

**Blue Cliff**  
**Career College**

**BIENNIAL**  
**REVIEW**

**Of BCCC's Drug &  
Alcohol Abuse Prevention  
Program**

**Revised: June 15, 2016**

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# **Biennial Review of Blue Cliff Career College's Drug and Alcohol Abuse Prevention Program**

## **Introduction to Biennial Review**

Federal Drug-Free Schools and Campuses Regulations require institutions of higher education to conduct a biennial review of their alcohol and other drugs programs and policies to determine program effectiveness and consistency of policy enforcement and to identify and implement any changes needed to either. The required review has two objectives:

1. To determine the effectiveness of, and to implement any needed changes to, BCCC's Drug and Alcohol Abuse Prevention Program.
2. To ensure that BCCC enforces the disciplinary sanctions for violating standards of conduct consistently.

BCCC will perform a review every two years. Each report will review the Drug and Alcohol Abuse Prevention Program's effectiveness for the previous two academic years.

## **Research Methods and Data Analysis Tools for Biennial Review**

BCCC will use a variety of methods and tools to conduct the biennial review of its Drug and Alcohol Abuse Prevention Program. Each institution of higher education faces its own unique set of challenges in regards to the prevention of drug and alcohol abuse. The details of each institution's review can and should adjust to strategically address the specific alcohol and other drug issues faced by their students.

The various methods and tools used for the biennial review can include but are not limited to the following:

- Campus surveys including students and employees
- Interviews with students and employees
- Security and Safety Office records regarding incidents that reported the use or abuse of alcohol and other drugs including any available information from local law enforcement
- Education Office records regarding incidents that reported the use or abuse of alcohol and other drugs including sanctions and disciplinary action taken
- Evaluation of any specific programs used to assist with the prevention of drug and alcohol use and abuse that were implemented or administered during the academic years being evaluated by the biennial review
- Other Universities' Drug and Alcohol Abuse Prevention Programs

## **Responsible Offices and Officials for Biennial Review**

BCCC's commitment to a drug and alcohol free University is a campus wide effort. In conjunction with other offices and individuals across campus, the following offices and officials work together to produce the biennial review and submit to the President for approval.

<i>Responsible Office</i>	<i>Responsible Individual</i>
Security and Safety Services	Director or Assistant Director of Education
Financial Aid Office	Director of Financial Aid

## **Approval of Biennial Review**

BCCC's biennial review of its Drug and Alcohol Abuse Prevention Program is evaluated and approved by the President/Director of Education.

## **Availability of Biennial Review**

BCCC's biennial review is available to students, applicants, parents, employees and the general public. Any interested party can request a copy of the biennial review by contacting the Education Office at [jenny@blue.edu](mailto:jenny@blue.edu) or (251)473-2220.

## **Additional Explanation Regarding the 2015 Biennial Review**

BCCC's current Drug and Alcohol Abuse Prevention Program was finalized on September 24, 2015 as a part of our formal response to the 2015 Campus Safety and Security Survey conducted on campus from September 24, 2015. Standard protocol for a biennial review is to review the Drug and Alcohol Abuse Prevention Program for the previous two academic years. Currently, BCCC's Drug and Alcohol Abuse Prevention Program is under reconstruction.

## **Enforcement and Consistency of Disciplinary Sanctions**

Blue Cliff Career College is a drug and alcohol free campus. The University seeks to abide by all drug and alcohol related policies, regulations and laws, and to impose consistent disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, State or Federal law. In reviewing each offense listed below, there were no irregularities or inconsistencies found in the disciplinary action taken. BCCC will continue to strive for each individual offense to be handled fairly, consistently and in accordance with policies and regulations. Should a student feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, he/she should contact the Education Office. Should an employee feel that disciplinary action taken or not taken was unfair or inconsistent with any drug or alcohol use or abuse policy, he/she should contact the Human Resources Office. All such concerns will be taken seriously.

## Students

The data below represents the number of drug and/or alcohol offenses committed by students in the previous two academic years.

Academic Year	Number of Offenses	Outcomes/Action Taken
2013-2014	0	0 probations 0 suspensions
2014-2015	0	0 probations 0 suspensions

Because there were no offenses by students in the last two academic years, there was no disciplinary action needed.

## Employees

The data below represents the number of drug and/or alcohol offenses committed by employees in the previous two academic years.

Academic Year	Number of Offenses	Outcomes/Action Taken
2013-2014	0	Not Applicable
2014-2015	0	Not Applicable

Because there were no offenses by employees in the last two academic years, there was no disciplinary action needed.

## **State of the Drug and Alcohol Abuse Prevention Program Goals and Achievement**

BCCC strives to be a drug and alcohol free campus. Therefore, the ultimate goal of our Drug and Alcohol Abuse Prevention Program is to help us achieve that high standard. The University realizes that this may not always be possible and that students or employees can have struggles with drug and/or alcohol abuse from time to time.

Moving forward, the following goals outlined below are being developed.

- To establish a drug and alcohol free campus
- To educate the campus on the importance of abstaining from drugs and alcohol and the dangers of the use and abuse of drugs and alcohol
- To ensure that all disciplinary action taken in regards to a violation of any drug and alcohol policy is administered fairly and consistently
- Work closely with the Drug and Alcohol Center for training for our students and staff

## **Drug and Alcohol Abuse Prevention Program Strengths and Weaknesses**

### **Strengths**

- BCCC's Christian standards help prevent the use and abuse of drugs and alcohol by students and employees. Many prevention programs are reactionary in nature. These programs tend to focus on education, and they encourage the campus to only drink in moderation and to avoid illegal drugs. Because a large number of college students experiment with drugs and alcohol on college campuses across the country, typical prevention programs often focus greatly on how to help someone after they have abused drugs or alcohol. These are all good and necessary components of any program. However, BCCC also focuses on prevention from the start. Students and employees are required to commit to abstaining from all drugs and alcohol. Even students or employees that are of legal drinking age are required to refrain from drinking any alcohol and to commit to living by that standard prior to enrollment or employment. As such, the vast majority of students and employees are not currently using drugs or drinking alcohol before ever arriving on campus.

### **Weaknesses**

- An inherent weakness of BCCC's Drug and Alcohol Abuse Prevention Program is the fact that the program is still in its reconstruction. It will take time to continue to evaluate the program and to implement necessary changes as the University identifies additional weaknesses over time.
- Because BCCC is a Christian campus and students and employees are required to completely abstain from the use and abuse of drugs and alcohol, it could be possible for the University to assume there is not a drug or alcohol problem on the campus. These kinds of assumptions should be proven by empirical data. The University will continue to monitor its prevention program to evaluate its effectiveness.
- Because the program is new, BCCC will need to continue to develop new programs and improve upon its record keeping so accurate reports and evaluations can be done as to the effectiveness of the prevention program.

## **Procedures for Distributing Annual Drug and Alcohol Abuse Prevention Program Notification to Students and Employees**

BCCC will notify all students and employees through BCCC email accounts that are currently being set up, of the Drug and Alcohol Abuse Prevention Program following late registration each fall semester. The notification will be sent by October 1 of each year. Because all students (including applicants) and staff members are being provided a university issued email account and are expected to access BCCC email on a regular basis, providing the Drug and Alcohol Abuse Prevention Program through email is the most efficient, effective and all-inclusive method of communication.

## **Contact Information for Additional Questions**

Students, parents, employees or any other interested party that would like additional information regarding BCCC's efforts to maintain a drug and alcohol free campus should contact the Education Office at 251-473-2220.

# DAAPP CHECKLIST – Drug and Alcohol Abuse Prevention Program (DAAPP)

Blue Cliff Career College – DAAPP Checklist

**This checklist must be cross-referenced to the DAAPP and accomplished by the school's Director of Education or Designated Assistant by September 15<sup>th</sup> of each year.**

Certification of having a complete DAAPP and to have all employees and Students Notified and Certification of compliance with the Biennial Review & distribution. See certification page attached.

Print: Richard Denney, President / Director of Education Signed \_\_\_\_\_ Date: 6 February 2017

Procedure: BCCC Director of Education or designated representative is to complete a checklist, cross-referenced each year and file it with the DAAPP & Biennial Report and to have it available to regulatory agencies.

Please see the (DAAPP) Checklist below along with the actual report.

**Compliance Requirement:** BCCC is to successfully develop and implement a comprehensive drug and alcohol abuse prevention program (DAAPP) and to distribute an accurate and complete DAAPP disclosure to employees and all students enrolled for academic credit. The BCCC materials shall effectively present the following required components listed in the checklist.

On an annual basis, BCCC Director of Education or designated assistant must provide the following information in writing to all current students (enrolled for any type or academic credit except for continuing education units) and all current employees:

DAAPP Checklist Item Number	DAAPP Cross-Referenced Checklist Items	Task Complete	Page Number(s)
Item #1.	A written statement about an institution's standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;	Done	1, 4, 5
Item #2.	A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;	Done	11, 12, 13, 14, 15, 18
Item #3.	A description of the health risks associated with the use of illicit drugs and alcohol abuse;	Done	5, 9, 10
Item #4.	A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and,	Done	7, 8
Item #5.	A clear statement BCCC will impose disciplinary sanctions on students and employees (consistent with federal, state, and local laws and ordinances) 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. For the purpose of this section, please note that a disciplinary sanction may or include the required completion of an appropriate treatment	Done	1, 2, 5



	program.		
Item #6.	<b>(Special Note 1)</b> The distribution plan does and must make provisions for providing the DAAPP disclosure annually to students who enroll at a date after the initial distribution, and for employees hired at different points throughout the year.	Done	1, 2
Item #7.	<b>(Special Note 2)</b> In addition, school's Director of Education or designated assistant must conduct a biennial review to determine the effectiveness of its DAAPP and to ensure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employers found to be in violation. The biennial review materials are and shall be maintained by the BCCC Director of Education and the Education Coordinator and made available to the Department upon request. 3-1 C.F R 86.3 and 86100	Done	1 and see attached Biennial Review And on web at: <a href="http://www.blue.edu/ug--alcohol-preven-program">http://www.blue.edu/ug--alcohol-preven-program</a>
Item #8.	<b>Item #8 Effective component 1.</b> A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol and ordinances for unlawful possession or distribution of illicit drugs and alcohol.	Done	5, 11, 12 13, 14 15 thru 18
Item #9.	<b>Item #9 Effective component 2.</b> A written description of any drug or alcohol counseling, treatment, and rehabilitation re-entry programs that is available to students. The current list is composed of national organizations and local organizations within easy access of students and employees.	Done	7, 8
Item #10.	<b>Item #10 Effective component 3.</b> A clear statement that BCCC will impose disciplinary sanctions on students and employees (consistent with federal, state and local laws and ordinances) 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 disciplinary sanction may or may not include the required completion of an appropriate treatment program.	Done	1, 2, 5
Item #11.	<b>Item # 11 Effective component 4.</b> Distribution on an annual basis to every current student who enrolled for academic credit as well as every employee of BCCC. Distribution is to include on the web for the public, at enrollment and directly to the student's or employee's email at a minimum of annually.	Done	1
Item #12.	<b>Item # 12 Effective component 5.</b> Completion of a compliant biennial review to measure the effectiveness of its existing drug and alcohol program and its new DAAPP. BCCC describes the research methods and data analysis tools that will be used to determine the effectiveness of the program. The biennial review attached is a substantive inquiry into the effectiveness of the DAAPP and is not merely a general conclusory statement. It cannot merely be a conclusory statement that the program is adequate. BCCC has included in the	Done	2 and see attached Bienni: Review & page 6 review describin analysis method

	report a list of biennial review findings.		
Item #13.	<b>Item # 14 Required Action 1.</b> (On an annual basis) Review and revise its existing drug and alcohol program materials and develop new program content as needed to ensure that a comprehensive DAAPP that includes all of the required elements found in the DFSCA (Drug Free-School s and Campuses Act) is in place.	Done	1 and See attached Bien Review
Item #14.	<b>Item #15 Required Action 2.</b> Publish a materially-complete annual DAAPP disclosure that summarizes the program.	Done	1 thru 17 and on the web at: <a href="http://www.blue.edu/ug--alcohol-preven-program">http://www.blue.edu/ug--alcohol-preven-program</a>
Item #15.	<b>Item #16 Required Action 3</b> <b>ENSURE DAAPP IS PUBLISHED.</b> Develop detailed policies and procedures that will ensure that the DAAPP disclosure is distributed annually to every student who enrolls for any academic credit and to all employees. This policy must provide for active delivery to every member of the campus community regardless of when they enroll or are hired and irrespective of the duration of enrollment. A copy of BCCC's new DAAPP and new Biennial Report are on the BCCC website.	Done	1, 2
Item #16.	<b>Item # 17 Required Action 4.</b> <b>ACTIVELY DISTRIBUTE &amp; CERTIFY.</b> Actively distribute the new DAAPP disclosure in accordance with the college's policy and the law. Following distribution, BCCC shall and must maintain documentation evidencing the distribution as well as a statement of certification attesting to the fact that the materials were distributed in accordance with the DFSCA. This certification must also affirm that the college understands all of its DFSCA obligations and that it has taken all necessary actions to ensure that these no violations of this policy-procedure occur.	Done	1, 2

# DAAPP CHECKLIST – continued

## Drug and Alcohol Abuse Prevention Program (DAAPP)

Blue Cliff Career College – DAAPP Checklist

This checklist must be cross-referenced to and accompanied by the school's ASR.

Item Number	DAAPP Cross-Referenced Checklist Items	Task is Complete	Page Number
17.	<p><b>Item # 18 Required Action 5.</b>            Conduct a biennial review to measure the effectiveness of its DAAPP and prepare a report of findings. BCCC's report must include a description of the research methods and data analysis tools that were used to determine the effectiveness of the program and the consistency of its enforcement stately. The report must identify the responsible official(s) and office(s) that conducted the biennial review. Finally, the biennial review report must be approved by BCCC;s President. The biennial review must be completed by September 15 of each year and its report and supporting materials must be submitted to the review by October 1.</p>	Done	See attac Bienni Revie & web <a href="http://www.ue.edu/dr/alcohc/preventi/progra">http://www.ue.edu/dr/alcohc/preventi/progra</a>
18.	<p><b>Item # 19 Required Action 6.</b>            Establish policies and procedures to ensure that all subsequent biennial reviews are conducted in a timely manner and are fully documented, and to take all other necessary action to ensure that this violation does not recur. A copy of these new policies and procedures must accompany the BCCC's biennial review report.</p>	Done	
19.	<p>Conducts an annual drug &amp; alcohol survey with the purpose of staying in tune with student trends &amp; evaluating effectiveness and need for the anti-drug &amp; alcohol program.</p>	Done	
20.	<p>BCCC Continues handing disclosures out in class orientations or within two weeks of classes starting. Also the DAAPP and the biennial review is referenced in the school catalog.</p>	Done	
21.	<p>Continues to have packets of disclosures available in student and employee areas including break room and by the employee time clock.</p>	Done	
22.	<p>Continues to promote the DAAPP principles several times a year by handing out literature, having discussions and promos in the school newsletter and sending email communications. (The goal is to promote anti-drug-&amp;Alcohol attitudes.)</p>	Done & more to come	
23.	<p>Attach a certification document acknowledging this checklist has been reviewed, filled out and completed. (See attached form.)</p>	Done	See attac for Preside Certifica

# **Drug & Alcohol Abuse Prevention Program DAAPP – Disclosure- Blue Cliff Career College**

## **Including prohibition of conduct involving the abuse and disciplinary sanctions and distribution plan and general DAAPP policies & procedures**

**BCCC policy** is to implement the following procedures, tasks and actions items 1 thru 6:

1. BCCC's standards of conduct which hereby specifically prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
2. Sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol are listed in this fact sheet portion of this document.
3. A description of the health risks associated with the use of illicit drugs and alcohol abuse is listed in this Fact Sheet and distributed to all students and employees as part of the program.
4. A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees is listed on this fact sheet and on the web site disclosures.
5. BCCC shall impose disciplinary sanctions on students and employees (consistent with federal, state, and local laws and ordinances) 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. For the purpose of this section, please note that a disciplinary sanction may include the required completion of an appropriate treatment program.
6. (Special task 1.) As part of the distribution plan, the Director of Education requires and ensures and makes provisions to provide the DAAPP disclosure annually to students who enroll at a date after the initial distribution, and for employees hired at different points throughout the year.
7. (Special task 2.) In addition, the Director shall conduct a biennial review to determine the effectiveness of its DAAPP and to ensure consistent enforcement of applicable drug and alcohol-related statutes, ordinances, and institutional policies against students and employers found to be in violation. The biennial review materials must be maintained by the Director and made available to the Department upon request. 3-1 C.F R 86.3 and 86100

Action item # 1. Review and publish an annual DAAPP disclosure.

Action item # 2. Publish a materially-complete annual DAAPP disclosure that summarizes the program.

Action item # 3 The policies and procedures that ensure that the DAAPP disclosure is distributed annually to every student who enrolls for any academic credit and to all employees include the following:

This policy provides for active delivery to every member of the campus community regardless of when they enroll or are hired and irrespective of the duration of enrollment.

Employees shall be given a copy at the beginning of each year and/or at an annual evaluation meeting. New Employees will be given a copy upon being hired. Students shall be given a copy in

admissions as it is referenced in the catalog and on the website and also during orientation.

BCCC will notify all students and employees of the Drug and Alcohol Abuse Prevention Program upon hire (employees) or upon starting attending (students) and at each fall semester through BCCC email accounts that have been set up for each student,. Each student signs acknowledging the new “email policies” which places responsibility on the students (and employees) to check their emails regularly for communications & disclosures such as DAAPP and the Biennial Review. A deliver system such as MS Outlook is used to send DAAPP and the Biennial Reviews at least twice per year. The Education Coordinator shall diligently ensure the distributions lists are complete and accurate. These distributions will leave BCCC with an electronic record and proof. At least one notification will be sent by October 1 of each year. Because all students (including applicants) and staff members are being provided a college issued email account and are expected to access BCCC email on a regular basis, providing the Drug and Alcohol Abuse Prevention Program through email is the most efficient, effective and all-inclusive method of communication. In addition to the use of emails, personal face to face deliveries will also be done in effort to add emphasis and importance to the students. In addition, copies of the most up to date disclosures are publicly available on the website at: [www.blue.edu/disclosures](http://www.blue.edu/disclosures) ; <http://www.blue.edu/drug--alcohol-prevention-program> and also made available in the information center in the student break room as well as by the employee clock in area.

Prior to having the mass emailing system functioning, the school made presentations directly in classrooms, made copies available and had students sign disclosure documents relating to the DAAPP & the Biennial Review. BCCC is in a state of constant improvement and as these and other disclosures are improved, they will be re-distributed and uploaded to the internet websites. (Note: disclosures for DAAPP are also made at orientations and / or one of the first classes students have at the school. Copies of sign in sheets relating to distribution shall be maintained in the Financial Aid Office and electronic proofs shall be saved on the server and paper proofs of the email will be made available. The procedures above for delivery of disclosures of the DAAPP are same for the delivery of “action item 6” below for the Biennial Review of DAAPP.

Action item # 4. BCCC actively distributes the new DAAPP disclosure in accordance with the college's policy and the law. BCCC shall maintain documentation evidencing the distribution as well as a statement of certification attesting to the fact that the materials were distributed in accordance with the DFSCA. (This certification shall be kept in the FAO office.)

Action item # 5. BCCC conducts a biennial review to measure the effectiveness of its DAAPP and prepare a report of findings. BCCC's report must include a description of the research methods and data analysis tools that were used to determine the effectiveness of the program and the consistency of its enforcement stately. Research methods include surveys given to students & staff. The report shall identify the responsible official (Richard Denney, Director of Education and the education office with the assistance of Jenny Ladnier) and that conducted the biennial review. Finally, the biennial review report shall be approved by BCCC;s President.

Action item # 6. The school’s new policies and procedures to ensure that all subsequent biennial reviews are conducted in a timely manner and are fully documented are as follows:

The process is to be put on the company calendar with dates of distribution and personnel assigned to distribute and personnel to conduct the review. The whole process should be complete in accordance with the regulations by October 1<sup>st</sup> of each Year. The time during the school year is the school’s common time to review many issues including DAAPP. The timing works out because of

the timing of annual reports and the holiday schedule. SEE ACTION ITEM #3 ABOVE FOR DETAILED DELIVER PROCEDURES- THE SAME PROCEDURES ARE USED FOR BOTH THE DAAPP AND THE BIENNIAL REVIEW.

## **BCCC DRUG AND ALCOHOL POLICY –**

### **Federal Regulations allow and / or require the following:**

The Drug-Free Workplace Act of 1988 applies to all employees of the Institution. The consumption and/or possession of any alcoholic beverage by any person under the age of 21 years of age is forbidden as provided by federal, state and campus regulations. The Institution prohibits the use, possession, manufacture, sale, or distribution by its students, faculty, or staff of any illegal drug. All federal and state drug laws will be enforced.

The Institution may conduct unannounced searches for illegal drugs or alcohol in Institution facilities. Employees are expected to cooperate in the conducting of such searches. Searches of employees and their personal property may otherwise be conducted when circumstances or workplace conditions justify them. Searches of Institution facilities and property can be conducted at any time and do not have to be based on reasonable suspicion. The Institution may require a blood test, urinalysis, or other drug/alcohol screening of those persons suspected of using or being under the influence of a drug or alcohol or where circumstances or workplace conditions justify it. An employee's consent to a search or a drug and alcohol test is required as a condition of employment, and the employee's refusal to consent may result in disciplinary action, including termination, even for a first refusal.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101- 226) require institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies. As a matter of policy, the Institution prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs, prescription medications and alcohol by students, employees, and any other parties on its property or at any College sponsored or College related activity. Any violation of this policy will result in appropriate disciplinary actions up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified. Drug and Alcohol Prevention information is located on the website. To review this information, this program, policies, updates and more, log in to the school website at: <http://www.blue.edu/drug--alcohol-prevention-program> and [www.blue.edu/disclosures](http://www.blue.edu/disclosures).

# Blue Cliff Career College

## Drug & Alcohol Abuse Prevention Program

### Additional Clarifications & Specifics

BCCC students and employees are asked to abide by college values and commit to abiding by BCCC's standards when enrolling or starting employment. One of those standards or "codes of conduct" is total abstinence from alcohol abuse and illegal drug use. It is important that each BCCC employee and student understand the following regarding the prevention of drug and alcohol abuse:

- BCCC's standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the institution's property or as part of any of the institution's activities
- Applicable legal sanctions under state, local, and federal law are significant and are outlined herein,
- Drug and alcohol abuse health risks which are numerable and are listed later in this document
- Options and availability of counseling, treatment, rehabilitation, or re-entry programs
- BCCC's sanctions for violation of standards of conduct which includes up to termination

Please see the following resources for further information regarding BCCC's standards for employees and students regarding the use of drugs and alcohol:

- BCCC Code of Conduct
- BCCC Employee Manual
- BCCC Drug Information Sheet / Fact Sheets

If you are unable to locate the information you need from the resources above, you may contact the following departments for more information.

Education Office or Financial Aid Office (251) 473-2220

Upon request, BCCC will make available to the Department of Education and to the public the information distributed to students and employees as set forth above and the results of a biennial review of its program that:

- Determines the effectiveness of the program and implements needed changes
  - Determines the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in HEA Sec. 485(f)(6), see "Security Report (Including Emergency Response and Evacuation Procedures) Timely Warnings, and Crime Log") or as part of the institution's activities, and are reported to campus officials
  - Determines the number and type of sanctions that are imposed
- ensures that sanctions are consistently enforced

See all policies including policies relating to DAAPP on the web at: [www.blue.edu/disclosures](http://www.blue.edu/disclosures) then click on disclosures hyperlink Page or request a copy in the Education office or the Financial Aid Office

### **Counseling & Treatment**

The College encourages individuals with substance abuse problems to seek assistance.

An excellent resource to understand this type program may be seen at the web site:  
<http://www.higheredcompliance.org/resources/resources/dfscr-hec-2006-manual.pdf>

# Blue Cliff Career College

## Drug & Alcohol Abuse Prevention Program & Policy Essentials

**ANNUAL NOTIFICATION** To comply with the Part 86 regulations, BCCC does and must notify all students and employees annually of certain information. The notification must include the following: (1) standards of conduct; (2) possible legal sanctions and penalties; (3) statements of the health risks associated with AOD abuse; (4) the BCCC's AOD programs available to students, staff, and faculty; and (5) disciplinary sanctions for violations of the standards of conduct. BCCC must and does make the notification in writing and in a manner that ensures all students and employees receive it.

The Drug Free Workplace Act of 1988 & Drug Free Schools and Communities Act Amendment of 1991 mandate that the College have a drug & alcohol abuse prevention program. The prevention program is comprised of the following components:

- Education and information about the dangers of drug abuse in the workplace and on College property will be disseminated through College newsletters, bulletin boards, emails, special publications, and special programs to employees, faculty and students.
- This DAAPP program which address unlawfully controlled substance use, including personnel actions that may result from such violations, will be conducted and coordinated by the Education Department and included in the Employee Handbook (employees) or by the Academics Department (students).
- Self-referrals, as well as supervisory referrals, to drug counseling and rehabilitation programs are available to employees and faculty by contacting the Education Coordinator or the Director of Education.
- Blue Cliff Career College recognizes that employees and students of the college may, in accordance with the federal, state and local laws, choose to use alcohol on their own time. The College will actively work to educate employees and students about alcohol and drugs and make help available for those who need it.

### **Health Risks**

Using alcohol and other drugs carries risks. Alcohol and drugs impair your judgment, making you more likely to hurt yourself or others, to have trouble with the law, to do poorly at work and school, and to have relationship trouble. Alcohol and drugs also have specific health risks: they can damage major organs, increase your risk of cancers, and even cause death.

#### *Definitions:*

- **Drug** – any substance that has known mind or function altering effects on a person, including psychoactive substances prohibited or controlled by Federal and State laws.
- **Prescribed Drug** – any substance prescribed for use by the employee by a licensed medical practitioner.

### **College Sanctions**

To ensure a safe and productive work & learning environment, the following is prohibited from happening on College property or as part of any College activity:



- Unlawfully manufacturing, distributing, dispensing, possessing, or using controlled substances, or misusing or abusing prescribed or over-the-counter drugs;
- Having present in his/her body detectable levels of illegal drugs or alcohol while executing job duties during normal working hours;
- Violating any federal or state law relating to drugs;
- Consuming alcoholic beverages on College premises or at a College-sponsored function unless so authorized by the campus President.

Anyone violating this policy regarding alcohol and illegal drugs and/or controlled substances will be subject to disciplinary action up to and including termination (employee) or suspension and/or expulsion (student) in addition to referral for prosecution by local and federal authorities. These sanctions will be imposed and will be subject to and implemented according to rules set forth in these policies, student policies and for employees, employee manual. The level of sanction will be determined by BCCC president and/or a committee after reviewing the specifics of the violations. This same committee shall strive to administer sanctions consistently.

## **External Sanctions**

Students and employees must be aware that there are significant criminal penalties, under federal and state law, for the unlawful possession or distribution of alcohol and illegal drugs. See below and the FACTS sheet on Legal Consequences available with this document or in the Education Office upon request.

**Alabama Law:** Alabama law provides that any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing or manufacturing opiates and narcotics (such as cocaine and heroin) is guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years and a fine of up to \$15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of \$2,500. Depressants include barbiturates, Valium and barbital. Hallucinogens include LSD, marijuana and psilocybin. State law classifies amphetamines and methamphetamines as stimulants. (See FACTS sheet).

Federal Law: Conviction for the possession of illicit drugs results in 1 to 3 years imprisonment and a minimum fine of \$1,000, unless the offense involves cocaine base (crack) which may carry mandatory imprisonment for 5 to 20 years.

The range of penalties under state and federal law for unlawful distribution of illicit drugs is summarized in <http://www.dea.gov/druginfo/ftp3.shtml>.

The severity of the sanctions imposed for both possession and distribution offenses depends on the type of quality of drugs, prior conviction, and whether death or serious injury resulted. Sanctions may be increased for offenses which involve distribution to minors or occur on or near University premises. In addition, other federal laws require or permit forfeiture of personal or real property used to illegally possess, facilitate possession, transport or conceal a controlled substance. A person's right to purchase a firearm or receive federal benefits, such as student loans, grants, contracts, or professional or commercial licenses, may also be revoked or denied as a result of a drug conviction.

## **Counseling & Treatment**

The College encourages individuals with substance abuse problems to seek assistance.

Employees and students at Blue Cliff Career College have available resources to help- some from of charge and some that requirement payment. (See list included with this document or ask for a copy at the Education Office.

**Students of Blue Cliff Career College are encouraged to seek help in their local area or through online programs and hotlines. Some examples include:**

Free Crisis Hotline: [www.crisistextline.org](http://www.crisistextline.org) Free Counseling  
Text "GO" to 741741

"The Recovery Village" at 877/463-1878 [www.therecoveryvillage.com](http://www.therecoveryvillage.com)

Or See the Fact Sheet with full Listing of Drug & Alcohol Rehab Programs in our area.

## **Drug & Alcohol Rehab and Recovery Programs in our area.**

### **Free or Low Cost Programs**

Alcoholics Anonymous  
600 Bel Air Blvd. Ste 224  
Mobile, AL 36606  
251-479-9994  
[www.mobileaa.org](http://www.mobileaa.org)

Wings of Life  
800 St. Louis St.  
Mobile, AL 36602  
251-432-5245  
[www.wings-of-life.com](http://www.wings-of-life.com)

Home of Grace for Women  
394 Aldock Rd.  
Eightmile, AL 36613          251-456-7807  
[www.homeofgraceforwomen.com](http://www.homeofgraceforwomen.com)

Emma's Harvest Home Women's Substance Abuse Center  
772 Sullivan Avenue  
Mobile, AL – 36660          (251) 478-8678

Salvation Army Dauphin Way Lodge Residential Substance Abuse Treatment  
1009 Dauphin Street  
Mobile, AL – 36604          (251) 438-1625  
[www.salvationarmyalm.org/coastalalabama/](http://www.salvationarmyalm.org/coastalalabama/)

Free Crisis Hotline: [www.crisistextline.org](http://www.crisistextline.org) Free Counseling  
Text "GO" to 741741

"The Recovery Village" at 877/463-1878 [www.therecoveryvillage.com](http://www.therecoveryvillage.com)

## **Insurance or Out of Pocket Programs**

Altapoint Health Services  
5750-A Southland Dr.  
Mobile, AL 36693  
251-450-2211  
1-888-335-3044 – Carepoint  
[www.altapoint.org](http://www.altapoint.org)

Bradford Health Services  
1000 Hillcrest Rd. Ste. 304  
Mobile, AL 36695  
251-633-0900  
1-800-333-0906  
[www.bradfordhealth.com](http://www.bradfordhealth.com)

Serenity Care Mobile Men's Substance Abuse Treatment  
1951 Dawes Road  
Mobile, AL - 36695  
(261) 635-1942  
[www.serenitycareinc.org](http://www.serenitycareinc.org)

## **Drug & Alcohol Prevention Activities at Blue Cliff Career College**

Activities at Blue Cliff include:

Drug & Alcohol literature given to all students and employees more than once per year including: in admissions, at orientation and at least once per year and at the time of hire for new employees. In addition, Anti-drug & alcohol info communicated via email and newsletter to students and staff. Employees also receive a presentation / orientation regarding DAAPP program.

### ***As of the 2016 biennial report on the Drug & Alcohol Abuse Prevention Program – DAAPP***

The school is required by regulation to conduct a biennial study of the effectiveness of the DAAPP. The school chooses to conduct extra evaluations (annual) not required but we hope this helps emphasize importance. Analysis of the success will be done in a variety of ways including surveys, interviews & discussions as well as analyzing statistics of violations and evaluate the consistency of enforcement of the policies & sanctions.

The school has had no incidents reported or occurring regarding drug & alcohol abuse. See report on the web at: [www.blue.edu/disclosures](http://www.blue.edu/disclosures) then click on disclosures hyperlink Page or request a copy in the Education office or the Financial Aid Office. These disclosures include survey results of the success of the DAAPP.

# BCCC Fact Sheet

## **Relating to Drug & Alcohol Legal Consequences and the Drug & Alcohol Prevention Program.**

Rehabilitation Services Available in Mobile area.  
Activities at Blue Cliff Career College

## **Effects of Alcohol Use**

### ***How is it used?***

Alcohol is consumed in beverages such as beer, wine and liquor.

### ***What are its short term effects?***

When a person drinks alcohol, the alcohol is absorbed by the stomach, enters the bloodstream, and goes to all the tissues. The effects of alcohol are dependent on a variety of factors, including a person's size, weight, age and sex, as well as the amount of food and alcohol consumed. The disinhibiting effect of alcohol is one of the main reasons it is used in so many social situations. Other effects of moderate alcohol intake include dizziness and increased socialbility; the immediate effects of a larger amount of alcohol include slurred speech, disturbed sleep, nausea and vomiting. Alcohol, even at low doses, significantly impairs the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol can also increase the incidence of a variety of aggressive acts, including domestic violence and child abuse. Hangovers are another effect after large amounts of alcohol are consumed; a hangover consists of headaches, nausea, thirst, dizziness and fatigue.

### ***What are its long-term effects?***

Prolonged, heavy use of alcohol can lead to addiction (alcoholism). Sudden cessation of long term, extensive alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Long-term effects of consuming large quantities of alcohol, especially when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain, heart, pancreas and liver. Drinking too much alcohol can also weaken the immune system and can increase the risks of developing cancers. In addition, mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants may suffer from mental retardation and other irreversible physical abnormalities. In addition, research indicates that children of alcoholic parents are at greater risk than other children of becoming alcoholics.

# Effects of Drug or Alcohol Abuse And your stay at Blue Cliff Career College

## ***Consequences for Both Employees and students***

In accordance with the student policies listed in the catalog and on the web and with the employee manual, each incident of drug or alcohol abuse is subject to suspension, expulsion or termination of employment. On a case by case basis a board may consider allowing return to school or employment after attending a successful professional rehabilitation program.

## ***The school evaluates the success of our prevention program***

The school evaluates the success of the program based on numbers of incidents, the number of negative outcomes of incidents, and the personal awareness exhibited by students and staff regarding our program. Periodic survey are to be performed.

## **Substance Abuse & Addiction Side Effects, Symptoms, Signs & Causes**

Substance abuse, also called “drug abuse,” refers to a pattern of harmful or hazardous use of psychoactive substances, including alcohol and illicit drugs. Psychoactive substance use can lead to physical and psychological dependence. Dependence refers to a cluster of behavioral, mental, and physical symptoms that develop after chronic drug use that generally include a strong craving to take the drug, difficulties in controlling drug use, and persisting in drug abuse despite the harmful consequences. Drug abuse often causes a user to offer a higher priority to drug use than to other social, occupational, interpersonal, and scholastic activities and obligations. Repeated drug abuse leads to increased tolerance of the drug – needing more and more of the substance to achieve the same effects— drug addiction, and a withdrawal state if the drug use is abruptly discontinued.

People try drugs for a number of reasons – out of pure curiosity, to have some fun, or because peers are using drugs. Many use substances as a way to ease another problem such as emotional distress, stressful situations, or to self-medicate the symptoms of a mental illness such as depression or anxiety. Drug use doesn’t always lead to drug addiction and dependence, and it can be challenging to ascertain when drug use has crossed the line into problematic addiction. The most tell-tale sign that drug use has become problematic is when the drug use begins to cause problems at home, work, school, in your social life, or your health and this is when treatment may be necessary.

# BCCC Fact Sheet Continued

## Drug and Alcohol Legal Consequences

State and Federal & Local

### Possession of a Controlled Substance in Alabama

All states regulate and control the possession for personal use of controlled dangerous substances (CDS), though each differs in its exact definition of CDS and the penalties for possession. Alabama considers not only well-known drugs like marijuana, heroin, and cocaine to be controlled substances, but also the compounds used to manufacture them. Possessing drug paraphernalia, such as pipes, is also illegal.

Alabama divides its CDS into five “schedules,” according to their degree of dangerousness:

- Schedule I drugs (such as opiates and certain opium derivatives and hallucinogenic substances) are those that have a high potential for abuse, no accepted medical use, or are unsafe for use in treatment, even under medical supervision.
- Schedule II drugs (such as coca leaves and opium) have a high potential for abuse, have an accepted medical use and can result in severe psychological and physical dependence if abused.
- Schedule III drugs (such as codeine and amphetamines) have a potential for abuse less than Schedule I or II drugs, have an accepted medical use and can lead to low or moderate physical dependence and high psychological dependence.
- Schedule IV drugs (such as barbiturates) have a lower potential for abuse than Schedule III drugs, have an acceptable medical use and may lead to limited psychological and physical dependence in relation to Schedule III drugs.
- Schedule V drugs are the least dangerous, with the lowest potential for abuse, a currently accepted medical use, and likely to lead to only limited physical or psychological dependence. Schedule V drugs include medicines that have very small amounts of specified narcotic drugs. (Alabama Code Sections 20-2-22 to 20-2-31.)

Some CDS such as codeine, a common pain medication, may be possessed legally so long as the holder has a valid prescription.

This article concerns possession for personal use only. Separate punishments apply to possession for sale or for manufacture of controlled substances. For information about possession of controlled substances for sale, see [Sale of a Controlled Substance in Alabama](#).

(See website: <http://www.criminaldefenselawyer.com/resources/criminal-defense/drug-charges/possession-controlled-substance-alabama>)

## **Possession and Criminal Penalties**

In Alabama, the criminal penalties depend on what type of CDS a person is convicted of possessing and whether the individual has a prior conviction.

### **Misdemeanors**

Possession of marijuana for personal use (possession in the second-degree) is a Class A misdemeanor. Class A misdemeanors are punishable by no more than one year served in either the county jail or in hard labor to the county. For more detail, see [Possession of Marijuana in Alabama](#).

Possession of imitation CDS is a Class C misdemeanor. Class C misdemeanors are punishable by no more than three months in jail.

The court may also impose a fine for misdemeanor convictions. Class A misdemeanors can result in fines of up to \$6,000. Fines for Class C misdemeanors can be no more than \$500. (Alabama Code 13A-5-7, 5-12.)

### **Felonies**

Class C felonies are punishable by one to 10 years in prison and a fine up to \$15,000. Class C felony possessions include:

- Possession of any CDS listed in Schedules I through V, unless otherwise authorized by law (a second possession of marijuana for personal use conviction elevates the crime to a Class C felony) .
- Obtaining CDS by fraud, deceit, misrepresentation, concealment of a material fact, or by altering a prescription.
- Possessing marijuana for other than personal use, such as sale (called possession in the first degree).
- Class B felony possession convictions result in stiffer penalties. They range from two to 20 years in prison and a fine of up to \$30,000. Class B felony possessions include the possession, purchase, transfer, or distribution of anhydrous ammonia if

the person knew or should have known that the anhydrous ammonia would be used to manufacture a CDS, namely crystal methamphetamine. (Alabama Code 13A-5-6, 5-11.)

## **Repeat or Habitual Offenders**

Alabama imposes increasingly harsh penalties on individuals with prior felony convictions.

One prior felony conviction:

- A Class C felony possession is sentenced as a Class B felony.
- A Class B felony possession is sentenced as a Class A felony.

Two prior felony convictions:

- A Class C felony possession is sentenced as a Class A felony.
- A Class B felony possession is punishable by 15 years to life.

Three prior felony convictions:

- A Class C felony possession is punishable by 15 years to life.
- A Class B felony possession is punishable by 20 years to life.

(Alabama Code Section 13A-5-9.)

## **DUI Laws in Alabama**

Driving under the influence of Alcohol has legal consequences. Alcohol abuse has negative health consequences such as liver disease and heart issues. Abuse also has adverse effects on health, safety and employment and relationships. Avoid drug and alcohol abuse always.



## What are the penalties for a DUI in Alabama?

	<u>1<sup>st</sup> Offense</u>	<u>2<sup>nd</sup> Offense</u>	<u>3<sup>rd</sup> Offense</u>	<u>4<sup>th</sup> Offense</u>
<b>Jail</b>	None	5 days	60 days	1 year
<b>Fines and Penalties</b>	\$600 to \$2,100	\$1,100 to \$5,100	\$2,100 to \$10,000	\$4,100 to \$10,100
<b>License Suspension</b>	90 days	1 year	3 years	5 years
<b>IID** Required</b>	No	No	No	No

**Note:** All convicted DUI offenders are required to complete a DUI or substance abuse court referral program.

**Lookback Period:** 5 years (Period of time that prior DUIs are relevant for sentencing. Also known as a “washout” period.)

\*\*Ignition Interlock Device

## How much do you have to drink (BAC\*) for a DUI in Alabama?

<b>Under 21</b>	.02%
<b>21 or older</b>	.08%
<b>Commercial</b>	.04%

# BCCC Fact Sheet Continued

## Federal Drug Laws & Consequences

The possession, use, or distribution of illegal drugs is prohibited by federal law. There are strict penalties for drug convictions, including mandatory prison terms for many offenses. The following information, although not complete, is an overview of federal penalties for first convictions. All penalties are doubled for any subsequent drug conviction.

### **A. Denial of Federal Benefits**

#### **21 U.S.C. 862**

A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

### **B. Forfeiture of Personal Property and Real Estate**

#### **21 U.S.C. 853**

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

### **C. Federal Drug Trafficking Penalties**

#### **21 U.S.C. 841**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list below is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces a mandatory life sentence and fines ranging up to \$8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 U.S.C. 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

## D. Federal Drug Possession Penalties

Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500.

Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

Substance	Amount	Penalty—First Conviction
Heroin	1 kg. or more	
Cocaine	5 kg. or more	
Crack Cocaine	50 gm. or more	
Methamphetamine	100 gm. or more	
PCP	100 gm. or more	
LSD	10 gm. or more	
Marijuana	1,000 kg. or more	<b>Prison:</b> not less than 10 years, not more than life.
N-Phenyl-N-propanamide	400 gm. or more	<b>Fine:</b> up to \$4 million.
Heroin	100–999 gm.	
Cocaine	500–4,999 gm.	
Crack Cocaine	5–49 gm.	
Methamphetamine	10–99 gm.	
PCP	10–99 gm.	
LSD	1–10 gm.	
Marijuana	100–1,000 kg.	<b>Prison:</b> not less than 5 years, not more than 40 years.
N-Phenyl-N-propanamide	40–399 gm.	<b>Fine:</b> up to \$2 million.
Amphetamines	any amount	<b>Prison:</b> up to 3 years.
Barbiturates	any amount	<b>Fine:</b> up to \$250,000.
Marijuana	50–100 kg.	
Hashish	10–100 kg.	
Hash Oil	1–100 kg.	
Flunitrazepan (Rohypnol, “roofies,” or “roaches”)	1 gm.	<b>Prison:</b> up to 20 years. <b>Fine:</b> up to \$1 million.
Marijuana	less than 50 kg.	
Hashish	less than 10 kg.	
Hash Oil	less than 1 kg.	
Flunitrazepan (Rohypnol, “roofies,” or “roaches”)	less than 30 mg.	<b>Prison:</b> up to 5 years. <b>Fine:</b> up to \$250,000.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans or for participation in federally sponsored research grants or contracts for up to one year after the first conviction, and up to five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, and permanently after the third.\*

Under federal law, distribution of drugs to a person under age 21 is punishable by twice the normal penalty, i.e., a mandatory one-year prison term; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substance.

*\*In accordance with the requirements of the Drug-Free Workplace Act of 1988, as a condition of employment, any employee who is engaged in the performance of work under a federal grant or contract must notify the College if he or she is convicted of violating any criminal drug statute for activities done in the workplace not later than 10 days after conviction; students who receive Pell and certain other federal grants are subject to similar conditions and must report any conviction of a drug-related offense to the US Department of Education within 10 days of the conviction if the offense occurred during the period covered by the grant.*

*Students are expected and encouraged to also read all of the disclosures on the web at: [www.blue.edu/disclosures](http://www.blue.edu/disclosures) and the code of conduct and the student policies located in the school catalog. Employees are expected and encouraged to do the same as well as help enforce the policies and to read the staff and faculty policy manual which includes additional codes of conduct.*

*Students and employees are also expected to take responsibility for maintaining their own health and proper monitoring of their "legal" medications. Students and employees are to avoid situations and to refrain from being in situations where their medications are out of balance in such a way as to appear to be "under the influence". Any problems with prescription medications should be handled expeditiously by coordinating with health care professionals and notifying the Director of Education or the Education Coordinator.*

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