Junior College
  7. Possible arrest, imprisonment, or fine according to state alcohol laws

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited *unless* the student has a valid prescription for the use of the said

substance per the PJC Code of Conduct. Furthermore, such intoxication is strictly prohibited *on any area* of the PJC campus. This includes the presence of empty or full alcoholic beverage containers.

### Athletic Summary

The administrative, professional and coaching personnel of the PJC Department of Athletics believe and concur in the following propositions and conclusions concerning alcohol and drug use and abuse by any student athlete participating in the college athletic programs:

- Student athletes need full knowledge of the harm that alcohol and drugs may cause and they should have an awareness of the detriment on performance and physical and emotional health.
- Those attempting to combine athletic activities with alcohol and drug use may create additional risks to themselves, teammates and others. The reduction in mental alertness, the behavior modifications - whether as excessive aggression or increased indifference - expose athletes to physical injury and team dissension. These risks are both immediate (i.e. practice injuries) and long-term such as physiological degradation and devalued self-esteem.
- Given the substantial time and energy required for participation in college sports, a student athlete who permits alcohol or drug use to affect and alter his/her performance is likely to see corresponding declines in his/her ability and motivation to honor his/her primary obligations in the classroom, library and laboratory.
- PJC is in full agreement with the NJCAA in condemning the use of non-prescribed, non-therapeutic/performance enhancing drugs. It is the responsibility of the athletics department, through the coaches, to communicate the department's policy regarding this issue. In addition, no athletic staff member shall encourage or advise any student athlete to take any performance enhancing/non-therapeutic drugs and further, they will not issue or assist the student athlete in obtaining any performance enhancing/non-therapeutic drugs. All staff members must play an active role in advising against the use of performance enhancing-therapeutic drugs by a student athlete. Any staff member found to be in violation of this policy would be subject to dismissal.

Year	Number of Offenses in Student Housing	Outcome
Fall 2014 – Spring 2015	15	Fines and probations
Fall 2015 – Spring 2016	9	Fines and probations

### Health Occupations Drug Policy Summary

Paris Junior College adheres to all policies of clinical facilities that the college requires for student clinical learning experiences. Many clinical facilities require drug testing and criminal background screening of all students. This policy governs the drug testing and criminal background screening for Health Occupations students.

The Paris Junior College Health Occupations department faculty believes that our major objective as educators is to prepare our students for the commercial workplace as well as to safeguard the public.



The faculty requires that Health Occupations students provide safe, effective and supportive client care. To fulfill this purpose, students must be free of chemical impairment during participation in any part of the Health Occupations program including classroom, laboratory, and clinical settings. Safety and comfort of the client will not be compromised under any circumstance specifically related to behaviors from the use of mind altering substances. Therefore, the practice of a student who is chemically impaired or whose substance use interferes with delivery of safe health care must be controlled.

### Department of Public Safety

As an educational institution, Paris Junior College is committed to the development of a healthy environment which stimulates intellectual and personal development in students and employees as well as ensuring their physical well-being. PJC DPS enforces all federal, state, and local laws including those which regulate the possession, use, and sale of alcoholic beverages. Use or possession of alcoholic beverages at PJC by an individual under the age of 21 is prohibited by Texas law.

PJC DPS enforces federal, state, and local laws pertaining to the illegal possession, use, and sale of illicit drugs. Students and employees may not use, possess, sell, manufacture, or distribute illegal drugs, inhalants, or controlled substances (narcotics or dangerous drugs), be in possession of drug paraphernalia, or misuse any legal drug or other substance in or on college owned or controlled property.

Violators of drug or alcohol laws and campus policies are subject to college disciplinary action, criminal prosecution, fine and imprisonment. Full disclosure of campus policies involving drug and alcohol use can be found in the Student Handbook, if you would like to view an electronic copy of the Student Handbook you can do so by following this link: <http://www.parisjc.edu/downloads/student-handbook.pdf/>

### Alcohol and Other Drug (AOD) Prevention Program Elements

Paris Junior College will provide an outline of prevention efforts currently in place. There are 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 the following information on policies and behavioral indicators related to alcohol use/abuse and illicit drug use:

- The Student Handbook, which 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.
- The Residence Life Handbook, which defines the campus Drug & Alcohol Policy.
- The Employee Handbook, which clearly states the code of conduct for Paris Junior College employees. The employee standard of conduct is reviewed periodically, and the Employee Handbook reflects any amended information.

### Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse

The health risks associated with the use of illicit drugs and the abuse of alcohol are provided in the AOD Prevention Program.

- Educational video which 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.
- Student Life department conducts educational workshops for students, which describes the health and other risks associated with alcohol and drug abuse. These workshops are open to employees. Required AOD presentations are conducted at the beginning of each long semester. Supplementary information is available in the Human Resources Office.

#### Legal Sanctions Under Local, State, or Federal Law

A description of applicable sanctions for students can be found in the AOD Prevention Program and the Student Handbook, pages 27-29 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 the Residence Life Handbook, pages 14-16.

A description of applicable sanctions for employees can be found in the Paris Junior College Employee Handbook, page(s) 50; 55-56. This information may be accessed through the college website: <http://www.parisjc.edu/index.php/pjc2/staff>.

#### Available Counseling, Treatment, Rehabilitation, Re-entry Programs

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.

Students may contact the Advising & Counseling office at (903) 782.0426 located in the Alford Center Room #104 on the Paris Campus.

#### 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 Traveled, 866.486.1812
- Seabrook House, 800.579.0377
- The Watershed, 866.424.216
- Hunt Regional Medical Center, 903.408.5000

### National Hotlines

- National Drug & Alcohol Addiction Treatment Services, 877.433.9869
- The Treatment Center, 888.433.9869
- Alcohol 24-Hour Help Line, 800.527.5344
- National Cocaine Hotline, 800.262.2463

Employees should contact the Human Resources office for available wellness information/presentations. Employees may also be directed to Counseling for immediate intervention and referral to treatment or rehabilitation services.

- 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 leave of absence, referred to treatment providers and/or otherwise accommodated as required by law. Employees seeking help 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 require driving or if they have violated this policy previously.

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 8 am to 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 to the nearest hospital, or call the 24 Hour Toll Free Crisis Line at 1.866.558.HELP (4357).

### Statement of Disciplinary Sanctions - Alcohol

**Students** who are in violation of the Paris Junior College Drug and Alcohol policy are subject to college disciplinary action and prosecution according to the law.

Student sanctions the college may impose for alcohol use and abuse depend on the circumstances and severity of the offense. They are:

- First possession/use of alcohol in any form by a student on the PJC campus will result, after a due process hearing, in the student being placed on disciplinary probation.
- Second possession of alcohol on the PJC campus or at a college-sanctioned event may, after a due process hearing, result in suspension for one calendar year with referral to a professional counselor.
- First offense for selling and/or distribution of alcohol may, after a due process hearing, result in suspension for one calendar year.

Fines for Violations Alcohol/Intoxicating Substances:

- First Offense      \$50 fine and placed on disciplinary probation

- Second Offense \$100 fine

#### Student Incident Reports – Alcohol:

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

Year	Number Of Offenses	Sanctions/Outcomes
2014	10	5 Arrests & 5 Referrals *
2015	0	Not applicable
2016	7	7 referrals

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

#### Statement of Disciplinary Sanctions - Illicit Drugs

**Students** who are in violation of the Paris Junior College Drug and Alcohol policy are subject to college disciplinary action and prosecution according to the law.

Student sanctions the college may impose for illicit drug use and abuse depend on the circumstances and severity of the offense. They are:

- First 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 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.
- 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.
- 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 event may result in expulsion. Criminal charges may be filed by the institution and expulsion bars readmission to the college.

#### Fines for 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.

## Student Incident Reports – Drugs:

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

Year	Number Of Offenses	Sanctions/Outcomes
2014	24	6 Arrests & 18 Referrals *
2015	6	6 Arrests
2016	2	2 Referrals

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

**Faculty or Staff** in violation of the Paris Junior College Drug and Alcohol Policy while on official duty or at any school-related event outside of usual working hours shall be subject to College District-imposed discipline, as determined by his or her supervisor(s) and the college president. An Employee need not be legally intoxicated to be considered “under the influence” of a controlled substance, and could be subject to disciplinary sanctions which may include:

- Referral to drug and alcohol counseling or rehabilitation programs;
- Referral to employee assistance programs;
- Termination from employment with the College District; and
- Referral to appropriate 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:

Year	Incidents In Workplace	Outcomes
2014	0	Not Applicable
2015	0	Not Applicable
2016	0	Not Applicable

\*\*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.

#### Procedures for distributing AOD policy to Students and Employees

Students may find descriptions of the Alcohol and Other Drug Prevention Program at the Director of Student Life office on the Paris campus, and the center director's offices in Greenville and Sulphur Springs. All students receive the Student Handbook which outlines the drug and alcohol policy.

Students are sent the policy (through electronic mail) every semester to ensure the content is conveyed to all students attending Paris Junior College. An e-mail is also sent to faculty and staff to provide them with information regarding the Alcohol and Other Drug Prevention Program at the college. Faculty is instructed to remind 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 e-mail address), the announcement by faculty in class will assist in getting them access to the policy. Advisors verify the e-mail address during advising sessions.

- 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-drugprevent.pdf>.
- The college will include the Drug and Alcohol Policy in the Residence Life Handbook, Student Handbook and Employee Handbook.
- 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>.

Students receive information about the health risk of drugs and alcohol in the EDUC/PSYC 1300 Learning Frameworks course. A component or one lesson in the course is dedicated to health and wellness issues. This course is required for all new, academic students at Paris Junior College.

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.

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 acknowledgement 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.

Every new employee is required to complete a new employee packet prior to beginning work for the college which includes the Substance Abuse Policy that they must read and sign. A checklist is also completed to verify information is reviewed with each employee to provide an opportunity for the employee to ask questions and ensure that applicable items are covered. Employee welfare information, Drug-Free Workplace Notice, and Sources for Information on Illegal Drugs, is also included in the new employee packet. All full-time employees are required to re-sign the policy at the beginning of each academic year. The SafeSchools online program ensures we now have the technology to efficiently require all employees to read and acknowledge assigned policies.

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.

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. The audit included student workers; however, work study students were not included since Human Resources do not maintain files for this special population of workers.

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)

### Policy Development and Enforcement

A 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 committee are appointed by the college president and consist of faculty, staff and students.

The Biennial Review Team presents to the college president for review of the college’s AOD Prevention Program, effectiveness of sanctions, and consistency of enforcement.

A campus student committee appointed by the Student Government Association president will routinely discuss Code of Student Conduct, AOD policies 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.

The Student Life Office, Chief of Campus Police, and disciplinary officers (including student assistants) are routinely trained on policies and procedures developed by Paris Junior College. This includes policy related to drugs and alcohol.

#### Promote Alcohol and Drug Free Options (AOD)

- Offer and promote social, recreational, extracurricular and public service options that do not include opportunities to use drugs and alcohol.
- Establish and integrate student-athlete agreement to promote commitment to drug and substance abuse free lifestyle.
- Strategically present workshops each semester to students during periods where alcohol consumption 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 Mothers Against Drunk Drivers (MADD) programs.
- National Collegiate Alcohol Awareness Week (October)

#### Create Alcohol and Drug Free Environment

- Signs and posters are found throughout the campus environment with prevention messages for students to view.
- AOD education begins with orientation. Specific residence life programming is focused on topics of AOD prevention.
- AOD education is presented to athletic teams.
- Pro-health messages are integrated into the academic year in classes and through special presentations or programs.
- Restrict Alcohol and Other Drugs Availability:
  1. Alcohol and Other Drugs are prohibited on campus.
  2. Campus Police and Judicial Officer ensure compliance with established policies and procedures of the College.

#### Restrict Marketing and Promotion of Alcohol and Other Drugs

- Alcohol and Other Drugs advertising on campus is prohibited.
- All flyers on campus require approval by Student Life office on the Paris campus, or directors at the Greenville and Sulphur Springs Centers, which ensure compliance with established policies and procedures of the College.
- Campus Police and Judicial Officer ensure compliance with established policies and procedures of the college.



## Statement of AOD Program Goals and Discussion of Goals Achievement

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

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

### Summary of the goals of AOD Program for 2014 is as follows:

- The AOD program provided 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, ETCADA).
- Will evaluate the effectiveness of the current college policies, procedures and practices.

Results from questionnaire administered to students living in residence halls that watched the drug and alcohol training video August 2014.

1. *"Caffeine does not increase the rate of alcohol consumption."* The correct answer to this statement is true, and 44.4% of the students that responded to this question answered incorrectly.
2. *"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.
3. *"A new law passed by the Texas legislature in 2011 means that a person under 21 won't be charged by the police for possessing or consuming alcohol if the person calls 911 because someone might have alcohol poisoning."* The correct answer to this statement is true, and 88.2% of the students that responded to this question answered correctly.
4. *"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.
5. *"Hazing is not a crime."* The correct answer is false, and 95.2% of the students that responded to this question answered correctly.

6. *“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.
  7. *“Over 97,000 college students each year between the ages of 18 and 24 are victims of alcohol-related sexual assault or “date rape” according to a study by the National Institute on Alcohol Abuse and Alcoholism.* The correct answer to this statement is true, and 88.8% of the students that responded to this question answered correctly.
  8. *“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.
  9. *“Excessive alcohol use includes binge drinking, underage drinking, drinking while pregnant and alcohol impaired driving.”* The correct answer to this statement is true, and 85% of the students that responded to this question answered correctly.
  10. *“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.
- Some key assessment results from the Alcohol and Other Drug Prevention Program Student Survey that was administered October 2014. The following questions are excerpts from the survey, which offers insight in understanding student’s perspective about alcohol, and drug related issues.
    1. *“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 question answered “No”.
    2. *“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.”
    3. *“How do you feel about someone your age using marijuana once a month or 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%).”
    4. *“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”

5. *"I would be able to refuse if a friend offered me drugs, including marijuana."* The majority of the students that responded overwhelmingly agreed or strongly agreed with this statement. 66.2% "Strongly agree" and 26.9% "Agree"
6. *"Are you aware of the health risks of drug and alcohol abuse?"* – 92.8% of students responded to this question with "Yes."
7. *"Do you know Paris Junior College's policies regarding drugs and alcohol?"* – 70.6% of students responded to this question with "Yes" and 16.6% answered "Somewhat."

Results from questionnaire administered to students living in residence halls that watched the drug and alcohol training video August 2015.

1. *"Caffeine does not increase the rate of alcohol consumption."* The correct answer to this statement is true, and 32.4% of the students that responded to this question answered incorrectly.
2. *"It is not dangerous to mix energy drinks and alcohol."* The correct answer to this statement is false, and 93.5% of the students that responded to this question answered correctly.
3. *"A new law passed by the Texas legislature in 2011 means that a person under 21 won't be charged by the police for possessing or consuming alcohol if the person calls 911 because someone might have alcohol poisoning."* The correct answer to this statement is true, and 83.2% of the students that responded to this question answered correctly.
4. *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 90.3% of the students that responded to this question answered correctly.
5. *"Hazing is not a crime."* The correct answer is false, and 88.1% of the students that responded to this question answered correctly.
6. *"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 90.8% of the students that responded to this question answered correctly.
7. *"Over 97,000 college students each year between the ages of 18 and 24 are victims of alcohol-related sexual assault or "date rape" according to a study by the National Institute on Alcohol Abuse and Alcoholism.* The correct answer to this statement true and 93.5% of the students that responded to this question answered correctly.

8. *“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 88.1% of the students that responded to this question answered correctly.
  9. *“Excessive alcohol use includes binge drinking, underage drinking, drinking while pregnant and alcohol impaired driving.”* The correct answer to this statement is true, and 89.7% of the students that responded to this question answered correctly.
  10. *“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 91.9% of the students that responded to this question answered correctly.
- Some key assessment results from Faculty and Staff Drug-Free Workplace Training course administered through SafeSchools October 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.
    1. 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.
    2. 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 send out an email to other employees alerting them.”* 100 % of staff that completed the course answered this question correctly.
    3. The Drug Free Workplace training course administered through SafeSchools was initially piloted during fall 2014. The entire Student Services division, all academic deans, program directors, 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.
    4. 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.
  - Summary of the goals of AOD Program for 2015 is as follows:
 

The AOD program provided students with an appropriate and comprehensive continuum of alcohol and other drug related education, prevention intervention, and counseling and referral services. The following is a summary of survey results:

    1. 93.5% believe it is a false statement that mixing energy drinks and alcohol is not dangerous.
    2. 90.3% believe 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.
    3. 90.8% believe it is a false statement that the effect will be the same if a woman drinks the same amount of alcohol as a man.

4. 88.1% believe that being intentional about not using excessive alcohol will improve your quality of life and academic performance.
5. 91.9% believe that according to the National Institute on Alcohol Abuse and Alcoholism 1,825 college students die each year from related alcohol unintended injuries.

Clery Act Statistics, Liquor/Drug Law Violations 2014-2016

NUMBER OF OFFENSES			
Law Violation	2014	2015	2016
Drug abuse violations	15	6	2
Liquor law violations	4	0	7

Arrests or Disciplinary Actions (On Campus)

NUMBER OF OFFENSES			
Law Violation	2014	2015	2016
Drug abuse violations	9	0	2
Liquor law violations	6	0	7

Arrests – On-campus Student Housing Facilities or Disciplinary Actions

Number of Persons Reported For Disciplinary Actions			
Law Violation	2014	2015	2016
Drug abuse violations	18	0	2
Liquor law violations	5	0	7

*\*NOTE – The majority of arrests given in the above charts are citations issued*

Alcohol Programs and Services to Reduce AOD

The administration at Paris Junior College works to ensure that the college is a healthy and safe environment in several ways. The president is very involved in promoting the goals and objectives of the college's AOD prevention program, and has taken the lead in this effort. Other administrative

staff assists in reaching those goals by ensuring that employees and students have access to educational 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 free from illegal drugs and alcohol abuse.

- 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. Educational materials and referrals are available for individuals that warrant outpatient and inpatient care. These same services are mirrored and available for employees when referred by Human Resources.
- Judicial services at Paris Junior College are rendered primarily by the Director of Student Life. Sanctions are imposed in line with the severity of the incident and range from verbal warnings to expulsion. The primary objectives of these practices are to ensure the individual right to a healthy, safe and legal campus environment while making sure that those who do not conform to social norms expected of Paris Junior College students are disciplined and, if need be, are removed from the college.
- The primary goals of the Campus Police are to ensure a safe, secure campus environment for students and employees, and help enforce the College rules and regulations. The Paris Junior College Campus Police monitors the campus in such a way that the students and employees know they are available, if needed. They monitor and observe in an awareness mode so that unhealthy, unsafe, and illegal actions are prevented or curtailed if at all possible.
- A student housing supervisor lives in the residence halls with the students. The position provides adult leadership as they enforce residence hall policies. When a student will not conform to residence hall rules and regulations, Campus Police is notified. The Director of Student Life is contacted regarding any physical maintenance problems and/or student issues that arise. By adhering to aforementioned protocols, Paris Junior College residence hall personnel actively promote and ensure a healthy, safe, and legal campus environment.
- Athletic programs at Paris Junior College are a vital part of campus life and strive 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/possession of illegal drugs or alcohol on campus and each athlete is required to sign an agreement “Expectations and Goals of Paris Junior College Student-Athlete” each year. 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 are characteristics of these student athletes, which promotes a norm for a healthy and safe campus.
- Human Resources are 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,

works closely with mental health professionals in the area to help get employees the necessary help to deal with drug, alcohol and other substance abuse problems. All newly hired employees receive a wellness package and are made aware of the college's drug and alcohol policy, and Alcohol & Other Drug Prevention Program. Human Resources strive to address concerns of employee wellness while working to maintain a safe environment for the college community.

### Summary - AOD Program Strengths/Weaknesses

#### Program Strengths:

- Objectives of environmental management have been developed to change the environment on campus and in the community.
- Policy indicates that drugs and alcohol are not allowed on campus.
- Policy indicates that marketing and advertising drugs and alcohol is not allowed on campus.
- Alcohol and drug programs held on campus have notices displayed all over campus with prevention messages. Students and employees see these messages which helps promote change toward a normative environment.
- The administrative team at Paris Junior College provides leadership and support in prevention efforts.
- Paris Junior College is intentional about involving students in the shared governance to promote a culture that reduces drug and alcohol use.
- The Human Resources office facilitates offering services to employees that promote health and wellness to prevent excessive use of alcohol.
- Counseling services are available for students and employees.

#### Paris Junior College AOD Prevention Program Survey Results:

- Surveys indicate that students are knowledgeable about the Paris Junior College AOD Prevention Program on campus.
- Survey results indicate that students are knowledgeable of the risks when using drugs and alcohol.
- 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 in to a course.

#### Program Weakness:

- 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 mandated AOD policy information.
- Not all employees participated in the Drug-Free Workplace Training course administered through modules with SafeSchools.

- 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.

#### Revision Recommendations for Paris Junior College's AOD Prevention Program for 2016

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.

- Continue administering a Paris Junior College student survey, and make adjustments based on survey results.
- Attach Survey Question to the annual semester survey in an effort to increase participation and response from students.
- Introduce the Drug Free Workplace Training course as mandatory annually for all employees. (Capture results and include in next Biennial Review).
- Include the AOD Prevention Program in the college catalog.
- Increase face-to-face presentations of the AOD program to all student organizations.
- Continue to e-mail the Alcohol/Drug presentation to all students each semester to gain feedback.
- The Faculty Association will be contacted to request their assistance with the faculty participation component of the AOD program.
- Create and distribute a separate faculty notification distribution e-mail list so faculty will be aware of campus events in an effort to spread the news of AOD and other campus events.
- Better AOD signage around campus.
- Add to AOD survey: *Did you watch a video or attend a presentation about alcohol and drugs?*
- Brainstorm fresh new ideas for AOD topics to be delivered to students.

Present and distribute evidence-based AOD programs to students, faculty, staff and community to reduce AOD usage.

- Engage guest speakers presenting to the students and employees about AOD awareness.
- Distribute AOD information materials in the Advising & Counseling Office, Director of Student Life office, the Human Resources Office, as well as all distance locations.
- Create an awareness of confidential support services available off campus for students and employees who may need help with alcohol or other drug problems.

Updated procedures for 2016 annual distribution of AOD notification and policies to students and employees to ensure they receive policy information.

- The College will annually disseminate an email, including the Drug and Alcohol Policy and the Drug and Alcohol Abuse Prevention Program to all employees and students. Provide AOD



program materials to students during student organization meetings, residence hall training and all athletic teams meeting. Obtain signatures of students receiving/viewing the materials.

- Provide AOD program materials to new employees immediately after hire. Distribute the policy statement and Drug Free Workplace documents to all employees (full and part-time) annually, and require them to sign a statement that they have read and understand the policy.
- Review and update current statistical information on the website
  - Develop an AOD Brochure

### **BIENNIAL REVIEW**

The Paris Junior College Alcohol & 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 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 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 Alcohol & Other Drug Biennial Review Team. 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 Student Life Office, in cooperation with Human Resources, Campus Police Department and the Financial Aid & Veteran Affairs department 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 Student Life Office. The President will approve the biennial review report.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Next Scheduled Review by the Student Life Office and the Alcohol & Other Drug Prevention Program Biennial Review Committee \_\_\_\_\_