

Paradise Valley Community College

Phoenix, AZ

Alcohol and Other Drug Programs

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Preface

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) to certify it has adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by Paradise Valley Community College 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 re-entry programs that are available to employees or students
- A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct

The law further requires that the institution conduct a biennial review of its program with the following objectives: (1) determining the effectiveness of the policy and implementing changes to the Alcohol and Other Drug (AOD) program if they are needed; and (2) to ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to: (1) the number of drug- and alcohol related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials; and (2) the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Paradise Valley Community College, a college of Maricopa County Community College District (MCCCD), acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act and authorized an administrative review to be conducted to determine if the College fulfills the requirements of the aforementioned Federal regulations.

The intent of this document is to:

1. Meet the legal requirement of conducting a biennial review
2. Review and summarize the programs and activities related to alcohol and drug prevention during 2014-2015 and 2015-2016.

3.

A. Descriptions of the AOD program elements.

1. Alcohol-Free Events

As stated in the Abuse-Free Environment, AR 2.4.7, Maricopa Community Colleges closely aligns with the Drug-Free School and Communities act of 1989 and other relevant substance abuse laws. As a college of Maricopa Community College District, Paradise Valley Community College upholds all federal, state and District laws and policies limiting or restricting drug and alcohol use and abuse on campus. Listed below are the MCCCCD Administrative Regulations which address an Abuse-Free Environment and the Use of Alcoholic Beverages:

- AR 2.4.7 – Abuse-Free Environment – see attached policy
- AR 4.13 – Use of Alcoholic Beverages – see attached policy

Paradise Valley Community College offers a number of Alcohol-free events and activities are created and promoted throughout the campus by way of Facebook, posters, emails, fliers, information tables and classroom announcements. These activities and events include, but are not limited to:

- Welcome week activities
- Student clubs and activities
- Graduation
- Student Success Fair
- Sponsored dances/student government events
- Building openings/dedications
- Wellness Events
- Career Days and Fairs
- Community events such as lectures, service projects, and donation drives

I. Creation of Service Learning or Volunteer Opportunities or Required Community Service Work

Volunteer Opportunities are often, but not exclusively coordinated through the Office of Student Life and Leadership. This includes requiring clubs to perform 20 hours of community service to remain active. This amounts to over 400 hours of service performed. Additionally, leadership programs offered through Student Life also require 8 hours of community service performed by leadership students. Opportunities such as these are promoted internally through our clubs and organization email distribution list and as part of the curriculum of the Emerging Leaders Program.

II. Alcohol Free Campus Facilities

All campus spaces and facilities are alcohol and drug free in accordance with the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and comply with all federal, state, and local laws pertaining to controlled substances, including alcohol.

Alcohol and drug free spaces and facilities, including those with extended hours, for students include but are not limited to:

- Kranitz Student Center
 - Student Services Offices (Saturday hours during heavy registration periods)
 - Bookstore (Saturday hours at semester start)
 - Puma Den Café (open until 7:00 pm Monday through Thursday)
 - Student Union (open evenings/weekends whenever classes are in session or events are scheduled)
- Learning Resource Complex
 - Library & Media Center (open until 7:00 pm Monday through Thursday and 9:00 am to 2:00 pm on Saturday)
 - Learning Support Center (open until 7:00 pm Monday through Thursday and 8:00 am to 5:00 pm on Saturday)
 - Computer Commons (open until 9:30 pm Monday through Thursday, until 7:00 pm on Friday, and 9:00 am to 4:00 pm on Saturday)
 - Distance Learning/choices@pvcc (open until 6:00 pm Monday through Thursday)
- Center for Performing Arts (evening/weekend events as scheduled)
- Studio Theater (evening/weekend events as scheduled)
- Fitness & Athletic Facilities
 - Fitness Center (open until 8:00 pm Monday through Thursday, until 7:00 pm on Friday, 7:00 am to 2:00 pm on Saturday, 8:00 am to 2:00 pm on Sunday)
 - Shoenhair Field & Track (evening/weekend events as scheduled)
 - Soccer Field (evening/weekend events as scheduled)
 - Tennis Courts (evening/weekend events as scheduled)
 - Softball Field (evening/weekend events as scheduled)
 - Baseball Field (evening/weekend events as scheduled)
- All classrooms and labs (evening/weekend classes as scheduled)

III. Nonalcoholic beverages promoted at events

Paradise Valley Community College is dedicated to entirely alcohol free events and activities for our students. No event makes any mention or promotion of alcohol or other drugs.

2. Normative Environments

I. Pro-health Messages Publicized on Campus

- a. Campus Bulletin Boards are utilized for Social Marketing
- b. Social Media, including Facebook, are used to promote Healthy Lifestyle Alternatives

II. Academic Standards

- a. Academic Standards are communicated on all campus levels, including student, employee, and organizationally
- b. The College Catalog section on College Environment includes information on the Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol including the Student Code of Conduct and sanctions for violation of the code (https://www.paradisevalley.edu/sites/default/files/catalog/I_15-16_College_Env.pdf)
- c. Student Athletes are given both NJCAA and MCCD Codes of Conduct on the use of alcohol/drugs in the Student Athlete Handbook (<https://www.paradisevalley.edu/athletics/information>). Additionally there is a component in the Paradise Athletic Web System (PAWS) regarding drug and alcohol abuse prevention (<https://community.pvc.maricopa.edu/paws/>).

III. Faculty Encouraged to Engage in Higher Level Contact with Students

- a. Counseling Faculty provide individual counseling sessions as well as referrals to community resources to students with drug/alcohol dependency issues
- b. The Adjunct Faculty Handbook contains information regarding the Student Code of Conduct including drug/alcohol abuse and prevention as well as resources to which students can be referred as needed (https://www.paradisevalley.edu/sites/default/files/docs/af/afi_handbook.pdf)

IV. Student Leadership Promotes Positive, Healthy Norms

- a. Student Government actively promotes healthy academic norms as well as the positive aspects of student involvement. This is accomplished through event planning, both on and off campus.
- b. On September 24, 2016, Paradise Valley Community College and the University of Arizona co-hosted Raising The Bar, a Leadership Conference for student leaders interested in Drug and Alcohol Peer Education. Student Leaders from

Paradise Valley Community College, Chandler-Gilbert Community College, University of Arizona, Embry Riddle, and Northern Arizona University attended.

- c. The Student Handbook contains a Substance Abuse/Misuse Statement, information on the Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol, references to the Code of Conduct regarding the use of drugs and alcohol, and sanctions for code violations
(<https://www.paradisevalley.edu/sites/default/files/docs/student-life-resources/6859-pvcc-student-handbook-2016-17.pdf>)

V. Students have Opportunities to Advise and Mentor Peers

- a. Student Leaders are trained to lead with integrity, by reinforcing positive lifestyle choices. This is accomplished through:
 - i. Emerging Leaders Program (<https://www.paradisevalley.edu/student-life/leadership-programs/emerging-leaders>)
 - ii. Student Government (<https://www.paradisevalley.edu/student-life/student-government>)
 - iii. Peer Mentor Program (<https://www.paradisevalley.edu/students/peer-mentor-program>)

3. Alcohol Availability

I. Alcohol is Banned or Restricted on Campus

Serving of alcoholic beverages is restricted at Paradise Valley Community College. In the years with which this report is concerned, two events occurred at which alcohol was available. The Celebrate Paradise Ceremony was held December 15, 2015 and the Black Mountain Aquila Hall Grand Opening took place January 28, 2016. These required the express consent of the Chancellor of Maricopa Community College District, the closing of the venue to the public and students, and hiring of trained and registered bartenders. Paradise Valley Community College personnel are not permitted to purchase or transport alcohol. Administrative Regulation 4.13 prohibits the use of funds to purchase alcohol (with the exception of small amounts for cooking in the Culinary Institute for educational purposes) and the use of alcohol at College sponsored events. State law also regulates the service, sale, distribution and consumption of alcoholic beverages. In light of the law, Paradise Valley Community College does not permit the use, sale or distribution of alcoholic beverages.

II. Alcohol Use is Prohibited in Public Places

Paradise Valley Community College maintains a drug, alcohol, and tobacco free campus. No alcohol is permitted in public places or elsewhere on campus.

- III. Delivery or Use of Kegs or Other Common Containers is Prohibited on Campus**
Paradise Valley Community College prohibits alcohol on campus in any form.

4. Marketing and Promotion of Alcohol

I. Alcohol Advertising on Campus is Banned or Limited

Paradise Valley Community College campus limits severely advertisements of alcohol or alcoholic beverages.

II. Alcohol Industry Sponsorship for On-Campus Events is Banned or Limited

There are no events on campus which are alcohol industry sponsored.

III. Alcohol Promotions with Special Appeal to Underage Drinkers is Banned or Limited

Paradise Valley Community College does not participate in promotions related to drinking, underage or otherwise. Both our main campus and Black Mountain sites are located in neighborhood settings and not in the immediate vicinity of bars.

IV. Alcohol Promotions that Show Drinking in High-Risk Contexts in Banned or Limited

Paradise Valley Community College does not participate in promotions related to drinking.

V. Pro-Health Messages that Counterbalance Alcohol Advertising are Required.

Paradise Valley Community College maintains a drug, alcohol, and tobacco free campus. This also includes the advertisement of alcohol on campus.

5. Policy Development and Enforcement

Paradise Valley Community College	2013	2014	2015
Offense			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Forcible Sex Offense	0	0	0
Non-Forcible Sex Offense	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Motor Vehicle Theft	0	0	1
Arrest For:			
Liquor Law Violation	0	0	0
Drug Abuse Violation	1	0	0
Weapons Possession	0	0	0
Referrals			
Liquor Law Referrals	0	0	0
Weapon Possession Referral	0	0	0
Drug Law Violation Referral	0	0	0
Student Code of Conduct Violations			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	0
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	0	0	0
These referrals include On-Campus, Non-Campus, and Public Property			
Hate Crimes	0	0	0
Paradise Valley Community College 18401 N 32 nd St Phoenix, AZ 85032			

B. Statement of AOD program goals and a discussion of goal achievement.

- I. A Statement of AOD Program Goals Paradise Valley Community College Alcohol and Other Drugs Program Goals are:**
 - a. To provide services to students primarily in the forms of prevention, education, and health promotion.

C. Summaries of AOD program strengths and weaknesses.

- I. Summary of AOD Program Strengths**
 - a. Collaborative partnerships with the University of Arizona to provide leadership development training.
 - b. Resources available through NASPA Drug and Alcohol Education Network.
- II. Summary of AOD Program Weaknesses**
 - a. Current wellness planning aimed at employees not necessarily reflective of college student health and safety issues
 - b. Little or no theoretical framework to include student needs and perspectives in the planning and execution of wellness programming.
 - c. As with all programs, Outreach to Students is a challenge

D. Procedures for distributing annual AOD notification to students and employees.

- I. AOD Policy - Procedures for distributing annual AOD notification to students and employees.**
 - a. New employees are provided a link to the Employee Handbook online for their reference which outlines:
 - i. standards of conduct,
 - ii. a list of applicable legal sanctions under federal, state or local laws for the unlawful possession or distribution of illicit drugs and alcohol can be found at the Maricopa Community College District
<https://chancellor.maricopa.edu/public->

[stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment](https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment))

- iii. a description of the health risks associated with the abuse of alcohol or use of illicit drugs can be found at the Maricopa Community college District website (this is coming soon)
 - iv. A list of alcohol programs that is available to employees and students and a clear statement that the IHE (institution of higher education) will impose disciplinary sanctions on students and employees for violations of the standards of conduct can be found at the Maricopa County Community College District website. (<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment>)
- b. A letter on Drug and Alcohol Prevention (attached in Appendix B)
 - c. New students are provided a letter when they first enroll at a MCCCCD institution and there in every 365 days (letter is attached in Appendix A)

AOD Policy and Distribution

AR 4.14 - Motor Vehicle Usage

<https://chancellor.maricopa.edu/sites/default/files/4.14.pdf>

Staff Policy Manual Policy

A-4 - Employment Standards

Policy A-18 – Drug Free Workplace Policy

C-4 – Corrective Action Principles

<https://hr.maricopa.edu/sites/default/files/spm.pdf>

AR 2.5 – Student Rights and Responsibilities

Article III: Prohibited Conduct, 3. Conduct – Rules and Regulations

- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or MCCCCD website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

Article IV: Student Code of Conduct Procedures. 2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
- i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
 - iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - vi. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.

<https://chancellor.maricopa.edu/public-stewardship/governance/administrativeregulations/2-students/2.5-student-rights-and-responsibilities>

E. Recommendations for revising AOD programs.

I. Recommendations for revision of AOD Programs

- a. Create District-Wide opportunities for student leaders to receive leadership training

Addendums

1. Addendum 1 – Staff Policy Manual

- a. Staff Policy Manual – Policy A-4 – Employment Standards
- b. Staff Policy Manual – Policy A-18 – Drug Free Workplace
- c. Staff Policy Manual – Policy C-4 – Corrective Action Principles

2. Addendum 2 – Administrative Regulations

- a. Administrative Regulation 2.4.7 Abuse-Free Environment.
- b. Administrative Regulation 2.5 – Student Rights and Responsibilities
- c. Administrative Regulation 4.13 – Alcoholic Beverages
- d. Administrative Regulation 4.14 – Motor Vehicle Usage
- e. Administrative Regulation 4.21 Breathe Easy Tobacco Free/Smoke Free

Appendix

A. Student Letter on Drug and Alcohol Abuse Prevention

Dear Student:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

In the student handbooks of the Maricopa Community Colleges under the [Code of Conduct](#), the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

Sanctions for Violation of Standards of Conduct Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

- Counseling services are available at Paradise Valley Community College. Students can call the Counseling Office at 602-787-6540 or visit: <https://www.paradisevalley.edu/students/counseling>
- [Al-Anon](#) at 1-800-356-9996

- [National Institute on Drug Abuse Hotline](#) at 1-800-662-4357

Additionally, the Federal regulations require that students read and acknowledge the receipt of this information. By opening this message you are acknowledging receipt.

Thank you,

Maricopa Community Colleges

B. Employee Letter on Drug and Alcohol Abuse Prevention

Dear Employee:

Federal regulations regarding Alcohol and other Drug Abuse and Violence Prevention require that we provide knowledge and guidelines about the prevention, control, and treatment of the abuse or misuse of alcohol, illegal, and legal drugs.

Local, state, and federal laws prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Besides the sanctions imposed by federal and state courts concerning controlled substance violation(s), the college will respond administratively when the offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures. Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and use of illegal drugs.

Use of alcohol and drugs can cause negative physical and mental effects including: poisoning, blackouts, damage to vital organs, overdose and death, depression, psychosis, severe anxiety, and inability to learn and remember information. People who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. The following resources are available to help:

Paradise Valley Community College
Drug and Alcohol Abuse Prevention Report

- [Maricopa Community College's Employee Assistant Program \(EAP\):MHN](#) at 1-800-603-2970
- [Al-Anon](#) at 1-800-356-9996
- [National Institute on Drug Abuse Hotline](#) at 1-800-662-4357

Additionally, the Federal regulations require that employees read and acknowledge the receipt of this information. By opening this message, you are acknowledging receipt.