



**ANTELOPE
VALLEY
COLLEGE**

Biennial Review of Alcohol and Drug Awareness and
Prevention Programs
2013 – 2015

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The Antelope Valley College 2015 Drug-Free Schools and Communities Act Biennial Review has been reviewed and approved for release and posting to the AVC website.

Ed Knudson
Superintendent/President

Date

Introduction/Overview

Antelope Valley College held its first classes on September 10, 1929 as an extension of Antelope Valley Joint Union High School in Lancaster. Then known as Antelope Valley Junior College, the college was established by high school officials as a way to provide local residents with access to the first two years of a college education in what was then a remote, rural area.

Antelope Valley College is dedicated to meeting the dynamic needs of a changing community. The College addresses the educational needs of a diverse and evolving population. The College recognizes that it is uniquely capable of responding to the requirements of regional business, industry, and public service, as well as the social and cultural needs of the Antelope Valley.

Antelope Valley College affirms the rights of the individual and respects human dignity. The programs and activities of the College foster the individual's ability to think clearly, critically, and independently to meet the demands of an increasingly complex society. The student is the primary concern of the College. The curriculum, activities, and services of the College help students understand their physical, cultural, ethnic, and social environment. The preservation of academic freedom provides a college environment in which students and faculty can examine ideas freely.

Antelope Valley College (AVC) is submitting this review to comply with the regulations of the Drug-Free Schools and Community Act. Antelope Valley College recognizes the importance of the review and has identified appropriate personnel to conduct it. Information within this review was gathered from various work units throughout the college, including but not limited to:

- Student Services Staff
- Human Resources
- Student Activities Council
- Student Health Services
- Behavioral Intervention Team
- Athletics
- Academic Programs

The Biennial Review Team is inclusive, but not limited to:

- Dr. Erin Vines, Vice President of Student Services
- Dr. Jill Zimmerman, Dean of Student Life and Services
- Dr. Louis Lucero, Director of Office of Students with Disabilities
- Gary Roggenstein, Dean of Counseling
- Terry Cleveland, Director of Risk Management
- Dr. De'Neen Coleman, Counselor
- Ramon Murgatroyd, Deputy in Charge LASD-AVC
- Lisa O'Leary, Clerical Assistant III, Student Health Services
- Anna Beccera, Financial Aid Technician I

The AVC report covers FY2013-FY2015. The report is available on the AVC website at www.avc.edu. A hard copy is available in the Student Life Office (SSV 180). To request a copy of the report, submit a written request to:

Antelope Valley College
Student Life, SSV 180
3041 West Avenue K
Lancaster, CA 93536
(661) 722-6300 ext. 6683

Reports are kept in accordance with the State of California records retention policy. Long-term retention of documents varies by the type but do not exceed seven years.

Annual Policy Notification Process

The Drug and Alcohol Policy at AVC can be found in Board Policy (BP 3550) which meets the requirements for compliance with the Drug-Free Workplace Act of 1988 and established compliance standards for the Drug Free Schools and Community Amendments of 1989. These procedures require institutions to develop specific programming to prevent the abuse of alcohol and the use of illegal drugs by students and employees.

Antelope Valley College implements board policies procedures through a campus policy and procedure process. AVC follows an annual notification process for all required reporting. AVC's notification is sent to students, staff, and faculty through the college issued email addresses; human resources offices; student services offices; institutional publications, including the college's student handbook, faculty/staff handbook, general college catalog and AVC website. The following represents additional details related to the content and method of delivery for annual notifications related to the Drug Free Schools and Communities Act requirements:

Campus Security and Fire Safety Report

AVC publishes an annual Campus Safety and Security Report to comply with the requirements for the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is available at www.avc.edu and is emailed to the students annually, referenced in the student handbook, and available in the Student Services Office. It is available to anyone that applies for enrollment or employment, if requested. The Clery Report contains the following information regarding AVC Policies on Alcohol and Drugs:

Standard of Conduct: The District is committed to providing its employees and students with a drug-free workplace and campus environment. It emphasizes prevention and intervention through education. The LASD-AVC may make recommendations to the District Attorney's office for a "Drug Diversion" program for any offender of the District's "Drug Free" policy. Business and Professions Codes Sections 24045.4, 24045.6, and 25608; 34 CFR 668.46(b) the possession, sale or the furnishing of alcohol on campus is governed by California state law and these procedures. The possession, sale, consumption or furnishing of alcohol is controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of LASD-AVC. The campus has been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the LASD-AVC. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Penalties: Federal and state laws regarding alcohol and illicit drugs allow for fines and/or imprisonment. Other legal problems include the loss of one's driver's license and limitations of career choices. A summary of federal penalties for drug related offenses is available at: <http://www.usdoj.gov/dea/agency/penalties.pdf>

In addition to criminal prosecution, violators are also subject to disciplinary action by AVC. Student discipline actions may include the following: reprimand (verbal and written), temporary suspension by instructor, disciplinary probation, restitution, campus community service, suspension, and/or expulsion.

Health Risks: Health risks associated with the abuse of controlled substances include malnutrition, damage to various organs, hangovers, blackouts, general fatigue, impaired learning, dependency, disability and death. Both drugs and alcohol may be damaging to the development of an unborn fetus. Personal problems include diminished self-esteem, depression, alienation from reality, and suicide. Social problems include alienation from and abuse of family members, chronic conflict with authority, and loss of friends, academic standing, and/or co- and extra-curricular opportunities. A description of various drugs and their effects is available in AP3550.

Drug and Alcohol Prevention Programs: AVC uses referral services for Drug and Alcohol prevention and treatment programs. A monthly online magazine is distributed, Student Health 101, which provides prevention and treatment information. On campus community health fairs are held. Kognito, and online training to help identify those at risk is made available to students and staff. SexSignals, which addresses the negative consequences of alcohol, and distracted driving simulation programs were offered. AVC also provides hotline information for students (see below). Please refer to the AVC Student Health webpage <http://www.avc.edu/student-services/health> for additional information.

Student Notification

AVC publishes a variety of documents annually to communicate with students and employees regarding drug and alcohol policies. These notifications include information related to policies, conduct expectations and support resources. Notification to students is made through AVC student email accounts. A written notice is provided to employees in the new employee hiring packet. Following is a list of notifications:

- Student Handbook
- Program Handbooks
- New Student Orientation
- New Employee Orientation

Student Handbook

The AVC Student Handbook and College Catalog are the primary method of communicating drug and alcohol policy. These contain information regarding the Student Code of Conduct, including the policy related to drug and alcohol use/abuse. The AVC Student Handbook and College Catalog are reviewed at the end of each academic year and any necessary changes are made for the subsequent academic year. The new handbook is distributed to students at the beginning of each academic year. The Student Handbook and College Catalog is published on the AVC website at www.avc.edu.

Employee Notification

State Board policy requires the College to comply with the Drug Free Schools and Communities Amendments of 1989 (PL101-226 Federal law). Employee failure to follow appropriate guidelines could result in disciplinary action. Please see the AVC's *Drug Free Environment and Drug Prevention Program* policy BP 3550.

All employees receive an employment packet that contains relevant information regarding benefits, employee responsibilities, and school policies and procedures. Included in this packet is the information regarding Drug Free Workplace.

Resources

Student Resources:

AVC offers a variety of resources designed to promote student success. AVC Student Health Services provides referrals to mental health professionals for those students in need of more professionally qualified assistance. AVC also has a Behavior Intervention Team that works with students at risk to provide options for behavior modification to facilitate college success. The team consists of cross-sections of college employees.

Employee Resources:

An employee Assistance Program (EAP) is offered to employees and the members of their household at no cost. This program is designed to help employees with everyday problems and questions.

The Family Medical Leave Act (FMLA), provides employees with job protection for a guaranteed period if absence due to the birth or first year care of a child; the adoption or foster placement of a child in the employee's home or the serious health condition of the employee, his/her spouse, child or parent. Faculty members are entitled to 160 hours of leave during a 12 month period. Exempt employees are entitled to 12 weeks (480 hours) of leave during a 12 month period. Classified employees are entitled to 13 weeks (520 hours) of leave during a 12 month period. Employee must have been employees by the college for at least one year and must have worked at least 1,250 hours during the previous 12 months.

If an employee is absent for three or more consecutive days due to a serious illness, FMLA must be designated as such by the Human Resources Office. Employees are required to turn in the Leave Request and Authorization form upon their return to work or in advance when possible. For more information on FMLA see AVC's BP 7340 on *Leaves*.

Resources for Counseling, Treatment, and Rehabilitation:

ASAP Drug Hotline	800-367-2727
AV Council on Alcoholism & Direct Dependency	661-948-5046
California Smokers Helpline	800-844-2439
Drug Abuse Hotline	800-444-9999
Families Anonymous	800-736-9805
I-ADARP Drug & Alcohol Support	818-994-7454
Narconon	800-468-6933
Narcotics Anonymous	661-299-5599
Narcotics Anonymous World Service Office	818-773-9999
National Council on Alcoholism and Drug Dependence	818-997-0414
Right on Programs, Inc.	818-240-1683
Self Help and Recovery Exchange (SHARE)	877-742-7349
Tarzana Treatment Center	661-726-2630
Teen Abuse Hotline	800-462-9164
Valley Women's Center	818-757-2188
Employee Assistance Program (EAP)	800-999-7222

Prevalence Rate, Incidence Rate, Needs Assessment & Trend Data

AVC Student Incident Reports

Year	Alcohol Offenses	Drug Offenses	Alcohol & Drug Offenses	Outcomes
2012	0	19	0	Of the 19 drug offenses, there was a result in 19 arrests.
2013	0	18	0	Of the 18 drug offenses, there was a result in 19 arrests.
2014	0	10	0	Of the 10 drug offenses, there was a result in 8 arrests.

Policy Enforcement and Compliance Inventory and Related Outcomes/Data

Antelope Valley College’s student rights and responsibilities cover issue including academic and non-academic procedures. Prohibited activities, ethics, and related items including infractions to the Student Code of Conduct are included in this process.

The following overview provides information related to AVC’s procedures and process related to policy and conduct enforcement. If an individual is found in violation of the Student Code of Conduct, AVC’s primary interest will be to help that individual avoid further inappropriate behavior and become a responsible member of the college community. However, if an individual fails to correct inappropriate behavior or if the code of conduct violation is serious, AVC will consider taking disciplinary actions to ensure of the campus community.

Student Process:

Vice President of Student Services: the individual designated by the college president to administer student affairs and be responsible for administering the College’s Student Conduct Code and this procedure. The Vice President of Student Services may delegate student discipline to another individual (designee).

The Vice President of Student Service or designee shall receive all allegations of student misconduct, investigate complaints, which includes meeting with the student to give him/her the opportunity to respond to the allegations of misconduct. If the allegations of misconduct are discrimination and/or harassment based on federal or state civil rights laws, the College will investigate those incidents through Civil Rights Grievance and Investigation Process. Once the investigation is complete, either through this process or the civil designee may decide that the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to them. If an administrative resolution is not achieved, the Vice President of Student Service or designee shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Code of Conduct to College procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision and be advised of his/her right to appeal the decision by filing a written appeal with the Vice President of Student Services or designee within seven (7) days of service of the decision.

Sanctions: The Board of Trustees provides the following sanctions for violation of the Student Code of Conduct. One or more of the sanctions listed below may be imposed for any single or multiple violation(s). Any times specified in these procedures may be shortened or lengthened, if there is mutual concurrence by the parties.

1. Admonition:
 - a. An oral statement to the offender that the student has violated District rules.
2. Reprimand:
 - a. A reprimand is a warning stating that the continued conduct of the type described in the reprimand may result in a subsequent formal action against a student by the district.
 - i. Verbal: Verbal notification to the student by a college staff member in a position of authority that continuance of the conduct may be cause for further disciplinary action. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.
 - ii. Written: A written notification to a student by the vice president of student services to cease and desist from conduct determined to violate the standards of student conduct. Written reprimands may become part of a student's permanent record at the college.

The college is not required to provide an appeal process for students who receive a written or verbal reprimand.
3. Temporary Suspension by Instructor:
 - a. An instructor may suspend for cause any student from his/her class for the day of suspension and the class following.
 - b. The instructor shall immediately report the suspension (verbally and subsequently in writing) to his/her dean and vice president of student services. A decision will then be made concerning further disciplinary action.
 - c. The student shall not return to the classroom from which he/she was suspended during the suspension, without the concurrence of the instructor, the instructor's dean and the vice president of student services.
 - d. No instructor shall be allowed to suspend a student without first apprising the student of the reason for suspension and permitting such student to present his/her version of the incident causing suspension.
 - e. If the student is a minor, the instructor shall ask the parent or guardian of the student to attend a parent conference regarding the suspension as soon as possible. A college administrator shall attend the conference, if the instructor or parent or guardian so requests.
 - f. Nothing herein will prevent the vice president of student services from recommending further disciplinary procedures in accordance with these procedures based on the facts that led to the removal, or the student's previous violations.
4. Disciplinary Probation:
 - a. Disciplinary probation is a formal action of the district against a student for misconduct, and the action may result in the student being removed from all college organization offices and being denied the privilege of participating in all college or student sponsored activities, including public performances. Disciplinary probation may be imposed on a student for a period not to exceed one year. The college is not required to provide an appeal process for students who are placed on disciplinary probation.
5. Restitution:

- a. Financial compensation for damage to or misappropriation of property. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
6. Campus Community Service:
 - a. In-kind campus community service may be imposed for violations of the code of conduct.
7. Withdrawal of Consent to Remain on Campus:
 - a. The vice president of student services or designee may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus. If consent is withdrawn by the vice president of student services (or designee), a written report must be promptly placed in the student's discipline file.
 - b. The person from whom consent has been withdrawn may submit a written request for a meeting on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven days from the date of receipt of the request.
 - c. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).
8. Suspension:
 - a. Suspension from any or all classes of the college and from use of any district facilities. The college president or the vice president of student services may suspend a student for good cause as follows:
 - i. From one or more classes for a period of up to 10 days of instruction.
 - ii. From one or more classes for the remainder of the school term.
 - iii. From all classes of the college for one or more terms. [During this period of suspension, a student shall not be permitted to enroll in classes at the college. (CA Ed. Code Section 76031)]
 - iv. From the use of district facilities and all available services.
 - b. In all cases of suspension, the student shall receive official notice from the vice president of student services or designee by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the written notification will be considered as being received, and the suspension will go forward.
 - c. The suspension of any student from the college for a period of more than 10 days shall be accompanied by a prompt hearing. If an immediate suspension is required in order to protect lives or property and/or to ensure the maintenance of order, a reasonable opportunity shall be afforded the suspended student for a hearing within ten days of the suspension. (CA Ed. Code Section 66017).
9. Expulsion:
 - a. The expulsion of a student must be accompanied by a hearing before the college hearing panel. (See Appeals Involving Maximum Suspensions.)
 - b. In cases of expulsion, the president shall recommend action to the board of trustees after receiving the vice president of student services' recommendation(s) and supporting documentation, including college hearing panel recommendations.
 - c. After board action, the president shall notify the student by "Certified Mail – Return Receipt Requested," or by hand-delivery with a signed receipt. If delivery is refused, the written notification will be considered as being received, and the board action will go forward. The expulsion may be imposed for a specified or unspecified time, and shall include all programs, services, and activities of the college.

- d. For expulsions imposed for an unspecified time, the student may, after a reasonable time (not less than one year), request in writing that the college president removes the expulsion. If approved by the college president, he/she shall make that recommendation to the board of trustees. The president shall notify the student of the board's decision.

Employee Processes:

Employees may voluntarily disclose a substance abuse problem to the human resource department. If they are seeking assistance with their problems, they can be referred to any of the available service providers. When there are legitimate circumstances regarding an employee's substance abuse problem, FMLA may come into effect.

Employees that are suspected of being under the influence on the job may be subject to disciplinary action up to and including dismissal. Documentation of impairment of the job includes the completion of an incident report.

Programs and Services

AVC strives to deliver programming for employees and students that provide safe alcohol and drug free alternatives for socializing and campus engagement. The following programs and services were delivered during the past two years:

- Employee resource and educational fair.
- Student Health 101 distributed educational materials to students and staff
- Students and staff were offered the Kognito program which is an online training simulator to identify students who may be at risk. This program is also made available to our distant education students.
- A monthly Spotlight newsletter is distributed to employees and staff.
- The Student Health Services office serves as a resource for students that may be experiencing distress, as educational materials and personal mental health counseling is available to students in need.
- Student Life and Health Services offers a variety of events to promote healthy lifestyles and substance-free alternatives.
- Athletics at Antelope Valley College is a vital part of campus life. The athletic program strives to promote healthy living and prevention. The program requires students to adhere to a code of conduct that prohibits the use or possession of illegal drugs or alcohol on campus. The coaches are instrumental in cultivating an environment that promotes high morals and character by serving as positive role models for student athletes.
- Human Resources is committed to raising awareness and educating employees regarding the negative impact of alcohol and drug abuse through annual training during employee/staff professional development days.

Comprehensive Program Goals and Objectives for Review Period

Goals related to Drug Free Schools and Communities Act (DFSCA) compliance are covered in several areas of campus of Antelope Valley College. Future reviews and DFSCA Compliance will be made according to the goals, objectives, and recommendations generated through the current review process.

Recommendations

Antelope Valley College has identified several concerns and recommendations moving forward:

1. Select a new prevention program with better evaluative data collection.
2. Increase prevention program offerings and participation levels.
3. Expand communication methods – alternatives to email communication to increase awareness and education.

To address these concerns, the following strategies have been identified:

1. Select a new prevention program with better evaluative data collection.
 - a. Improve survey and pre/post collection on prevention programs.
 - b. Increase awareness and increase participation
2. Increase prevention program offerings and participation levels.
 - a. Improve promotion of prevention programming.
 - b. Develop a robust drug and alcohol awareness and prevention program during the first 2 weeks of the fall semester.
3. Expand communication methods – alternatives to email communication to increase awareness and education.
 - a. Improve communication of prevention programming outcomes with campus community.
 - b. Collaborate with staff, faculty, and students to identify ways to better communicate with the campus community.