

<b>Department:</b> Student Services/Life Skills Center	<b>Name of Policy:</b> Drug Prevention and Effectiveness	<b>Policy Number:</b>
<b>Effective Date:</b> April 1, 2016	<b>Supersedes Revision:</b> January 17, 2013	<b>Next Review Date:</b> November 1, 2016
<b>Author(s)</b> Dr. Bonnie Burstein Robert Suppelsa Peggy Lowey-Wellisch	<b>Owner:</b> Los Angeles Harbor College Life Skills Center Administrative Services - Vice President Financial Aid Director	<b>Authority to Approve and Amend:</b> Otto Lee, President

## Contents

Policy Statement.....	2
Who Needs to Know This Policy .....	2
Policy and Procedures.....	2
1. Minimum Requirements:.....	2
2. Ensuring Effectiveness .....	3
3. Ensuring Consistency .....	3
4. Biennial Review and Report.....	4
Where to find this Policy .....	4
Contacts.....	4
Related Information.....	4
Who Approved this Policy .....	4
History / Revision Dates .....	5
Attachments .....	5

**Drug-Free Schools and Communities Act (DFSCA) and Drug and Alcohol Abuse Prevention Regulations:**

***Effectiveness, Consistency in Enforcement, and Biennial Review***

---

**Policy Statement**

---

Los Angeles Harbor College is committed to the well-being of its students and employees. Thus, Los Angeles Harbor College maintains alcohol and drug abuse policies and programs consistent with Drug-Free Schools and Communities Act (DFSCA). Related to such policies and programs are internal implementation plans and procedures for ensuring effectiveness and to ensure consistency in enforcement, for both students and employees.

At the end of the calendar year on a biennial basis, Los Angeles Harbor College will review its compliance with the DFSCA.

Drug and alcohol abuse prevention, education, and intervention activities are cross-functional and involve multiple departments, including, but not limited to, Departments, e.g., Human Resources, Student Services, etc.

---

**Who Needs to Know This Policy**

---

Los Angeles Harbor College all students, staff, faculty and administrators.

---

**Policy and Procedures**

---

**1. Minimum Requirements:**

The DFSCA regulations require at a minimum that Los Angeles Harbor College distribute the following in writing to all students and employees annually:

- a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities.
- b. A description of the applicable legal sanctions under federal, state, or local law for the unlawful possession or distribution of illicit drugs and alcohol.
- c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
- d. A description of any drug or alcohol counseling, treatment, rehabilitation, and re-entry programs that are available to employees or students.
- e. A clear statement that the Los Angeles Harbor College will impose disciplinary sanctions on students and employees (consistent with federal, state, or local law), 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.

To such end, by October 1 of each year, Los Angeles Harbor College's Drug and Alcohol Prevention Policy shall be provided to students in the Schedule of Classes, Catalog and shall be provided to faculty and non-faculty employees in the Employee Handbook, and to faculty members in the Faculty Handbook. The following protocol will apply to assure that all current and new students, upon enrollment, and all current and new employees, upon hire, are provided an electronic copy of Los Angeles Harbor College's Drug and Alcohol Prevention Policy – Links provided to the Policy available on the College Website.

---

- For students: Responsible position, e.g., Vice President of Student Services, enrollment counselor, etc. shall provide new students an electronic copy of the Student Handbook by distribution to the student's inbox on the student portal with the student's orientation package. The Student Handbook will be distributed to all students at least annually;
- For non-faculty employees: Vice President of Administrative Services shall review the Employee Handbook with each non-faculty employee when hired, and direct them to an electronic version on a shared drive. The Employee Handbook will be distributed electronically to all non-faculty employees at least annually;
- For Faculty members: The Vice President of Academic Affairs shall electronically distribute the Faculty Handbook to each new faculty member at faculty orientation upon hire. Current faculty members will be electronically provided a copy of the Faculty Handbook at least annually.

## 2. Ensuring Effectiveness

It is imperative that the school's substance abuse prevention program is evaluated for its effectiveness. The effectiveness of Los Angeles Harbor College's drug prevention program may be measured by tracking the following for students and employees:

- a. the number of drug- and alcohol-related disciplinary actions:
- b. the number of drug- and alcohol-related treatment referrals:

During the period of 2015-2016, The Life Skills Center referred 3 students for drug and alcohol related treatment.

- c. the number of drug- and alcohol-related incidents recorded by campus security or other law enforcement officials: 0
- d. the number of drug- and alcohol-related incidents of vandalism: 0
- e. the number of students or employees attending self-help or other counseling groups related to alcohol or drug abuse:

We have no record of this.

- f. student, faculty, and employee attitudes and perceptions about the drug and alcohol problem on campus:

Questionnaire in process, will be available for students, faculty and staff by April 2017.

The Vice President of Student Services, with respect to students, and the Director of Human Resources, with respect to employees, will confidentially track the above statistics for items "a" through "e" above. An anonymous survey will be conducted biannually by both Directors to gauge attitudes and perceptions in item "f" above.

All of the information above will be utilized in the Biennial Review (see below).

## 3. Ensuring Consistency

---

It is also imperative that the school's substance abuse prevention program is evaluated for consistency in the application of disciplinary sanctions.

To such end, the Vice President of Student Services, with respect to students, and the Director of Human Resources, with respect to employees, will confidentially track disciplinary sanctions and the details surrounding such sanctions, with the specific goal of consistent application for similarly situated persons. Naturally, following protocols in established drug and alcohol policies is also required to ensure consistency. The information collected will be used as a part of the Biennial Review (see below).

**4. Biennial Review and Report**

Under the DFSCA, Los Angeles Harbor College is charged with conducting a Biennial Review of its drug and alcohol abuse program, and completing a report, to (i) determine the effectiveness and (2) implement changes if they are needed and to ensure that the sanctions developed are enforced consistently.

The senior management team at Los Angeles Harbor College will meet on a biennial basis to review the Los Angeles Harbor College drug and alcohol abuse program and to create the report. The report will be completed no later than December 31 in 2012, 2014, 2016, etc.

A template of the report is attached for reference and guidance.

The Biennial Review documents and report will be kept internally on the Los Angeles Harbor main page. Student Services will coordinate and ensure the Biennial Review and reports are completed.

---

**Where to find this Policy**

---

Websites, Handouts, Catalog, School Schedule of Classes

---

**Contacts**

---

Mr. Robert Suppelsa, Vice President of Administrative Services	310-233-4051
Dr. Luis Dorado, Interim Vice President of Student Services	310-233-4031
Dr. Bobbi Villalobos, Interim Vice President of Academic Affairs	310-233-2028

---

**Related Information**

---

*Complying with the Drug-Free Schools and Campuses Regulations manual*

<https://www.lahc.edu/classes/schedules.html> p.80

---

**Who Approved this Policy**

---

Dr. Otto Lee, President

---

**History / Revision Dates**

---

Origination Date: January 17, 2015

Last amended: November 1, 2016

---

**Attachments**

---

**Los Angeles Harbor College**  
**Drug Free Schools and Campuses Regulations**  
**Education Department General Administrative Regulations**  
**(EDGAR) Part 86**

**2015 Biennial Review Report**

---

**INTRODUCTION**

In compliance with Drug Free Schools and Campuses Regulations EDGAR Part 86, a meeting was tentatively scheduled on November 12, 2015 to conduct a Biennial Review of the effectiveness of **Los Angeles Harbor College's** alcohol and other drug (AOD) programs and the consistency of policy enforcement. The Biennial review is chaired by Dr. Bonnie Burstein, Clinical Director of the Life skills Center. We reviewed the policy on March 18, 2016 and again on November 1, 2016.

Participants shall include members of the senior management team: Dr. Luis Dorado, Vice President of Student Services, Dr. Bobbi Villalobos, Vice President of Academic Affairs, Ms. Peggy Loewy Wellisch, Financial Aid Manager, Dr. Bonnie Burstein, Clinical Director, Life Skills Center & SPOC Person, Miss. Amaryllis Hall, and Director of Special Services. This group will be referred to herein as the Biennial Review Committee, or BRC. The BRC will utilize the "Complying with the Drug-Free Schools and Campuses Regulations" manual (<http://www.higheredcenter.org/files/product/dfscr.pdf>) as reference. Meeting notes are taken and final report prepared by Dr. Bonnie Burstein.

**OBJECTIVES**

The task of the Biennial Review Committee, as outlined by the U.S. Department of Education's Complying with the Drug-Free Schools and Campuses Regulations manual, is

1. To determine the effectiveness of, and to implement any needed changes to, the school's AOD program (policy, enforcement measures, prevention and intervention programming); and
2. To ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

To facilitate this task, the Biennial Review Committee (Peggy Loewy-Wellisch, Dr. Bonnie Burstein, Robert Suppelsa) utilized the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist.

The results of the checklist review and discussion are provided in this report.

**PART 86, DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS COMPLIANCE CHECKLIST**

1. Does the institution maintain a copy of its drug prevention program?

YES Located: Catalog/ Website/ Class Schedule

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

a) Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities

Students: YES Staff and Faculty: YES

b) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

Students: YES Staff and Faculty: YES

c) A description of applicable legal sanctions under local, state, or federal law

Students: YES Staff and Faculty: YES

d) A description of applicable counseling, treatment, or rehabilitation or reentry programs

Students: YES Staff and Faculty: YES

e) A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions

Students: YES Staff and Faculty: YES

COMMENTS: N/A

3. Are the above materials distributed to students in one of the following ways? YES

a) Mailed to each student (separately or included in another mailing)

b) Through campus post office boxes

c) Class schedules which are mailed to each student

d) During freshman orientation

e) During new student orientation

f) In various locations where students gather (Financial Aid, Admissions, ASO, Veteran Center, Student Services)

4. Does the means of distribution provide adequate assurance that each student receives the materials annually? YES.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? YES

6. Are the above materials distributed to staff and faculty in one of the following ways?

a) Personal Distribution  
Staff: Faculty:

b) During new employee orientation  
Staff: YES Faculty: YES

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?  
Students: YES Staff and Faculty: YES

Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?  
Students: YES Staff and Faculty: YES

8. In what ways does the institution conduct Biennial Reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

a) Research will develop a survey to faculty and staff  
Students: YES Staff and Faculty: YES

b) Research will conduct opinion survey of its students, staff, and faculty  
Students: YES Staff and Faculty: YES

c) Yes, evaluate the data  
Students: YES Staff and Faculty: YES

d) Conduct focus groups  
Students: Staff and Faculty: Focus groups of students and faculty and staff are scheduled for January 2017.

e) Conduct intercept interviews  
Students: YES Staff and Faculty: YES

f) Assess effectiveness of documented mandatory drug treatment referrals for students and employees  
Students: YES Staff and Faculty: YES

g) Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees

Students: YES Staff and Faculty: YES

**h)** Other (please list) —We have a Life Skills Center on campus that handles and services all Drug and Alcohol Abuse referrals and services through workshops and trainings. Please see Life Skills Center information located on college website.

**10.** Who is responsible for conducting these Biennial Reviews? Senior Management in conjunction with Dr. Bonnie Burstein and the Life Skills Center under her guidance and direction.

**11.** If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the Biennial Review? YES

**12.** Where is the Biennial Review documentation located? On the website under the Substance Abuse Policies and Prevention page.

Name: Dr. Bonnie Burstein  
Title: Clinical Director  
Department: Life Skills Center  
Phone: 310-233-4586  
E-mail: [bursteb@lahc.edu](mailto:bursteb@lahc.edu)

Name: Dr. Luis Dorado  
Title: Vice President  
Department: Student Services  
Phone: 310-233-4031  
Email: [doradola@lahc.edu](mailto:doradola@lahc.edu)

### **COMMITTEE DISCUSSION**

In addition to completing the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist, Committee members will address each of the discussion questions below and provide information pertinent to these items.

**A)** What are the current alcohol and other drug programs (policy, enforcement measures, prevention, and intervention activities) in place at Los Angeles Harbor College, and are they effective in preventing and reducing the illegal use of alcohol and other drugs on campus? **YES**

**B)** Are the current disciplinary sanctions in place for conduct violations with regard to alcohol and other drug use at the Los Angeles Harbor College consistently enforced? **YES**

**C)** Looking to the future, what new ideas, strategies and/or partnerships could **Los Angeles Harbor College** pursue in order to more effectively address the illegal use of alcohol and other drugs on campus?

**This spring, we are presenting information specific to HARM REDUCTION through workshops and electronic information bulletins.**

---

Date: November 1, 2016

---

---

**Name**

Dr. Otto Lee, President Los Angeles Harbor College