



## **Allan Hancock Joint Community College District**

Drug-Free Schools and College District

Regulations 2013-2014 & 2014-2015

## **Background**

Congress passed the Drug-Free Schools and Campus regulations (EDGAR, Part 86) in 1989. As a condition of receiving funds or any other form of financial assistance under a federal program, an institution of higher education (IHE) must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Alcohol and Other Drug (AOD) Abuse Prevention Regulations may cause an institution to forfeit eligibility for federal funding. The biennial report must be completed each even-numbered year and must be available for examination to anyone who requests it.

According to the Higher Education Center's publication, *Complying with the Drug-Free Schools and Campuses Regulations, A Guide for University and College Administrators*, [Appendix 1] the required review is intended to meet the following objectives:

1. "To determine the effectiveness of, and to implement any needed changes to the AOD prevention programs.
2. To ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently." [Appendix 1]

## **Description of Allan Hancock Joint Community College District (AHC)**

Allan Hancock Joint Community College District is a non-residential community college district with three locations that include Allan Hancock College in Santa Maria, Lompoc Valley Center, and Solvang Center. AHC serves approximately 10,000 credit students each semester. Instructional offerings include credit, noncredit, community education, and contract education courses.

## **Statement of Alcohol and Other Drug (AOD) Program Goals**

Allan Hancock Joint Community College District strives to maintain the campus free from the illegal use, possession, or distribution of controlled substances which is reflected in the following:

1. Governing Board Policies and Procedures
  - A. Alcohol/Drug-Free Workplace Policy - 3550 [Appendix 2]
  - B. Alcoholic Beverages Policy - 3560 [Appendix 3]
  - C. Smoking Policy - 3570 [Appendix 4]
  - D. Standards of Student Conduct Policy – 5500 [Appendix 5]
  - E. Dismissal, Suspension or Demotion Policy - 7365 [Appendix 6]
  - F. Drug and Alcohol Testing Policy - 6950 [Appendix 7]
  - G. Sex and Narcotics Offenses - 7348 [Appendix 8]

## **Description of AOD Program Elements**

**Alcohol-Free Options** – the following items identify ways that Allan Hancock Joint Community College District provides a campus environment with alcohol free options:

### **A. College Policies and Procedures**

The district's policies and procedures promote alcohol free events and activities, except under the following circumstances [Appendix 3]:

- The alcoholic beverage is for use in connection with a course of instruction, sponsored dinner or meal demonstration given as part of a culinary arts program at the district and the instructor or individual has been authorized to acquire, possess, use, sell or consume it by the superintendent/president.
- The alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.
- The alcoholic beverage is wine that is for use during an event sponsored by the district or an organization operated for the benefit of AHC in connection with the district's instructional program in viticulture or enology.
- The alcoholic beverage is for use during a non-college event in the Performing Arts Center when the event is not sponsored by Allan Hancock College, and the center is leased to a nonprofit public benefit corporation formed under part II (commencing with section 5110) of Division II of Title I of the corporation's code.
  - In this circumstance, the consumption of alcoholic beverages is allowed at those special events that foster support for district sponsored and approved activities and programs. Approval of the superintendent/president is required.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained under this division for special events held at the facilities of the district during the special event. "Special event" means events that are held with the permission of the district's Board of Trustees that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the district and for which the principal attendees are members of the general public or invited guests and not students of a public community college.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has obtained a license under the Business and Professions Code to do so provided that no alcoholic beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by the district. Approval of the superintendent/president is required.

The district operates a bonded winery connected to its viticulture instructional program. Students serving as representatives of the district at any event are prohibited from using alcohol and drugs. The only exceptions are as explained above, includes AHC Foundation sponsored events. In order to comply with AB 319 "Special Event Beer and Wine Licenses," the foundation submitted an application for a one-day "Daily License" with the California Department of Alcoholic Beverage Control.

## **B. Associated Student Body Government/Student Organizations/Student Activities**

The Associated Student Body Government (ASBG) represents the students of Allan Hancock Joint Community College District. All ASBG and district sponsored activities and events are alcohol and drug-free. ASBG, which consists of 14 officers, is responsible for representing the needs, interests and perspectives of AHC students at every level of decision making within the district, to regional and state organizations and nationally as necessary and appropriate to promote and encourage student success. Additionally, they provide students with opportunities to engage in learning and leadership as well as governing processes and parliamentary procedure. Their mission includes supporting a vibrant student life on campus consisting of extracurricular activities and events that encourage cultural diversity, unity and college pride in order to enhance the general welfare and academic success of AHC students.

There are more than 35 student clubs on campus which enhance the educational experience of students and foster social, intellectual, and physical growth. Many clubs on campus create activities to promote drug and alcohol-free lifestyles. The ASBG and AHC clubs website identifies the current recognized active clubs on campus. [Appendix 9 and 10]

## **C. Athletics**

Allan Hancock Joint Community College District has 13 intercollegiate athletics teams. There are mens' and womens' basketball, soccer, track and field teams. There is a womens' swimming, water polo, volleyball, and softball team in addition to a mens' football, golf, and baseball team. Teams compete in the Western State Conference (WSC), with football participating in the Southern California Football Association. The athletic department promotes a drug and alcohol-free healthy lifestyle, along with conducting a randomized drug testing program which emphasizes education and counseling. More than 250 students involved in intercollegiate sports in 2015-16. [Appendix 11]

## **D. Health 100**

Health and Wellness is designed to help students assess their health status and use those assessments to change behaviors that contribute to an unhealthy lifestyle. AHC General Education graduation requirement include Health 100 as a mandatory class for graduation. Each semester, the department of kinesiology offers more than 15 sections of Health Education to include online offerings and section offerings at satellite campuses to include the Lompoc Prison, Vandenberg, and Lompoc Valley Center campus. The course includes instruction on exercise, weight maintenance, nutrition, human sexuality, sexually transmitted diseases, drug use, cancers, and cardiovascular diseases with the emphasis on wellness.

## **Normative Environment**

Allan Hancock Joint Community College District has three locations that include the Allan

Hancock College campus in Santa Maria, Lompoc Valley Center, and Solvang Center. We work with local agencies to patrol the Solvang Center. All the sites are monitored and patrolled by police officers who are Peace Officer Standards and Training (POST) certified. The focus on community oriented policing, assist in maintaining a drug free environment, and educating the campus community on the dangers of drug and alcohol abuse. The college does not have on-campus housing. The Clery Report validates that there are few alcohol and drug-related incidents on campus. [Clery Report on page 7].

**A. Personal Wellness** services are offered through Student Health Services. Student Health Services provides confidential individual counseling by the district's psychologist, MFT and/or MFT interns, for students who have questions or concerns about their use of alcohol or use of other substances. [Appendix 12]

Personal counselors have an alcohol and other drug program that requires the student to participate in six sessions. When the program is completed, students receive a certificate of completion. If further counseling is required, students are referred to community resources and partners.

All students accessing care in the Student Health Center are screened for alcohol use at their visit using the Alcohol Use Disorders Identification Test (AUDIT-C) screening tool. Students that are at high-risk are given a brief intervention, written material, and encouraged to return to the health center if they have further questions or concerns.

Student Health Services provides several class presentations on request by faculty. The alcohol presentation focuses on levels of use, alcohol absorption, alcohol poisoning, recommended drinking levels, what is one drink, safe party practices and concludes with students completing an AUDIT screening, and receiving a score reflecting their current alcohol use.

Student Health Services provides Wellness Events on a monthly basis. October is National Collegiate Alcohol Awareness week and an Alcohol Event is held in the Student Center providing alcohol education and promoting safe party practices. Many community partners participate including the Santa Maria Police Department, Santa Maria Headway, Fighting Back Santa Maria, and ASBG.

Student Health Services conducts a campus-wide health assessment every three years utilizing the American College Health Association National College Health Assessment (ACHA NCHA). This survey provides vital health and wellness information about the current student population including alcohol use and other drug use.

There are many pamphlets and written material available in the Student Health Center that provide added information for students. A digital wellness magazine is also available called Student Health 101, which also provides alcohol and other drug information in various issues. There are a total of 10 issues each academic year. [Appendix 13]

**B. The Employee Assistance Program (EAP)** provides confidential counseling services to employees who have concerns about their use of alcohol or other substances. It is available to all benefited employees, family members, domestic partners, or anyone

residing in the employee's home without the necessity of notifying the employer for authorization, thus maintaining the employee's privacy. [Appendix 14]

Per the Anthem Blue Cross EAP employee brochure, features of the program include:

- No cost, no co-pay
- Up to six (6) sessions per problem situation
- Emergencies handled via a 24-hour/day toll-free hotline
- Clients seen within 48 hours; same day service for crisis situations

**Alcohol Availability** Allan Hancock College prohibits possession or use of alcohol at any college location. However, annual fundraising events sponsored by the Allan Hancock Joint College Foundation may include the serving of wine on campus under a permit. Students who attend such events are not permitted to consume alcoholic beverages. [Appendix 2]

### **Alcohol Marketing and Promotion**

**A.** Alcohol is prohibited on campus or at district events with the exception of AHC Foundation events, by special permit for events, use in connection with a course of instruction, and wine produced by a bonded winery owned or operated by AHC as part of an instructional program in viticulture and enology. Please reference Board Policy and Administrative Procedure 3560, Alcoholic Beverages for more information. [Appendix 3]

**B.** The bookstore sells wine glasses.

**Policy Development and Enforcement:** The following district's policies and procedures support a drug free environment.

#### **A. Students**

Students are made aware of the district's policies and procedures in the Allan Hancock Joint Community College District Catalog. This publications is available online and hardcopy. Current-enrolled students will be subject to student disciplinary actions in accordance with Board Policy and Administrative Procedure 5500 – Standards of Student Conduct. [Appendix 5]

Students are aware that “Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of any controlled substance listed in Health and Safety Code Sections 11053 et seq., an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.” is a violation of student conduct. Board policy 5500 is available online for student and public access.

Board Policy and Administrative Procedure 3560 authorizes the superintendent/president to enact procedures as appropriate and permitted by law serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures. [Appendix 3]

## **B. Employees**

All district employees are provided appropriate board and administrative policies when they are hired by the district, including hard copies of the following in each new employee orientation packet:

- Alcohol/Drug-Free Workplace Policy - 3550  
[Appendix 2]
- Smoking Policy - 3570  
[Appendix 4]
- Drug and Alcohol Testing Policy – 6950  
[Appendix 7]

In addition, board and administrative board policies and procedures can be accessed online through the district's website. Furthermore, the collective bargaining agreement between the Allan Hancock Joint Community College District and the Classified School Employees Association Chapter #251 for classified staff included language for drug and alcohol testing as well as discipline for sex and narcotics offenses. [Appendix 14]

The district has a practice of supporting Family and Medical Leave and 100 days of half pay for employees who demonstrate an interest in pursuing alcohol and/or drug rehabilitation.

## **C. Police Department**

In accordance with Public Law 101-226 Drug-free Schools and Community Act Amendment of 1989, the Board of Trustees of the Allan Hancock Joint Community College District prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on district property or part of any district-sanctioned activity. [Appendix 5]

Any student or employee in violation of board or administrative policies and procedures subject to disciplinary action for violations of the Standards of Conduct. These sanctions can include expulsion from the college for students or termination from employment for employees.

Possession, use and sale of alcoholic beverages on district property are a violation of the California Business and Professions code 25608 [a] and a violation of the Student Standards of Conduct and Employment standards and policies. The use, sale or possession of any illegal drug is a violation of state law [Health & Safety Code 11357 [b] and 11377 [a] and any person found in violation may be subject to arrest by federal, state, local or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the Allan Hancock Joint Community College District.

Section 25608 [a] of the profession code does not, however, make it unlawful for a person to acquire, possess or use an alcoholic beverage if it is owned or produced by a bonded winery owned or operated as a part of an instructional program in Viticulture and Enology.

This section also does not apply if the alcoholic beverage is acquired, possessed, or used in connection with a course of instruction given at a school and the person has been authorized to acquire, possess, or use it by the Board of Trustees Body or other Administrative Head of the district.

District Police take an active role in drug and alcoholic use education. As a member of the “Avoid the Twelve”, we strive to do our part in keeping the district's community a safe environment where learning can take place.

**CLERY Statistics**

<b>Student Population and Crime Statistics</b>			
<b>Year:</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>
<b>Enrollment for Fall:</b>			
<b>Type of Incident:* HEC, NC ** HEC, OM***HEC, SY</b>			
<b>Homicide:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Manslaughter:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sex Offense:</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>This number includes exposure, lewd Conduct and subjects having sex on Campus.</b>			
<b>Forcible</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non- Forcible</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Robbery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Items being taken from person with use of force or fear</b>			
<b>Battery</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Burglary</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>This includes vehicle burglary</b>			
<b>Larcenies (thefts)</b>	<b>43</b>	<b>14</b>	<b>16</b>
<b>This includes grand theft (12) items valued over \$401 and petty thefts (28) items under \$401. Thefts from lockers(3)</b>			
<b>Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Vehicle Theft:</b>			
<b>Weapons Offense:</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Alcohol Offenses:</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Drug Offenses:</b>	<b>1</b>	<b>0</b>	<b>2</b>

**Recommendations:**

The district will create goals and objectives in compliance with the Biennial Review and the Complying with the Drug-Free Schools and Campuses Regulations, A Guide for University and College Administrators.

The Drug Free Environment and Prevention task group will meet quarterly to establish goals and objectives to effectively communicate to the students and employees in the district.

The Drug Free Environment and Prevention task group will work with Personal Wellness, Campus Police, Athletics, and Health Services to provide more education and awareness to the campus community.

The task group will refine the distribution and notifications of notices to students and employees for pertinent district's policies and procedures.

## **Appendix**

1. Complying with the Drug-Free Schools and Campuses Regulations, A Guide for University and College Administrators (Attachment)
2. Alcohol/Drug-Free Workplace Policy – 3550  
<http://tinyurl.com/j6wt7wm>
3. Alcoholic Beverages Policy - 3560  
<http://tinyurl.com/Policy-3560>
4. Smoking Policy - 3570  
<http://tinyurl.com/Policy-3570>
5. Standards of Student Conduct Policy - 5500  
<http://tinyurl.com/Policy-5500>
6. Dismissal, Suspension or Demotion Policy - 7365  
<http://tinyurl.com/Policy-7365>
7. Drug and Alcohol Testing Policy - 6950  
<http://tinyurl.com/Policy-6950>
8. Sex and Narcotics Offenses - 7348  
<http://tinyurl.com/Policy-7348>
9. Voluntary Field Trip/Excursion Notice and Steps For Successful Conference Attendance forms  
<http://tinyurl.com/Conference-Attendance-Forms>  
<http://tinyurl.com/Voluntary-Field-Trip-Notice>
10. Chartered Clubs List for Fall 2015  
<http://tinyurl.com/ASBG-Clubs>
11. Athletics – 5700  
<http://tinyurl.com/Policy-5700>
12. Schedule of Wellness Events (Attachment)

13. Cast Website

<http://www.hancockcollege.edu/cast/index.php>

14. EAP Brochure  
(Attachment)

15. Agreement between the Allan Hancock Joint Community College District and the  
Classified School Employees Association Chapter #251  
(Attachment)