



**ESTRELLA MOUNTAIN  
COMMUNITY COLLEGE**

*A Maricopa Community College*

**Estrella Mountain Community College**

**2016-2018**

**Biennial Review**

**Alcohol and Other Drug Programs**

**(AOD)**

**Avondale, AZ**

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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 by Estrella Mountain Community College (EMCC) students and employees on its premises and as a part of any of its activities. At a minimum, each institution of higher education must distribute the following in writing to all students and employees annually:

- 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) ensuring 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 its 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.

Estrella Mountain 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 determine if the College fulfills the requirements of the aforementioned Federal regulations.

Dr. Patricia Cardenas-Adame, vice president for student affairs, formed a committee chaired by Laura Dugar, dean of student affairs, to conduct a review. The members of the review committee include:

- Lyle Bartelt, Wellness Fitness Supervisor
- Herschel Jackson, Student Services Manager, Student Life
- Joe Delgado, Commander, College Police Department
- Jason Martinez, Counseling Faculty
- Rosanna Short, Student Services Director, Financial Aid

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 the 2016-2017 and 2017-2018 academic years.

## **A. Descriptions of the AOD program elements**

### **1. Alcohol-Free Events**

As stated in the Abuse-Free Environment, AR 2.4.7, Maricopa County Community College District (MCCCD) closely align with the Drug-Free School and Communities Act of 1989 and other relevant substance abuse laws. As a college of MCCCD, Estrella Mountain 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 MCCCD Administrative Regulations that address an Abuse-Free Environment and the Use of Alcoholic Beverages:

- AR 2.4.7 – Abuse-Free Environment  
<https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>
- AR 4.13 – Alcoholic Beverages-Usage Regulation  
<https://district.maricopa.edu/regulations/admin-regs/section-4/4-13>

Estrella Mountain Community College offers a number of alcohol-free events, and activities are 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 club activities
- Graduation
- Student Success Fair
- Sponsored student government events
- Building openings and dedications
- Wellness events
- Career Days and Fairs
- University visits
- Community events such as *Culture POP* and *Helping Hands*

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

EMCC offers Service Learning opportunities, which are promoted in classes as well as through email.

In 2016-2017, trainings about Service Learning and Civic Engagement began the first week of school with two Day-of-Learning presentations. This year, there are at least two campus-wide Service Learning projects going through the approval process. The coordinators are continually recruiting additional faculty, staff, and students and promoting Service Learning through community partnerships, the Service Learning website, and more. Service Learning is a required part of the curriculum in a variety of EMCC courses. The Teacher Education Institute, Nursing, two Career and Personal Development (CPD) courses, Administration of Justice (AJS) Institute, and the Presidential Scholars Program all require 10 or more Service Learning hours per student, per semester. Faculty have the option of integrating Service Learning and Civic Engagement in the curriculum, and currently 25 instructors require Service Learning in their classes. The coordinators of the Center for Service Learning and Civic Engagement are continually working with residential and adjunct faculty members to increase involvement.

In 2017/2018, Service Learning continues to be integrated into a variety of course curricula. The coordinators for the Center of Service Learning and Civic Engagement organized the 3<sup>rd</sup> annual *Holiday Helping Hands* drive where food, clothing, and toys were donated to 50 families in need. In addition, EMCC is in its 3<sup>rd</sup> year of offering *Alternative Spring Break* where students, faculty, and staff can complete a project to give back to the community. In 2017/18, 1012 students completed Service Learning, which equated to 24,868 hours.

### **Data:**

2016/2017 – 62 instructors and 1088 students participated in Service Learning with a total of 31,901.9 hours completed. This resulted in a 29% increase in hours and the equivalent of \$770,112 Value of Volunteer Time (according to the Corporation for National and Community Service).

2017/2018 – 36 instructors and 1012 students participated in Service Learning with a total of 24,868.14 hours completed. This resulted in the equivalent of \$613,994.30 Value of Volunteer Time (according to the Corporation for National and Community Service).

Volunteer opportunities are provided by student clubs and activities, as well as in class projects for academic or volunteer credit.

## **II. Alcohol-Free Campus Facilities**

Estrella Mountain Community College offers indoor and outdoor public lounge spaces at all campus sites in addition to cafés that serve breakfast, lunch, and dinner. A

lactation/quiet room is open to students and staff in addition to academic support areas including the Computer Commons, Library, and Tutoring Center. Estrella Mountain Community College also offers extended hours during evenings and weekends. All public spaces are open to students during this time, and the campus is staffed with College Police until midnight.

EMCC offers a Student Union where students are encouraged to use the computers, take fitness and physical education classes, participate in student forums, and congregate with other students. The Student Union is an alcohol-free setting, as are all Maricopa County Community College District buildings and properties.

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.

### **III. Nonalcoholic Beverages Promoted at Events**

Estrella Mountain Community College is dedicated entirely to alcohol-free events and activities for students. No event mentions or promotes alcohol or other drugs.

## **2. Normative Environments**

### **I. Pro-health Messages Publicized on Campus**

EMCC Fitness and Wellness collaborates with faculty, staff, and students to support a campus environment that makes healthy choices acceptable, affordable, and easy. Students apply knowledge of healthy habit guidelines and their impact on brain function to write SMART Goals for healthy behaviors. The program has the following five principles:

- Healthy Eating
- Healthy Sleeping
- Physical Activity
- Substance Abuse Awareness and Prevention
- Stress Resiliency

The Fitness and Wellness Program offers many activities throughout the academic year, such as resource and classroom visits, educational programming, and guest lectures. Fitness and Wellness also collaborates with other student activities and events such as *Welcome Week*, *Student Success Fair*, Student Life Wellness Events, and Student/Staff Health Screening that all include drug and alcohol awareness programming.

<b>Wellness In The Classroom Engagement</b>		
<b>Semester</b>	<b>Class Sections</b>	<b>Total Enrollment</b>
Fall 2016	32	800
Spring 2017	23	575
<b>Academic Year</b>	<b>55</b>	<b>1,375</b>
Fall 2017	31	905
Spring 2018	43	940
<b>Academic Year</b>	<b>74</b>	<b>1,845</b>

The substance abuse component addressed:

- The definition a substance abuse: Use of a substance that result in a problem.
- MCCC and EMCC policies: Campus is completely substance, smoke, and tobacco-free.
- Prevention Practices: Healthy Sleep, Physical Activity, and taking time for Healthy Productive Pleasure.
- Prevention/Recovery Resources: EMCC Counseling and External Community Resources.

The Fitness and Wellness Program also sponsors professional growth opportunities for faculty and staff regarding health and wellness and recognizing warning signs and risk factors for disease, mental health issues, and substance use/abuse. The philosophy is that there is one wellness fitness supervisor, but there are hundreds of faculty and staff who are also able to communicate the vision and act as Fitness and Wellness ambassadors. Rather than provide stand-alone programs for alcohol and drug awareness and prevention, wellness is a holistic effort in which all five principles incorporate into the various programs and events.

The campus encourages students and employees to pursue and support high academic standards. The Fitness and Wellness Program supports this philosophy by encouraging engagement in healthy eating, healthy sleeping, physical activity, stress resiliency, and healthy pleasure in order to avoid unhealthy substances.

The Fitness Wellness Program also collaborates with the EMCC Service Learning Program to create opportunities for students to engage fellow students and encourage healthy choices. The philosophical base is that peer messages are more effective at motivating positive behaviors than authoritarian messages. Drug and Alcohol awareness and abuse prevention Service Learning projects typically occur during spring semester to coincide with *Alternative Spring Break* efforts, thus presenting a cohesive approach of prevention and service.

## Wellness Program S.W.O.T. Analysis

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Consistent holistic approach to well-being, which includes substance use awareness for both employees and students</li> <li>• Collaboration with Student Life and International and Intercultural Education (IIE) to secure special funding for wellness / drug alcohol awareness events</li> <li>• <i>My Wellness 360</i> to generate health management meter, register for events and health challenges, and earn rewards</li> <li>• Annual employee biometric testing for HealthRisk and Tobacco-Free Wellness Credits</li> <li>• Discounted YMCA membership</li> </ul>	<p><b>Weaknesses</b></p> <ul style="list-style-type: none"> <li>• No line item budget for student wellness programs to include substance abuse awareness</li> <li>• Competition for funding due to static budgets combined with enrollment growth</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Programs to promote healthy living correlates to an increased sense of well-being, reduced risk of disease, better academic performance, and improved engagement at work—all of which have a positive economic impact</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Maintain AOD programs to comply with federal and state regulations</li> </ul>

## II. Academic Standards

- Industry Advisory Boards encourage an increase in academic standards by aligning curriculum and learning objectives with industry standards.
- Chemistry and physics faculty use modeling (active learning) techniques.
- Science courses use common lab finals. In areas where students do not perform as well as expected, faculty discuss how to change approaching the content.
- Math faculty use common finals in developmental classes. In areas where students do not perform as well as expected, faculty discuss how to change presenting the content.
- Math and science faculty incorporate critical thinking. Examples include BIO 182 students read peer-reviewed articles, and CHM 235 students design their own lab based on a question they are given.

- Science and math faculty use instruments to assess student understanding of concepts. Examples include physics faculty using the Forced Concept Inventory, and chemistry faculty using the Assessment of Basic Chemistry Concepts for CHM130 and the American Chemical Society instrument for CHM151 and 152.
- Faculty require students to utilize the Tutoring and Writing Centers.
- Faculty require students to journal and complete reflective sheets on their learning.
- Science and math faculty share curriculum with adjunct faculty.
- Faculty attend professional growth opportunities and take sabbaticals to stay current in their field.
- EMCC hosts the Student Conference and Honors Expo. Both events encourage students to work with a faculty member, submit original academic research, and present their work in a formal setting.
- EMCC's Comprehensive Assessment Tracking System (CATS) program encourages faculty to share effective teaching strategies with peers through this assessment system.

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

- Faculty are actively involved in the *Student Success Fair* and *I Will Graduate* campaigns, which encourage faculty engagement with students both inside and outside the classroom.
- EMCC's Strategic Plan includes activities that increase faculty use of best practice and classroom engagement activities, develop culturally relevant curriculum, and contextualize learning through the EMCC *Makerspace*. EMCC Institute faculty actively engage with students through faculty-led orientations, hands-on training, student clubs, and campus events.
- EMCC's *Ask Me!* team supports the Welcome Desks and are staffed by faculty at various buildings to help students find their classes and answer general questions.
- Science and math faculty mentor students on transfer, internship, and career opportunities. Because of faculty mentoring, students have secured research opportunities at prestigious institutions, such as Stanford University and NASA.
- STEM faculty connect students with transfer opportunities and with professionals working in the field.

### **IV. Student Leadership Promotes Positive, Healthy Norms**

- The Fitness and Wellness Program utilizes student ambassadors who provide educational workshops and information at various events on campus.
- Student Government does not host programs with alcohol, accept donations from alcohol companies, or use marketing or branding with alcohol.

- EMCC is in partnership with area YMCA to offer fitness options for students and staff at a reduced cost.

## V. Opportunities to Advise and Mentor Peers

- **Peer Mentor Program** – Student mentors champion the goals of retention, persistence, and support by assisting new and returning students in developing strong skills for life and college success.
- **Student Ambassadors** - Student ambassadors conduct Student Forums, assist with New Student Orientations and recruitment activities, participate in various campus initiatives, and serve as a student representative on campus committees.
- **E2 Mentors** - Faculty and staff mentors help students focus on college success (development of overall skills and academic success tips) and assist with setting academic and career goals.
- **EXCEL Peer Mentors** – Student mentors promote, reinforce, and support the EXCEL Program by assisting students with navigating their way to overcoming obstacles that may impede their college success. Mentors contact EXCEL students at least once a week to meet individually or in small groups throughout the semester.

## 3. Alcohol Availability

### I. Alcohol is Banned or Restricted on Campus

Serving of alcoholic beverages is restricted at Estrella Mountain Community College. In the years in which this report was written, **one event** occurred in which alcohol was available. No EMCC funds were used to purchase the alcohol. The event and venue was restricted to invited guests. All alcohol consumption was limited to a confined area, and alcoholic beverages were served and consumed during a 2-hour time period. This required the express written consent of the Chancellor of Maricopa County Community College District, closing of the venue to the public and students, and hiring of trained and registered bartenders. Estrella Mountain 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, Estrella Mountain Community College does not permit the use, sale, or distribution of alcoholic beverages.

## **II. Alcohol Use is Prohibited in Public Places**

Estrella Mountain 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**

Estrella Mountain Community College prohibits alcohol on campus in any form.

# **4. Marketing and Promotion of Alcohol**

## **I. Alcohol Advertising on Campus is Banned or Limited**

Estrella Mountain Community College campus banned 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**

Estrella Mountain Community College does not participate in promotions related to drinking, underage or otherwise. The main campus and extended campuses are located in neighborhood settings within a one-mile vicinity of bars.

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

Estrella Mountain Community College does not participate in promotions related to drinking.

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

The Fitness Wellness/Physical Education program supports healthy behaviors among EMCC students, employees, and the community that lead to lifelong personal, academic, and occupational success. Pro-health messages are incorporated into the Fitness Wellness/Physical Education programming presentations and messaging.

## 5. Policy Development and Enforcement

Estrella Mountain Community College	2016	2017	2018
<b>Offense</b>			
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	1	0
<b>Arrest For:</b>			
Liquor Law Violation	0	0	1
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0
<b>Referrals</b>			
Liquor Law Referrals	0	0	0
Weapon Possession Referral	0	0	0
Drug Law Violation Referral	0	0	0
<b>Student Code of Conduct Violations</b>			
Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.	0	0	4
Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.	1	0	2 – through 6/30/2016
<b>These referrals include On-Campus, Non-Campus, and Public Property</b>			
Hate Crimes	0	0	0
Estrella Mountain Community College 3000 N Dysart Road Avondale, AZ 85392			

## B. Statement of AOD program goals

Rather than pursuing stand-alone AOD programs, wellness is approached on a holistic basis where all five principles (Healthy Eating, Healthy Sleeping, Physical Activity, Substance Abuse Awareness and Prevention, and Stress Management and Resiliency to Stress) are incorporated into the various programs and events that are hosted. In addition to the message encouraging building resilience to the temptation for using substances, the EMCC Wellness Program also reinforces to students and employees that MCCC and EMCC policies prohibit substance use on campus and that there are disciplinary processes for violations. These policies are in place to support the optimal healthy learning environment for everyone on campus.

2016-2017 and 2017-2018 AOD Program Goals	Accomplishments
<ul style="list-style-type: none"> <li>• Expand the role of student clubs and organizations in providing direction and facilitation of AOD programming.</li> <li>• The revised goal is to partner with Faculty and Adjunct Faculty to weave alcohol and drug education into classroom assignments.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and students are sent an annual letter outlining the dangers of alcohol and other drug use/abuse.</li> <li>• Approximately 1,000 students are reached in person about drug and alcohol dangers during each fall and spring semester through partnering with faculty and providing classroom presentations.</li> </ul>
<ul style="list-style-type: none"> <li>• Establish an institutional budget for AOD programming.</li> </ul>	<ul style="list-style-type: none"> <li>• Funding from International and Intercultural Education and Student Life is being pursued.</li> </ul>
<ul style="list-style-type: none"> <li>• Develop on-going programming focused on raising awareness of the dangers, signs and symptoms, resources for prevention and recovery, and enforcement of policies and procedures regarding alcohol and other drug use.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and students are sent an annual letter outlining the campus and community resources for prevention of and recovery from alcohol and other drug use/abuse.</li> <li>• “Wellness In The Classroom” is an annual wellness education program that specifically addresses alcohol and drug abuse issues as part of</li> </ul>

	health strategies that support academic success. Faculty, adjunct faculty, and students are informed through this program.
<ul style="list-style-type: none"> <li>• Develop in-person methods to ensure students and employees are informed of policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and students are sent an annual letter outlining EMCC and MCCCDD enforcement policies and procedures regarding alcohol and other drug use.</li> <li>• “Wellness In The Classroom” engages students and faculty as part of the classroom environment.</li> </ul>

## C. Summaries of AOD program strengths and weaknesses.

### 1. Summary of AOD Program Strengths

- EMCC consistently enforces District policy and local laws by working with College Police.
- A letter regarding Drug and Alcohol Abuse Prevention is emailed to currently enrolled students on an annual basis.
- An annual notification of AOD reporting is sent to students via their Maricopa email.
- EMCC is in compliance with the Drug-Free Schools and Campuses Act.
- MCCCDD policy prohibits alcohol use on campus and at College-sponsored events.
- MCCCDD is a Tobacco-Free campus.
- EMCC’s College Police webpage posts MCCCDD policy regarding illicit drugs and alcohol, as well alcohol and drug use prevention programs.
- MCCCDD Student Conduct Code and Staff Policy Manual address alcohol and illegal drug possession, distribution and use both on and off campus as well as sanctions for policy violations.
- Annual AOD acknowledgement for staff was implemented spring 2016.
- Information on Alcohol and Other Drug use, abuse, and prevention is presented at the New Employee Orientation.
- Activities during Wellness classroom resource visits increased AOD awareness.

## 2. Summary of AOD Program Weaknesses

- College needs to institutionalize Alcohol and Other Drug programming and identify institutional funds to support programming.
- College needs to identify a department owner of Alcohol and Other Drug programming.

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

- New employees are provided a link to the Employee Handbook online for their reference which outlines:
  - Standards of conduct.
  - Annual acknowledgement of Employee Drug and Alcohol Abuse Prevention.
- The following notifications of alcohol and drug-related policies and regulations in addition to resources can be found at the Maricopa County Community College District website: <https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>
  - A list of applicable legal sanctions under federal, state, or local laws for the unlawful possession or distribution of illicit drugs and alcohol.
  - Health risks associated with the abuse of alcohol or use of illicit drugs.
  - A list of alcohol programs that are 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.
- New students are provided a letter when they first enroll at a MCCCCD institution and thereafter every 365 days (letter is attached in **Appendix: A**)

### **AOD Policy and Distribution**

AR 4.14 - Motor Vehicle Usage

<https://district.maricopa.edu/regulations/admin-regs/section-4/4-14>

### **Staff Policy Manual**

[https://cdn.maricopa.edu/documents/pdf/hr/handbooks/Staff\\_Policy\\_Manual.pdf](https://cdn.maricopa.edu/documents/pdf/hr/handbooks/Staff_Policy_Manual.pdf)

A-4 – Employment Standards

A-18 – Drug Free Workplace

C-4 – Progressive Discipline (as of 5/22/2018)

### **AR 2.5 – Student Rights and Responsibilities**

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

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 Conduct Code 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.

## E. Recommendations for revising AOD programs.

- Expand in-classroom alcohol and other drug education.
- Establish regular education and awareness programs through employee wellness.
- Establish an institutional budget for AOD programming.

- i. Partnership funding may be available through Student Life, International and Intercultural Education, and Employee Wellness.
- Develop on-going programming focused on raising awareness of the dangers, signs and symptoms, resources for prevention and recovery and enforcement of policies and procedures regarding alcohol and other drug use.
  - i. Continue expansion of “Wellness In The Classroom” to reach students.
  - ii. Incorporate AOD awareness into College Success Week and Student Success Fair.
  - iii. Institute annual awareness and education through Employee Wellness.

# Appendix

## A. Sample 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 Estrella Mountain Community College. Students can call the Counseling Office at 623-935-8909 or visit: <https://www.estrellamountain.edu/students/counseling>
- [Al-Anon](https://www.al-anon.org/) at 1-800-356-9996
- [National Institute on Drug Abuse Hotline](https://www.nidk.nih.gov/health-topics/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:

- [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.

## C. Annual Student Disclosures Screen Shots

The screenshot shows the Maricopa Community Colleges email interface. At the top, there are navigation links: Favorites, Main Menu, Campus Community, and Student Services Center. Below this is the Maricopa Community Colleges logo. The main content area is titled "Threaded Messages" and shows a message from Estrella Mountain Comm College. The subject is "Student Disclosures". The message text reads: "You can access valuable information about paying for college, academic programs, campus safety, college policies, and a host of other topics by visiting the Maricopa Community Colleges' Consumer Information page: <http://www.maricopa.edu/about/consumer-info>". The message is dated 10/12/2017 6:06AM and is the first of one message in the thread. A red notice at the top of the message box states "Message will expire in 3 day(s) (Oct 12, 2018)".

Adhering to the Higher Education Act of 1965, the Student Right-to-Know, and the Higher Education Opportunity Act of 2008 (HEOA), Campus Security, and the U.S. Department of Education, Maricopa Community Colleges are required to disclose certain information to current and prospective students, and to college employees. This site was developed to provide these disclosures in one clear location. All of this information is provided on the Maricopa Community College website, the subsequent links will assist you in locating the specific information you may need.

- General Information
  - Academics
  - Accreditation
  - Bookstore
  - Campus Maps
  - Complaints
  - Contact Information
  - Degree and Certificate Programs
  - Equal Opportunity
  - Information on Preventing Alcohol and Drug Abuse
  - Information on Unauthorized Sharing of Copyrighted Materials
  - Non-Discrimination Statements
  - Reporting a Student of Concern, or a Student Conduct and/or Code Violation
  - Study Abroad
  - Vaccinations
- Student Matters
- Safety and Security
- Data Reporting
- Financial Aid and Student Loans

## Maricopa District Compliance

**Melissa Flores**  
*Associate General Counsel*

**Jessica Sherman**  
*Senior Program Analyst*

**Robert Bienkowski**  
*Admin Assistant*

**O: 480-731-8848**  
*Email Compliance*

MARICOPA HOME OUR COLLEGES CURRENT STUDENTS ENROLL NOW REQUEST INFORMATION FIND A CLASS NEWS EVENTS EMPLOYEES

**MARICOPA** COMMUNITY COLLEGES | District

Board Operations Consumer Info Data/Reports Legal Regulations Stewardship

## Alcohol and Drug Abuse Prevention

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require Institutions of Higher Education to adopt and implement programs that prevent the abuse of alcohol and use or distribution of illicit drugs by both students and employees. This includes the following:

- An annual notification to both students and employees that describes expectations, responsibilities, and disciplinary sanctions for alcohol and drug use at Maricopa Community Colleges.
- A biennial review is also prepared every other year at each college to demonstrate its compliance with the requirements and the results of enforcement of alcohol and drug abuse prevention programs.

Maricopa Community Colleges expect all students and staff to comply with and uphold federal regulations about alcohol and drug abuse prevention. Adherence to these regulations ensures that our campuses provide students and staff a healthy, safe learning and working environment.

This website will provide you information about the short- and long-term effects of drugs and programs available at each of our colleges that promote Alcohol and Drug Abuse Prevention. Additionally, related links to other organizations are accessible as well as a copy of each institution's biennial review as they are completed each even calendar year.

### Alcohol and Drug Abuse Prevention Awareness

Biennial Reviews

Related Links

Home / Consumer Information / Alcohol and Drug Abuse Prevention / Biennial Reviews

Biennial reviews are generated by each of the Maricopa Community Colleges every other academic year to demonstrate compliance with the requirements and the results of enforcement of alcohol and drug abuse prevention programs. Click on the tab that corresponds with your college of choice to review/download a copy of its biennial report.

**Chandler-Gilbert**

- [2013-2015 CGCC AOD Biennial Review \(PDF\)](#)
- [2013-2015 CGCC AOD Biennial Review \(Word\)](#)

**Estrella Mountain**

- [2014-2016 EMCC AOD Biennial Review \(PDF\)](#)
- [2014-2016 EMCC AOD Biennial Review \(Word\)](#)

**Gateway**

- [2014-2016 GWCC AOD Biennial Review \(PDF\)](#)
- [2014-2016 GWCC AOD Biennial Review \(Word\)](#)

**Glendale**

- [2014-2015 GCC AOD Biennial Review \(PDF\)](#)
- [2014-2015 GCC AOD Biennial Review \(Word\)](#)

**Mesa**

- [2014-2016 MCC AOD Biennial Review \(PDF\)](#)
- [2014-2016 MCC AOD Biennial Review \(Word\)](#)

**Paradise Valley**

- [2014-2016 PVCC AOD Biennial Review \(PDF\)](#)
- [2014-2016 PVCC AOD Biennial Review \(Word\)](#)

**Phoenix**

- [2014-2016 PC AOD Biennial Review \(PDF\)](#)
- [2014-2016 PC AOD Biennial Review \(Word\)](#)

**Rio Salado**

- [2014-2016 RSC AOD Biennial Review \(PDF\)](#)
- [2014-2016 RSC AOD Biennial Review \(Word\)](#)
  - This document does not include all the appendices due to formatting issues. For accurate review of all items included in the appendices, please review the PDF copy of this document.

**Scottsdale**

- [2014-2016 SCC AOD Biennial Review \(PDF\)](#)
- [2014-2016 SCC AOD Biennial Review \(Word\)](#)

**South Mountain**

- [2014-2016 SMCC AOD Biennial Review \(PDF\)](#)
- [2014-2016 SMCC AOD Biennial Review \(Word\)](#)

## Alcohol and Drug Abuse Prevention Awareness

[Biennial Reviews](#)

[Related Links](#)