

**North-West College
Glendale Career College
Nevada Career Institute
2013-2015**

Biennial Review of Drug and Alcohol Abuse Prevention Program

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE), such as North-West College (NWC), Glendale Career College (GCC), and Nevada Career Institute (NCI), to certify it has implemented programs to prevent the abuse of alcohol and the use or distribution of illicit drugs by the College's/Institute's students and employees both on its premises and as a part of any of its activities. At a minimum, each institution of higher education must annually distribute the following, in writing, 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 local, state, or 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; and
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including dismissal/termination from the College/Institute (students) and termination of employment (employees), and referral for prosecution for violations of the standards of conduct.

The law further requires that the College/Institute 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 the College's/Institute's activities that are reported to campus officials;
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

The College/Institute 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/Institute fulfills the requirements of the previously mentioned Federal regulations. The President, along with the College's Leadership Team is responsible for conducting the review and reporting on the findings. The purpose of



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this report is to comply, as best as possible, using data collected over the past two years and to give evidence of the procedures in place for subsequent biennial reports.

The following provide information for biennial reports:

- Campus Directors
- The Leadership Team
- Campus Security Guards
- Conduct Committee
- Human Resources Consultant

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 the College's/Institute's campuses during the 2013-2014 and 2014-2015 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided students
- Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Employee Handbook policies related to drug and alcohol use by College/Institute employees and the sanctions imposed for failure to comply
- The College's/Institute's expectations related to student behavior
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports to the Campus Directors related to any possible infractions of the drug and alcohol policy presented to students
- Local, State, and Federal Mandates

Compliance with Drug-Free Schools and Communities Act

The College/Institute strives to remain in compliance with the requirements of the Drug Free Schools and Communities Act. The College/Institute has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by students and employees both on its premises and as a part of any of the College's/Institute's activities. The College/Institute has a written policy on alcohol and other drugs and distributes this to students during orientation, through access to the online College Catalog/Student Handbook. The Team Member Handbook also contains the Drug and Alcohol Abuse Prevention Policy. The materials are located on our website contain the following:



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- 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 available counseling or treatment program referrals.
- 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 discussed in more detail with students during orientation. In addition, the alcohol and drug policy will be presented to all Team Members with the distribution of the Team Member Handbook.

Alcohol-and Drug-Free Campus Workplace Policy

The College/Institute is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The College/Institute recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and team members who seek treatment for these conditions. The College/Institute also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the College’s/Institute’s ability to fulfill its mission to prepare students in short term programs for gainful employment by furnishing a professional faculty, well-qualified administrators, and a top-notch support staff. It also may impact the College’s/Institute’s goal of providing facilities that are well-equipped, clean, and accented to create a vibrant, friendly, and warm environment.

Compliance with this policy is considered a condition of employment at the College/Institute and is monitored by the College’s/Institute’s Leadership Team. All Team Members and students have been notified of this policy by email notification, in addition to the availability of this policy in print and on our website.

Incident reports for staff:

Year	Incidents in Workplace	Outcome
2013/2014	0	N/A
2014/2015	0	N/A



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Student Life Summary

All of the College/Institute students are responsible for complying with applicable (California or Nevada) laws and policies of North-West College, Glendale Career College, and/or Nevada Career Institute. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be made available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages is not permitted at social events attended by students, and on any campus property.

Campus Summary

- 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/College Catalog and can include:
 - Warning and/or conduct probation
 - Contact with parent/guardian (pursuant to FERPA exceptions for students under 21)
 - Referral to an alcohol education program
 - Counseling services
 - Suspension from the College/Institute
 - Termination from the College/Institute
 - 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 by the College/Institute Code of Conduct unless the student has a valid prescription for the use of the controlled substance and the student is not impaired or otherwise unable to safely participate in his/her educational program. Furthermore, intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the College/Institute campus is prohibited. This includes the presence of empty or full alcoholic beverage containers.

Enforcement

The primary sources on campus that enforce the alcohol and drug policies are the Security Team Members. The Administrative Office works with the Campus Directors to handle



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interventions and/or sanctions. It is the primary responsibility of the Campus Directors to assess instances of infractions by students and to determine sanctions or involve the Administrative Office which will recommend any necessary sanctions.

For 2013/2014 and 2014/2015 award years, no referrals were made to the Disciplinary Review Committee for Drugs and/or Alcohol violations.

The College/Institute has the following first offenses that were reported by Campus Security for drug and alcohol related offenses and sanctions were assessed on each by the as appropriate by the Student Code of Conduct.

Campus incident reports:

Year	Number of Offenses	Outcomes
2013/2014	0	N/A
2014/2015	0	N/A

Intervention

The College/Institute has several options available for students and Team Members who need to address alcohol and other drug abuse issues. The College/Institute can refer those who need assistance to local community health organizations to provide counseling for students and Team Members.

Students and Team Members may be referred to mandatory alcohol or drug abuse counseling as a condition of conduct probation or a condition for continued enrollment/employment.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for the College/Institute and published in the Team Member Handbook and Catalog each year:

1. The unlawful possession, use, or distribution of illicit drugs and alcohol by students and Team Members on College/Institute property or in connection with any of its educational or co-curricular activities is a violation of the College/Institute policy and is strictly prohibited.
2. The College/Institute will impose disciplinary sanctions on students and Team Members (consistent with local, State, and Federal law), up to and including dismissal/termination



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(students) or termination of employment (Team Members), and referral for prosecution for violations of the College/Institute standards of conduct.

3. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).
4. The College/Institute has and shall maintain a drug-free awareness program to inform Team Members concerning the following:
 - a. The dangers of drug abuse in the workplace
 - b. Maintenance of a drug -free workplace
 - c. Drug counseling and rehabilitation programs
 - d. Possible penalties for drug-abuse and rehabilitation violations.

Health Risks and Effects

Alcohol and drugs are toxic substances that affect the mind, body, and spirit. Excessive drinking can cause health risks which include damage to your body organs, impaired physiological responses, mental and emotional disorders, and in very high doses, respiratory depression and death. Drug abuse is also dangerous and can lead to psychosis, convulsions, coma, and death. Continuous use of drugs can lead to organ damage, mental illness, and malnutrition. Even low doses of drugs significantly impair the judgment and coordination required to drive a car safely. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Prevention of Abuse and Resources for Assistance

Drug and alcohol abuse education programs are offered by local community agencies. The College/Institute provides information about such education programs upon request and posts this information on the College's/Institute's Intranet. While care must be taken to ensure that a person is not wrongly accused of drug use, it is recommended that anyone who notes signs of substance abuse in another student contact the Campus Director. If it is determined that a student or Team Member is in need of assistance to overcome a drug problem, he or she may be counseled to seek such assistance. Records of such counseling will remain confidential. Students also may voluntarily contact the Campus Director, in confidence, for referrals or information regarding available and appropriate substance abuse counseling, treatment, and rehabilitation programs.

With early assistance, it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources within the community for assistance.



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Questions should be directed to the Campus Director.

Organizations offering such programs include:

Agency	Telephone Number
The Alcoholism and Drug Abuse Hotline	1-800-252-6465
The Cocaine Hotline at Recovery.org	1-855-948-7668
The National Institute on Drug Abuse Treatment Referral Hotline	1-800-662-4357
Al Anon for Families of Alcoholics	1-888-425-2666

