

Procedure 6.1501

Drug and Alcohol Abuse Prevention Notification Procedure

Per 34 CFR 86.100(a) and (b) under Section 120 of the Higher Education Act, an Institution of Higher Education must adopt and implement a drug and alcohol abuse prevention program and conduct a Biennial review of that program. The following procedures are applicable to ensure compliance with Beaufort County Community College Policy (BCCC) 6.02. The Connecting Area Resources to Everyone (CARE) Team is the official committee that is responsible for compliance, audit requirements, and communication with students, employees, and other agencies.

Drug Abuse Prevention Materials and Notification

Per 34 CFR 86.100(a) requires, at a minimum, the annual distribution to each student and employee of the campus that clearly discusses:

- The standards of conduct that clearly prohibit, at a minimum, 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.
- A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.
- A description of the health-risks associated with the use of illicit drugs and the abuse of alcohol.
- A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and
- A clear statement that the institution will impose sanctions on students and employees (consistent with local, State, Federal 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 required by above.

Notification requirements

To ensure compliance, The CARE Team shall prepare and send an email notification that meets the requirements as outlined above at the beginning of each semester. If links are included in the email notifications, ensure they are as precise as possible. For example, if a link is included to the campus' Student Service webpage, ensure it is a link that takes the reader directly to the page that discusses drug and alcohol counseling or treatment programs offered. Also, if a link is included to the campus' catalog, ensure the notification includes a reference to the exact page or section where drugs and alcohol are discussed, etc.

This information should also be incorporated into the following areas to ensure optimum coverage and dissemination:

- New Student Orientation
- New Employee Onboarding

Reporting Requirements

The CARE Team is responsible for preparing and disseminating the required notifications to ensure compliance and maintaining the following documentation.

- A copy of the original emails with their content to ensure requirements were met showing when and who they were sent. (Please note: If separate emails are sent to students, faculty and staff, copies of each email must be maintained)
- If links are used in the notification, a document with a screenshot highlighting the location of the required information of each link used must be documented.

Notification Deadlines

The deadline for submitting notifications to the students and employees for the drug and alcohol abuse program are as follows:

- September 20th (or the first business day thereafter): This is the deadline for submitting the drug and alcohol abuse prevention program notifications for the Fall Semester.
- February 28th (or the first business day thereafter): This is the deadline for submitting the drug and alcohol abuse prevention program notifications for the Spring Semester.

Biennial Review

Per 34 CFR 86.100(b), 86.103(a) an Institution of Higher Education must perform and make available the results of a biennial review of the institution's drug and alcohol abuse prevention program that:

- Determines the program's effectiveness and any needed changes,
- Determines the number of drug and alcohol related violations and fatalities,
- Identifies the number and type of sanctions imposed, and
- Ensures that the sanctions are consistently enforced.

Data and methods used to support conclusions contained in review must be maintained and available upon request.

The CARE Team must document data and methods used to support the conclusions reached in their review. They must develop data sources to support the review independent of other required reporting. Other required reporting and sources may supplement data or conclusions but should not be relied upon as the primary source of data (i.e. Clery Report).

Upon completion of the biennial review by August 1st, the CARE Team must distribute the report to students and employees by September 1st.

Procedure

References

Legal References: *Enter legal references here*

Cross References: *Enter cross references here*

History

Leadership Council Review/Approval Dates: *11/3/2023*

Senior Staff Review/Approval Dates: *08/15/2023*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*