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TITLE: Drug and Alcohol Prevention Disclosure and Distribution Policy

EFFECTIVE DATE: August 1, 2016

LAST REVISION: August 1, 2016

Policy No. 5.602

STATEMENT OF POLICY

In compliance with the Drug-Free School and Campuses Act, Public Law 101-226, the College will provide students, faculty, and staff information to prevent drug and alcohol abuse. Through the Vice Chancellor for Student Affairs, the college community will be made aware of the Drug and Alcohol Abuse Prevention Program and Policy (DAAPP), which provides access to the following information:

- Standards of Conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees
- Descriptions of institutional, state, and federal sanctions
- Descriptions of health risks associated with the use of illicit drugs and alcohol
- Description of available counseling, treatment, rehabilitation, or re-entry programs
- Statement of sanctions the College will impose for violation of standards of conduct and a description of sanctions
- Process the College follows for annual notification of students and employees
- Description of available counseling, treatment, rehabilitation, or re-entry programs
- Clear statement that the College will impose sanctions for violation of standards of conduct and a description of sanctions

Definition

For the purpose of this Policy Statement, “student” is defined as any person taking one or more classes for any kind of academic credit except for continuing education units, regardless of the length of the student’s program of study.

PROCEDURES FOR DISTRIBUTION OF CONSUMER INFORMATION

Drug and Alcohol Abuse Prevention Program and Policy (DAAPP) disclosures will be provided through the following methods:

1. The Executive Director of Marketing and Public Relations, with the assistance of the Director of Financial Aid, the Registrar, and the Director of Human Resources, will facilitate the distribution of consumer information to all students and employees.
2. The Executive Director of Marketing and Public Relations will send an email notification each fall and spring with the link to updated consumer information to all officially enrolled students and to all employees.
3. The email notification will provide employees and students with directions for how to obtain a printed copy of Consumer Information, if desired.



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4. Prospective students will be informed during orientation of the availability of Consumer Information and the steps to take to obtain printed copies.
5. New employees will receive Consumer Information as a part of New Employee Orientation.
6. Information on how to request and/or view consumer information is located and maintained in the following College publications: the College Catalog, the Faculty Handbook, as well as, in the Student Right-to-Know/Consumer Information tab on the College's website.

Source of Policy: Drug-Free School and Campuses Act, Public Law 101-226

Related Policy: _____

Approved by: 

Chancellor Dennis F. Michaelis

Responsible Administrator: VCSA

LCTCS Policy Reference: _____

LCTCS Guideline Reference: _____

Date: 08/01/16