



Policies and Procedures

Drug and Alcohol Prevention Program Biennial Review

2015-2017

New Professions Technical Institute

Biennial Review of NPTI Alcohol and Other Drug Programs 2015-2017

The Drug Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as **New Professions Technical Institute (NPTI)** to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by **NPTI** students and employees, both on its premises and as a part of any of its activities. At a minimum each IHE must annually distribute the following in writing to all students and employees:

- 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; and
- 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 conducts a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently.

The biennial review must also include a determination as to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

New Professions Technical Institute 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 be conducted to determine if the institute fulfills the requirements of the previously mentioned Federal regulations. The School Director and the Administration are responsible for conducting the review and reporting on the findings. The purpose of this report is to comply as best as possible, using data collected over the past two years, and to give evidence of the procedures in place for subsequent biennial reports.

The intention of this document is to meet the legal requirement of conducting a biennial review and also to summarize the programs and activities related to alcohol and drug prevention on **New Professions Technical Institute** campus during the 2013-2015 and 2015- 2017 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided students
- Student Handbook* policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Employee Handbook* policies related to drug and alcohol use by **New Professions Technical Institute's** employees and the sanctions imposed for failure to comply
- New Professions Technical Institute** on/off campus expectations related to student behavior
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports in the Office related to any possible infractions of the drug and alcohol policy presented to students
- Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

New Professions Technical Institute strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The institute has

adopted and implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the Institute's activities. **NPTI** has a written policy on alcohol and illegal drugs distributed to students during orientation, through access to the online *Catalog/Student Handbook*. The *Employee Manual* also contains the Drug and Alcohol Abuse Prevention Policy. The materials are located on our website contain the following:

- Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on school property or as a part of its activities;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be discussed in more detail with students during orientation. In addition, the alcohol and drug policy will be presented to all employees with the distribution of the Employee Handbook.

Alcohol and Drug-Free Campus Workplace Policy

New Professions Technical Institute is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The Institute recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The Institute also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the Institute ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social, personal responsibility. Compliance with this policy is considered a condition of employment and attendance at **NPTI** and monitored by the Administration. All employees and students have been notified of this policy by print publication and on our website

Incidents Reports for Staff

Year	Incidents in Workplace	Outcome
2013-2015	0 Incidents	Not Applicable
2015-2017	0 Incidents	Not Applicable

Student Life Summary:

All **New Professions Technical Institute** students are responsible for complying with Florida State laws and policies of **NPTI**. These guidelines establish that:

- No person under 21 years of age may use or be in possession of alcoholic beverages.
- Alcoholic beverages may not be available to minors.
- Misrepresentation of age for the purpose of purchasing alcoholic beverages is a violation of state law.
- Personal possession and consumption of alcoholic beverages are not permitted at social events attended by students, on the Institute's grounds.

Campus Summary:

- Students are prohibited from consuming, transporting, and distributing alcohol; possessing or being in the presence of alcohol while on campus; or exhibiting disruptive behavior caused by alcohol consumption.
- Alcohol found by staff will be disposed of immediately. Persons found in violation of this policy will be subject to administrative or disciplinary sanctions listed in the *Student Handbook/Institute Catalog* and can include:
 - Warning and/or probationary period (Disciplinary)
 - Contact with parent/guardian
 - Referral to an alcohol education program
 - Counseling services
 - Suspension from **NPTI**
 - Termination from **NPTI**
 - Possible arrest, imprisonment, or fine according to local, state and federal alcohol and drug laws:

- In accordance chapter 893 of the State of Florida statutes it is unlawful for any person to sell, manufacture, or deliver, or possess with intent to sell, manufacture, or deliver, a controlled substance. Any person who violates this provision is subject to arrest, imprisonment, and/or fine. (See the attached printout of Chapter 893 of the state statutes)
- In accordance with the Federal Controlled Substances Act, there are fines and imprisonment that that may be imposed if convicted for violation of the Act and other supply and drug demand related laws. (See the attached printout of a summary of the penalties)
- The Federal Uniform Drinking Age Act of 1984 sets the minimum legal drinking age to 21. Any person under the age of 21 who is convicted of a violation is guilty of a misdemeanor of the second degree, however, any person under the age of 21 who has been convicted of a violation and who is thereafter convicted of a further violation is, upon conviction of the further offense, guilty of a misdemeanor of the first degree. In addition to any other penalty imposed your driver's license may also be suspended, revoked or not issued.

Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) is prohibited unless the student has a valid prescription for the use of the controlled substance. Furthermore, intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the **NPTI** campus is prohibited. This includes the presence of empty or full alcoholic beverage containers.

Enforcement:

The primary sources on campus that enforce the alcohol and drug policies are the employees. The Administration of the Institute handles interventions and/or sanctions. It is the primary responsibility of the Review Committee which will recommend any necessary sanctions.

For 2013-15 and 2015-17 no referrals were made to the Disciplinary Review Committee for Drugs and/or Alcohol violations.

Intervention:

New Professions Technical Institute has several options available for students and staff members who need to address alcohol and other drug abuse issues.

The Institute works with local community health organizations to provide counseling for students and staff members.

Drug-Free Workplace Policy:

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for **New Professions Technical Institute** and published in the *Employee Handbook* and *NPTI Catalog* each year:

1. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited by **NPTI** on any property owned, leased, or controlled by **NPTI** or during any activity conducted, sponsored, authorized by, or on behalf of **NPTI**. A controlled substance shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802).
2. **NPTI** has and shall maintain a drug-free awareness program to inform employees concerning the following:
 - a. The dangers of drug abuse in the workplace
 - b. Maintenance of a drug -free workplace
 - c. Drug counseling and rehabilitation programs
 - d. Possible penalties for drug abuse and rehabilitation violations.

Health Risks and Effects:

Alcohol and drug usage cause a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause mark impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/or other drugs and to learn how to assist others with substance abuse problems. With early assistance, it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance. Questions should be directed to Administration.

. Some other resources include:

- Alcoholics Anonymous-<http://www.aa.org>
- Al-Anon – <http://www.nycalanon.org>
- Narcotics Anonymous – <http://www.na.org>
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800-662-4357

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