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Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations:

Effectiveness, Consistency in Enforcement, and Biennial Review

Policy Statement

Los Angeles Harbor College is committed to the well-being of its students and employees. Thus, Los Angeles Harbor College maintains alcohol and drug abuse policies and programs consistent with Drug-Free Schools and Communities Act (DFSCA). Related to such policies and programs are internal implementation plans and procedures for ensuring effectiveness and to ensure consistency in enforcement, for both students and employees.

At the end of the calendar year on a biennial basis, Los Angeles Harbor College will review its compliance with the DFSCA.

Drug and alcohol abuse prevention, education, and intervention activities are cross-functional and involve multiple departments, including, but not limited to, Human Resources, Student Services, Academic Departments, and Community Resource Network.

Who Needs to Know This Policy

Los Angeles Harbor College Campus community.

Policy and Procedures

1. Minimum Requirements:

The DFSCA regulations require at a minimum that Los Angeles Harbor College distribute the following in writing to all students and employees annually:

- a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities.
- b. A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol.
- c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- d. A description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs that are available to employees or students.
- e. A clear statement that the Los Angeles Harbor College will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law), 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.

To such end, by October 1 of each year, Los Angeles Harbor College's Drug and Alcohol Prevention Policy shall be provided to students in the Student Handbook, catalog and schedule of classes, shall be provided to non-faculty employees in the Employee Handbook, and to faculty members in the Faculty Handbook. The following protocol will apply to assure that all current and new students, upon enrollment, and all current and new employees, upon hire, are provided an electronic copy of Los Angeles Harbor College's Drug and Alcohol Prevention Policy.
• For students: Responsible position the Vice President of Student Services and support staff - shall provide new students with a current interactive web site drug prevention policy.
• For non-faculty employees: Vice President of Administrative Services and support staff shall make available and review the Employee Handbook with each non-faculty employee when hired, and direct them to an electronic version on a shared drive. The Employee Handbook will be distributed electronically to all non-faculty employees at least annually;
• For Faculty members: The Vice President of Academic Affairs and support staff shall electronically distribute the Faculty Handbook to each new faculty member at faculty orientation upon hire. Current faculty members will be electronically provided a copy of the Faculty Handbook at least annually.

2. Ensuring Effectiveness

It is imperative that the school’s substance abuse prevention program is evaluated for its effectiveness. The effectiveness of Los Angeles Harbor College’s drug prevention program may be measured by tracking the following for students and employees:

a. the number of drug- and alcohol-related disciplinary actions;
b. the number of drug- and alcohol-related treatment referrals;
c. the number of drug- and alcohol-related incidents recorded by campus security or other law enforcement officials;
d. the number of drug- and alcohol-related incidents of vandalism;
e. the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse; and
f. student, faculty, and employee attitudes and perceptions about the drug and alcohol problem on campus.

The Vice President of Student services, with respect to students, and the Vice President of Administrative Services, or designee, with respect to employees, will confidentially track the above statistics for items “a” through “e” above. An anonymous survey will be conducted annually by both Directors to gauge attitudes and perceptions in item “f” above.

All of the information above will be utilized in the Biennial Review (see below).

3. Ensuring Consistency

It is also imperative that the school’s substance abuse prevention program is evaluated for consistency in the application of disciplinary sanctions.

To such end, the Vice President of Student services, with respect to students, and the Vice President of Administrative Services or designee, with respect to employees, will confidentially track disciplinary sanctions and the details surrounding such sanctions, with the specific goal of consistent application for similarly situated persons. Naturally, following protocols in established drug and alcohol policies is also required to ensure consistency. The information collected will be used as a part of the Biennial Review (see below).
4. Biennial Review and Report

Under the DFSCA, Los Angeles Harbor College is charged with conducting a Biennial Review of its drug and alcohol abuse program, and completing a report, to (1) determine the effectiveness and (2) implement changes if they are needed and to ensure that the sanctions developed are enforced consistently.

The senior management team at Los Angeles Harbor College will meet on a biennial basis to review the Los Angeles Harbor College drug and alcohol abuse program and to create the report. The report will be completed no later than December 31 in 2012, 2014, 2016, etc.

A template of the report is attached for reference and guidance.

The Biennial Review documents and report will be kept internally on the Los Angeles Harbor main page. Student Services will coordinate and ensure the Biennial Review and reports are completed.

Where to find this Policy

Websites, Handouts, Catalog, School Schedule

Contacts

Dr. Ann Tomlinson, Vice President of Administrative Services 310-233-4051
Abbie Patterson, Vice President of Student Services 310-233-4031
Luis Rosas, Vice President of Academic Affairs 310-233-2028

Related Information

Complying with the Drug-Free Schools and Campuses Regulations manual

http://www.lahc.edu/classes/WEB%20Spring%202013%20SCHEDULE.pdf page 54-58

Who Approved this Policy

Marvin Martinez, President

History / Revision Dates

Origination Date: January 17, 2013
Last amended: March 15, 2013

Attachments

Biennial Review Document template
Los Angeles Harbor College

Drug Free Schools and Campuses Regulations
Education Department General Administrative Regulations (EDGAR) Part 86

2012 Biennial Review Report

INTRODUCTION

In compliance with Drug Free Schools and Campuses Regulations EDGAR Part 86, a meeting was held on January 17, 2013 at the Student Services and Administration Building, Room 205 (SSA 205) —to conduct a Biennial Review of the effectiveness of Los Angeles Harbor College’s alcohol and other drug (AOD) programs and the consistency of policy enforcement.

The Biennial Review meeting was chaired by Claudette McClenny, Administrative Analyst of Harbor College.

Participants included members of the senior management team: Abbie Patterson, Vice President of Student Services; Luis Rosas, Vice President of Academic Affairs; Sheila Millman, Financial Aid Manager; Claudette McClenny, Administrative Analyst; Dr. Debbie Tull, Special Programs & Services Director, and Elizabeth Colocho, Chair of the Counseling Division. This group will be referred to herein as the Biennial Review Committee, or BRC.

The BRC utilized the “Complying with the Drug-Free Schools and Campuses Regulations” manual (http://www.higheredcenter.org/files/product/dfscr.pdf) was utilized for reference.

Meeting notes were taken and final report was prepared by Claudette McClenny.

OBJECTIVES

The task of the Biennial Review Committee, as outlined by the U.S. Department of Education’s Complying with the Drug-Free Schools and Campuses Regulations manual, is

1. To determine the effectiveness of, and to implement any needed changes to, the school’s AOD program (policy, enforcement measures, prevention and intervention programming); and

2. To ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

To facilitate this task, the Biennial Review Committee utilized the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist.

The results of the checklist review and discussion are provided in this report.
PART 86, DRUG-FREE SCHOOLS AND CAMPUS REGULATIONS COMPLIANCE CHECKLIST

1. Does the institution maintain a copy of its drug prevention program?

   If yes, where is it located?  The current Catalog and schedule of classes is currently on the website.

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

   a) Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities
   Students: YES  Staff and Faculty:  YES

   b) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol
   Students: YES  Staff and Faculty: YES

   c) A description of applicable legal sanctions under local, state, or federal law
   Students: YES  Staff and Faculty: YES

   d) A description of applicable counseling, treatment, or rehabilitation or re-entry programs
   Students: YES  Staff and Faculty: YES

   e) A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
   Students: YES  Staff and Faculty: YES

   COMMENTS:

3. Are the above materials distributed to students in one of the following ways? YES

   a) Mailed to each student (separately or included in another mailing)
   b) Through campus post office boxes
   c) Class schedules available to all students online
   d) During freshman orientation providing links to the LAHC website
   e) During new student orientation by providing links to the LAHC website
   f) In various locations where students gather (Financial Aid, Admissions, ASO, Veteran Center, Student Services)

4. Does the means of distribution provide adequate assurance that each student receives the materials annually?

   COMMENTS: Yes, the process of re-filling in the materials.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?
COMMENTS: Yes, we will supply necessary materials.

6. Are the above materials distributed to staff and faculty in one of the following ways?

   a) Personal Distribution
      Staff: YES Faculty: YES

   b) During new employee orientation
      Staff: YES Faculty: YES

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?
   Students: YES Staff and Faculty: YES

   Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
   Students: n/a Staff and Faculty: YES

8. In what ways does the institution conduct Biennial Reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

   a) Research will develop a survey to faculty and staff
      Students: Yes Staff and Faculty: Yes

   b) Research will conduct opinion survey of its students, staff, and faculty
      Students: Yes Staff and Faculty: Yes

   c) Evaluate the data for effectiveness and adjustment of the program.
      Students: Yes through ASO Staff and Faculty: Yes, through senior management team leadership

   d) Conduct focus groups
      Students: Through the ASO Staff and Faculty:

   e) Conduct intercept interviews
      Students: Staff and Faculty:

   f) Assess effectiveness of documented mandatory drug treatment referrals for students and employees
      Students: Staff and Faculty:

   g) Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
      Students: Yes Staff and Faculty: Yes

   h) Other (please list) —
10. Who is responsible for conducting these Biennial Reviews? The Vice President of Administrative Services/Research or designee.

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the Biennial Review? YES

12. Where is the Biennial Review documentation located?
Name: Abbie Patterson/Claudette McClenney
Title: Vice President of Student Services/ SPOC Person/Office of Personnel
Department: Student Services/Administrative Services
Phone: 310-233-4031 / 310 233-4346
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COMMITTEE DISCUSSION

In addition to completing the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist, Committee members addressed each of the discussion questions below and provided information pertinent to these items.

A) What are the current alcohol and other drug programs (policy, enforcement measures, prevention, and intervention activities) in place at Los Angeles Harbor College, and are they effective in preventing and reducing the illegal use of alcohol and other drugs on campus? We have enhanced our website with comprehensive information and through surveys and reviewing incident reports can document the effectiveness.

B) Are the current disciplinary sanctions in place for conduct violations with regard to alcohol and other drug use at the Los Angeles Harbor College consistently enforced? YES

C) Looking to the future, what new ideas, strategies and/or partnerships could Los Angeles Harbor College pursue in order to more effectively address the illegal use of alcohol and other drugs on campus? The College Research Division and senior management team will conduct this review process through quantitative and qualitative measures with appropriate follow-up to address areas of concern. All changes in the Drug and Alcohol Prevention Program will be data driven with the implementation of necessary changes occurring on an ongoing basis.

THE BIENNIAL REVIEW COMMITTEE MEETING ENDED AT: 3:30 PM

Date: March 15, 2013

[Signature]

Name
Marvin Martinez, President Los Angeles Harbor College