

Drug-Free School and Campuses Regulations

Biennial Review

2022

Reviewing Academic Years

2020-2021 and 2021-2022



OVERVIEW

Drug-Free Schools and Communities Act

The Drug-Free Schools and Communities Act (DFSCA) requires that, as a condition of receiving funds or any other form of financial assistance under any federal program, a college or university must adopt and implement a drug and alcohol abuse prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires a college or university to do the following:

- Prepare a written policy on alcohol and other drugs.
- Develop a sound method for distribution of the policy to every student and employee each year.
- Prepare a biennial review report on the effectiveness of its alcohol and other drug prevention programs and the consistency of policy enforcement.
- Maintain its biennial review report on file so that it can be submitted the U.S. Department of Education, or any other entity or individual, if requested to do so.

Compliance with the DFSCA

College of Alameda and the Peralta Community College District complies with the requirements of the DFSCA. The College has implemented a variety of programs and services to prevent the abuse of alcohol and the use, unlawful possession, and distribution of illicit drugs both by students and employees, as demonstrated through this biennial review.

Specifically, PCCD does the following:

1. Annually distributes to each student and employee:

- Standards of conduct that directly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on school premises or as part of any of its activities;
- A description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol; A description of the health risks associated with the use of illicit drugs and the abuse of alcohol; and
- A clear statement that the institution will impose sanctions on students and employees for violations of the standards of conduct, a description of those sanctions, up to and including expulsion for students or termination for employees, and referrals for prosecution consistent with local, state, and federal law.

2. The objectives of the biennial review as identified by the U.S. Department of Education include:

- Determining the effectiveness of the program, assessing and implementing any needed changes to the program; and

- Ensuring that the disciplinary sanctions for violating the College's standards of conduct are enforced consistently.

The current biennial review report is available on the College of Alameda Drug and Alcohol [website](#). Archived biennial reports are maintained on file for submission to the U.S. Department of Education, if requested to do so. As is the case for many universities and colleges across the United States, drug and alcohol awareness efforts directed to College of Alameda students and employees focus on harm reduction and prevention. As well, the College fully supports those who choose to remain abstinent from the use of alcohol or other drugs, and it seeks to provide a broad array of activities that are alcohol and drug-free.

Report Preparation

The following College departments provided information and/or input for this report:

- Campus Safety
- Student Health Services
- Vice President of Student Services
- Student Life & Activities
- Student Athletics

PROGRAM INVENTORY & ASSESSMENT

The section below provides an inventory of COA's AOD prevention program elements.

Wellness Center

COA's Wellness Center provides mental health and health services to students. Services include:

- Mental Health Services: The Wellness Center offers students struggling with alcohol and drug concerns with both individual and group counseling. Every student that requests an appointment for mental health counseling completes an alcohol and drug screening. Mental Health Counselors are training in motivational interviewing and harm reduction techniques, which are evidenced based practices that are effective in treating and reducing alcohol and drug use and abuse.
- Campus Outreach and Workshops: Every year campus outreach and workshops are prioritized around student needs. Several mental health and wellness presentations are offered in classrooms, as well as campuswide. The goal is to provide students with ways to manage stress and increase coping strategies to reduce alcohol and drug use. Some of the presentations included: Stress Management, Protecting Your Mental Health While Living in Unprecedented Times, Suicide Prevention and Mental Health and Wellness. The campus-wide events are intentional to prevent alcohol and drug use by increasing community and feelings of belonging among students (Welcome Week, Wellness Day, National Coming Out Day, Annual Health & Wellness Fair, etc.)

Wellness Center staff that includes a Registered Nurse, Health Services Coordinator, and Mental Health Counseling Interns often collaborate with community partners to ensure students get the proper support if drug and alcohol use and abuse is beyond the college's scope of practice. Here are some agencies that play an integral role in our alcohol and drug support referrals:

- Alameda County ACCESS Line: Alameda County's system wide point of contact for screening & referrals for mental health treatment and drug and alcohol use and abuse concerns for those that have Medi-Cal. The county provides a brief phone intake to assess level of need and then a connection to available local community clinics for therapy and other resources is made.
- Crisis Support Services of Alameda County: Trained crisis intervention counselors are available to receive crisis calls and give supportive counseling 24 hours a day, every day.
- Highland Hospital Substance Abuse Program: The Substance Abuse Program at Highland Hospital focuses on the early stages of recovery and works with both men and women that are 18 and over who may have on-going cases with the criminal justice system. They have a specific program for women that are in the perinatal phase in their pregnancy and struggling with drug and alcohol use.
- SAMHSA's National Helpline: SAMHSA's National Helpline is a free, confidential, 24/7, 365-day-a-year treatment referral and information service (in English and Spanish) for individuals and families facing mental and/or substance use disorders.
- Cherry Hill Detoxification Services: The Cherry Hill Detoxification Services Program consists of two complementary components that are located on the Fairmont Hospital grounds: the

sobering unit and the detox unit. The Cherry Hill Detoxification Services Program is specifically designed to meet the needs of Alameda County communities, including law enforcement, hospital emergency departments, alcohol and drug treatment programs, medical/psychiatric clinics, community CBOs and individual community members.

- AA/NA: Alcoholics Anonymous and Narcotics Anonymous is a fellowship of people who come together to solve their drinking and drug use problems. It doesn't cost anything to attend A.A. or N.A. meetings. There are no age or education requirements to participate. Membership is open to anyone who wants to do something about their drinking or drug use problems.

College of Alameda's Wellness Center website also includes a focused page on Drug and Alcohol Use and Abuse. There is helpful information and resources available for students:

<https://alameda.edu/students/health-wellness-services/drug-and-alcohol-abuse-information/>

The College's Wellness Services are the most effective component of our AOD program. Students who have participated in individual counseling and workshop presentations and our data shows that our preventative measures are effective:

- During the 2021-2022 academic year, over 770 mental health counseling appointments were utilized by 95 students. Of those students, 92% reported that they were better able to cope with problems after participating in counseling and they are better able to make healthier educational, emotional or health related decisions.
- Of the students who participated in a Wellness Center workshop, 100% said they learned something new and were able to identify new skills and ways of coping.

Wellness Services are also evaluated annually throughout the annual program update and every three years through the college's extensive program review process. Every year the surveys and program review results show that there is a significant need to expand the program and increase the number of staff to better support the student needs. Every semester there is a waitlist of students who are waiting to get support from a mental health counselor. Currently, there is only one full-time licensed mental health faculty member coordinating and providing support over the medical services, mental health services, crisis intervention, and the alcohol and drug prevention efforts on a campus.

Online Orientation

COA's [**Online Orientation**](#) is available for students year-round. The Online Orientation provides students with information, resources and tools to be successful. It also familiarizes students with the Code of Conduct which addresses critical issues including PCCD's Drug and Alcohol policies.

Cares Team

The [**Cares Team**](#) is the College's Behavioral Intervention Team which responds to non-immediate concerns about students. It was established in Fall 2019 to respond to students of concern and to take a proactive approach to discuss potential issues, intervene early, and provide support and behavioral response to students displaying varying levels of disruptive, disturbed, and/or distressed behaviors before they rise to the level of a crisis.

Any college-related conduct or behavior that prevents any student from attaining his or her educational goals is a concern to members of the college community and potential violation of the Student Code of Conduct. This conduct may be referred to the CARES Team for investigation and possible assistance, referral, or disciplinary action.

The CARES Team has been charged with upholding policies and maintaining a healthy and safe environment for the college community. The CARES Team centralizes the reporting of concerning student behavior and encourages early intervention.

College faculty, staff and administrators may file a [report of concern online](#). In 2022, the CARES team added Drug/ Alcohol Abuse as an “Area of Concern” to report.

Athletics

College of Alameda student athletes are expected to always exhibit the highest levels of behavior and decorum—this applies both on and off the field. Student athletes adhere to the Peralta Student Code of Conduct and regulations of the California Community College Athletic Association (CCCAA). Prior to each season, Student Athletes meet yearly with the Athletic Director to review CCCAA eligibility. At this meeting, the AD discusses in detail the prohibition of alcohol and drug use. Student Athletes complete and sign the Student Eligibility Report [Form 1](#) -- Form 1 eligibility includes acknowledgment of the CCCAA Decorum Policy which prohibits the use or possession of any drugs, alcohol or tobacco. Violations results in discipline including ejection from that contest and suspension from the next two contests and other sanctions as deemed appropriate.

In the time period covered by this Biennial Review, as it pertains to drug and alcohol use COA student athletes had 0 violations of the PCCD Student Code of Conduct and 0 violations of the CCCAA State Decorum Policy.

Employee Assistance Program (EAP)

The District has established an [Employee Assistance Program](#) to help employees manage life’s challenges including drug dependency and alcohol abuse. Eligible employees are encouraged to contact the Employee Assistance Program for assistance, especially in the case of drug dependency or alcohol abuse. The District will provide new eligible employees with a complete description of the employee assistance program and will annually remind continuing employees to seek assistance if needed.

POLICY INVENTORY

College of Alameda and the Peralta Community College District is committed to having alcohol free and drug free campus. Board and administrative polices are available to students, employees, and the public [online](#) and are included in the College Catalog, Schedule of Classes, student online orientation, and subject-relevant webpages on the College’s website.

Full text of these policies and procedures can be viewed with each link.

BOARD POLICY 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

BP 3550 states the district and its colleges are drug free and shall be free from all and any unlawful drugs. The use of tobacco is also against district police (AP3570). Any member of the Peralta district that violates this policy will face punishment. These punishments congruous with local, state, or federal law. The district can also choose to use disciplinary action that includes recommendations to rehabilitation programs, suspension, demotion, expulsion or dismissal.

ADMINISTRATIVE PROCEDURE 3550 PRESERVING A DRUG FREE ENVIRONMENT FOR EMPLOYEES

AP 3550 states the district is committed to giving its employees a drug free workplace and campus environment. The district highlights its prevention and intervention through education. Employee Assistance Program (EAP) was put in place to help Peralta Employees with life challenges. These challenges can include drug and alcohol abuse. If any employee violation can result in proper action up to or as far as termination of employment, as well as a recommendation to rehabilitation program. If employees are convicted for any violating criminal drug statute while in the workplace within 5 days.

ADMINISTRATIVE PROCEDURE 3500 CAMPUS SAFETY

AP 3500 affirms there will be a safety plan distributed to the Peralta community to ensure that they are a part of the decision making about personal safety related to crime prevention and response. There are two parts to this. There is a Plan production and distribution that shows the "Personnel Safety Handbook" updated process. The handbook is available on the distinct website. Part 2 is the contents of the "Personnel Safety Handbook".

BOARD POLICY 3515 REPORTING OF CRIMES

BP 3515 states that required by law, there will be a report for all incidents reported to Peralta security about crimes committed on campus that included violence, theft, illegal drugs, or alcohol. These crimes can be criminal acts or non-criminal acts such as hate violence. These reports can be made available as required by law

AP 3551 Preserving A Drug-Free Environment for Students

AP 3551 states that the college will stay drug-free and take steps to ensure that students on campus will stay drug-free. Students can and will receive disciplinary action if they are caught violating this procedure. To ensure the campus can and will remain drug-free, students have access to speak to any counselor about resources for drug abuse treatments. The Vice-Chancellor will also send out the DAAPP to all students, so they are aware of the policies of the district on keeping the campus drug-free.

AP 3560 ALCOHOLIC BEVERAGES

AP 3560 affirms the college has been designated "Drug free" and clearly describes the circumstances in which the consumption of alcohol permitted. It is also a violation of 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.

AP 3570 SMOKING ON CAMPUS

AP 3570 states that the district is declared a smoke and tobacco-free environment. Any form of smoking indoors or outdoors at any Peralta community college location is prohibited. District property includes owned, leased, or otherwise controlled by the district, including but not limited to: classrooms, offices, lobbies, lounges, waiting areas, stairwells, restrooms, walkways, sidewalks, lawns, athletic fields and viewing stands, parking lots, warehouses, storage yards, and District-owned or leased vehicles. There will be penalties for any violation towards PCCD that are equal to a parking violation fee but have a maximum limit of \$100. If the fee is not paid within 21 days the offender will be notified of further repercussions due to failure of payment.

BOARD POLICY 5500 STANDARDS OF STUDENT CONDUCT

BP 5500 lists out the standards of conduct that students of the Peralta CC district are expected to follow. If they do not, they are subjected to discipline. The discipline process is detailed and states potential disciplinary actions, including but not limited to the removal, suspension or expulsion of a student.

ADMINISTRATIVE PROCEDURE 5500 STANDARDS OF STUDENT CONDUCT, DISCIPLINE PROCEDURES AND DUE PROCESS

AP 5500 fully outlines the student conduct policy and procedures. Section IV contains the conduct policy and lists areas of violation for discipline including IV.A.9. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code or any controlled substance listed in California Health and Safety Code Section 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 California Health and Safety Code Section 11014.5.

PROCEDURES FOR DISTRIBUTING ANNUAL AOD NOTIFICATION

According to the [PCCD website](#), an annual notification will be sent to all students and employees.

BP 3550 The District will annually notify its employees of the Prohibition of Drugs and Alcohol through the publication of the "Personal Safety Handbook."

According to AP 3551 The Vice Chancellor of Academic Affairs (or designee), will ensure that the District's Drug Abuse and Alcohol Prevention Program (DAAPP) will be emailed to all students following the census deadlines for each term, each academic year to ensure all students receive the notification regardless of when they enroll. The notification will include the consequences of illicit drug and alcohol abuse violations on campus, including possible criminal sanctions and student disciplinary action up to and including expulsion pursuant to applicable state/federal law and District policy and administrative regulations. The purpose of such sanctions and discipline is to urge students to begin the personal process of rehabilitation. The notification will provide a list of campus and community resources available to all students, such as counseling and rehabilitation for persons with alcohol or drug-related problems.

A review of the District's Drug Abuse and Alcohol Prevention Program (DAAPP) will occur biennially. The Vice Chancellor of Academic (or designee), in coordination with the college Vice Presidents of Student Services, will be responsible for conducting the District's biennial review. The review will consist of an

assessment from several sources, including, but not limited to, surveys of District students and employees and data-related to reports including alcohol and drug incidents that resulted in a criminal or disciplinary investigation.

The Vice Chancellor of Human Resources (or designee) will ensure the information is available on the District's website and that all new employees receive a copy of the district's policies and procedures related to preserving a drug and alcohol-free workplace during new employee orientation with Human Resources. All new employees will be required to sign an acknowledgment attesting that they received a copy of the annual notification and related policies and procedures. A copy of this acknowledgment will be placed in their personnel file.

Additionally, College of Alameda includes the AOD program information is part of the Consumer Information annual notice-- distributed via email to students and employees by the Office of Enrollment Services no later than Oct 1, annually.

VIOLATIONS & SANCTIONS

Campus Safety produces an Annual Security Report (ASR) in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act. The ASR contains information for each of the College's related to campus safety and security, crime prevention, emergency response, disciplinary action, campus and community resources, and alcohol and drug policies. Furthermore, the ASR identifies policies specifically addressing prevention and response to sexual assault, domestic violence, dating violence, and stalking. Included in the report is data on violations, referrals for sanctions, and arrests regarding alcohol and drug incidents.

According to page 146 of the the [2020-2021 PCCD Annual Security Report](#) (the most recent at the time of this Biennial Review) College of Alameda has had 0 arrests related to drug possession in 2018, 2019, and 2020.

SUMMARY AND RECOMMENDATIONS

College of Alameda uses a comprehensive, environmental approach to address alcohol and other drug use on campus, focusing on policy, education, social life, academics, enforcement, coalitions/collaboration, and intervention. All components work together to ensure that College of Alameda students and staff are provided information and resources that promote a safe and healthy environment that works to reduce the risks associated with alcohol and drug use among the members of our community. The main goal of conducting this biennial review of the College's Drug and Alcohol Prevention Program Plan is to assess what we are doing regarding this issue and determine if our efforts are effective. Following is a list of the identified strengths and weaknesses of the program, as well as recommendations for improvement.

Program Strengths

The Student Wellness program- particularly therapy services are well-utilized by students. The general campus community is generally aware of this service and frequently refers students.

The Cares/ BIT team allows faculty, staff, and administrators to alert the team to students of concern. All reports are reviewed by the BIT team in a timely manner. Cases that warrant follow up are acted upon in a timely manner and action is reported back to the team.

The Annual Security Report, which provides information regarding Drug-Free Campus policies, drug and alcohol-related incidents, and resulting sanctions or referrals, is prepared and distributed annually to students and employees, and is posted on the College of Alameda website .

PCCD has adopted clear Board Policies and Administrative Procedures which outline processes related to drug and alcohol safety.

Program Weaknesses

The online orientation is underutilized. At first implementation, in 2013 the online orientation was required for all new matriculating students. In July 2018 in response to changing state policy the Online Orientation became optional for students. It is likely a less impactful part of the College's AOD program.

The college lacks related data for this review period. This review period includes the COVID-19 pandemic when the college campus was closed for services or had reopened on a limited basis—so items such as security data is limited in scope and use.

In preparing this and previous years reports, district-level support for planning has been limited.

Recommendations

To supplement its efforts, College of Alameda should pursue the following recommendations:

Recommend a campus-wide student program and engagement activities/ events to increase active student engagement with AOD efforts.

Recommend district-wide collaborative effort for researching and adopting online third-party and drug and alcohol abuse prevention programs. Upon adoption, recommend campaign for visibility and promotion. Recommend identifying opportunities to compel groups of students to participate (ex. Athletes, student government, student workers etc) or incentivize students to participate (ex. Gift card drawings).

Recommend an annual survey of students and employees on drug and alcohol.

Recommend enhancing and promoting a more comprehensive the College's Drug and Alcohol Abuse Prevention Program through collaboration of cross-campus constituents, including providing student activities focusing on drug and alcohol issues, and focused programs/information for employees in order to raise awareness of the issue, and discuss ways employees can help the College address the issue;

Recommend the College look to expand services by hiring additional full-time licensed therapists (faculty) to reduce the number of students who are waitlisted for services.

Recommend a district-wide committee to annually review AOD-related BPs/APs and plan related efforts.

