



CARIS COLLEGE
PATIENT CARE CAREERS

Drug & Alcohol Abuse Prevention Program

BIENNIAL REPORT
2017-2019



Drug and Alcohol Prevention Program Biennial Report 2017-2019

The federal Education Department General Administrative Regulations (EDGAR) Part 86 require, as condition of receiving funds or any other form of financial assistance under any federal program, that Caris College must certify it has adopted and implemented a program “to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees” both on the college’s premises and as part of any of its activities, in order to comply with the Drug-Free Schools and Campuses Regulations.

In preparation of such certification, I have verified that Caris is including all mandatory components as identified in EDGAR Part 86, Subpart B, Sec. 86.100: 1. Annually notifying each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs, 2. Has developed a sound method for distributing annual notification information to every student and staff member each year, and 3. Has prepared a biennial report on the effectiveness of our Drug and Alcohol Abuse Prevention Program and the consistency of sanction enforcement.

The report of the results of the biennial review are contained within this document. I have reviewed and approve of this report.

Respectfully,

Brittany Cottoner
Campus Director

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Drug and Alcohol Abuse Prevention Program Description [DAAPP]

Caris College has established a DAAPP to prevent the abuse of alcohol and use or distribution of illicit drugs by Caris College students and employees, both on its premises and as a part of any of its activities. Caris College is committed to maintaining a drug-free institution to create a safe and healthy learning and work environment and to assist its students and employees who may have problems with drugs or alcohol. In compliance with the Drug Free Schools and Campuses Act, Caris College provides and distributes to its college community information covering the following areas:

- Standards of conduct related to drugs and alcohol for students and employees
- Disciplinary and legal sanctions for students and employees in violation of policy
- Description of the health risks associated with illicit drug use and alcohol abuse
- Description of drug and alcohol programs/resources that are available to students and employees

Program Goals and Achievement Activities

Caris College's DAAP Program has five goals to guide efforts and assessment of program effectiveness. Below are the five goals:

- Goal 1: Students and employees are aware of Caris College's DAAP Program, with specific knowledge regarding college codes of conduct, sanctions and repercussions, and health risks associated with alcohol abuse and illicit drug use.
- Goal 2: Students and employees are aware of the support resources available, with specific knowledge regarding on-campus resources, community resources, and how to refer concerning situations to appropriate administrators at the college.
- Goal 3: Students and employees participate in alcohol abuse and illicit drug use awareness and prevention trainings.
- Goal 4: DAAP Program elements are based upon research supported effectiveness or best practices and informed by data collected through local needs assessments; such data should include analysis of the use of and perceptions of alcohol and illicit drugs.
- Goal 5: Model a continuous improvement framework in the management and delivery of the DAAP Program.

Biennial Review Responsible Offices and Officials

The Campus Director and the Director of Education are the administrators responsible for ensuring completion of a biennial review of the DAAP and report. The individual Program Directors also have supporting responsibilities related to the biennial review, the report, and the delivery of program services and components.

While the above positions have the duty for ensuring completion of the biennial review and associated report, the College will utilize other individuals holding leadership

positions on campus, to assist in these efforts. Involving other employees in leadership positions beyond the responsible administrative positions helps ensure representatives with direct connection to and knowledge of the DAAP program and its impact on the College contribute to adequate assessment and appropriate program improvements. These employees in leadership positions include the Director of Admissions, the Director of Financial Aid, and campus Registrar/Bursar. Oversight responsibility of Caris College's Standard Operating Procedure: Administrative Procedure for the Drug and Alcohol Abuse Prevention Program is assigned to the Campus Director and in consultation with the Director of Education.

In addition to Caris College's DAAPP, and the Standard Operating Procedure: Administrative Procedure for the Drug and Alcohol Abuse Prevention Program, Caris College will utilize the Part 86 Compliance Checklist that is available in the US Department of Education's Guide for University and College Administrators for Complying with the Drug-Free Schools and Campuses Regulations as part of the review process.

Biennial Review Purpose Statement

The biennial review of the College's DAAPP serves two primary purposes. First, to determine the effectiveness of the program and make changes as needed. And secondly, to ensure that violations of student and employee standards of conduct are enforced consistently. Conduct and sanctions related to Caris College's DAAPP are addressed later within this report.

Annual Distribution Procedures

Annually on October 1st, all employees and students will be made aware of Caris College's Drug and Alcohol Abuse Prevention Program via email. This email includes links to the Caris College webpage outlining the policy with additional links to reference documents, resources, prevention information, etc. Effective July 1, 2018, new faculty, and staff will be informed of the program during their assigned new hire training modules and onboarding. Effective July 1, 2018, all new students will receive DAAPP information as part of Caris College's mandatory New Student Orientations. In this manner, Caris College ensures compliance with annual notification for all employees and students, including those newly hired or enrolled throughout the year.

Note: As of the date of this report, notification to all employees and current students has been sent via email.

Policies and Guidance

The College prohibits the unlawful manufacture, distribution, dispensing, possession, or use of alcohol or illicit drugs by employees, students, and visitors on College premises or as part of any College activity. Areas where the use is prohibited include: student campus

activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered college property. Caris College has developed policy, administrative procedures, and handbooks that describe code of conduct for both employees and students as follows:

- Standard Operating Procedure: Administrative Procedure for Drug and Alcohol Abuse Prevention Program
- Employee Handbook
- School Catalog

Workplace Policy

In compliance with federal regulations Caris College has taken steps to ensure a drug-free workplace. Should an employee be convicted of a violation occurring in the workplace, under any criminal drug statute violation, will be subject to disciplinary action. Employees convicted of any criminal drug statute violation occurring in the workplace must notify the employer no later than five days after the conviction. Those employees that wish to seek help for drug or alcohol related problems are encouraged to contact the Campus Director to seek referral assistance. Please reference the Standard Operating Procedure: Administrative Procedure for Drug and Alcohol, and Employee Handbook for more information.

Disciplinary Sanctions

College Sanctions

The College responds to alcohol abuse and illegal drug activity by employees or students on a case-by-case basis and in accordance with the Standard Operating Procedure: Administrative Procedure for Drug and Alcohol. Details of each case are taken into consideration along with the outcome of any legal action against the individual. In addition to any penalties under federal, state, or local laws, employees and students found to be in violation of this administrative procedure may be subject to disciplinary sanctions consistent with employment contracts or Caris College's Student Code of Conduct as found in the school catalog. Sanctions imposed by the College can range from a warning or disciplinary action up to and including termination of employment or expulsion from school. Other potential sanctions may include referral for prosecution and may require participation in approved drug and/or alcohol abuse assistance or rehabilitation programs. Additionally, as required by law, the College will report to a federal agency any employee convicted of violating a criminal drug statute if the employee is involved in work supported by that federal agency.

State of Indiana Sanctions

Alcohol

Minor in Possession: Any attempt to purchase or be in possession of alcohol by a person under 21 years is a Class C misdemeanor. *Indiana Code Section 7.1-5-8-7-7, 7.1-5-5-1, 9-24-18-8*

For the purposes of the Indiana Driving Under the Influence of Intoxicants statutes, for a person under 21 years of age with a blood alcohol concentration (BAC) of .02% constitutes being under the influence of intoxicating liquor, and you will be charged with a Class C infraction. *Indiana Code Section 9-30-5-8.5*

Indiana penalties of Operating While Intoxicated (OWI) vary based on the circumstances of the case. An OWI conviction will stay on your record and count as a prior forever. An OWI becomes a felony if the offender has priors within the past five years. Anyone convicted of a felony OWI will be sentenced for 6 months to two and a half years imprisonment and up to \$10,000 in fines.

Here are what the potential sentences generally look like for a first, second and third misdemeanor OWI.

	1 st Offense	2 nd Offense	3 rd Offense
Jail	Up to 60 days (or up to 1 year with BAC of .15% or more)	Up to 60 days (or up to 1 year with BAC of .15% or more)	Up to 60 days (or up to 1 year with BAC of .15% or more)
Fines	Up to \$500 (or up to \$5,000 with BAC of .15% or more)	Up to \$500 (or up to \$5,000 with BAC of .15% or more)	Up to \$500 (or up to \$5,000 with BAC of .15% or more)
License Suspension	Typically, 180 days	At least 1 year	At least 1 year
Ignition Interlock Device (IID)	Up to 60 days (or up to 1 year with BAC of .15% or more)	Up to 60 days (or up to 1 year with BAC of .15% or more)	Up to 60 days (or up to 1 year with BAC of .15% or more)

Marijuana

Possession

It is illegal to knowingly or intentionally possess marijuana in Indiana. Someone who cultivates marijuana plants (or fails to destroy marijuana plants that the person knows are

growing on the person's property) is also a violation of the possession law. Penalties vary according to the amount possessed. *35 In. Ann. Code § 35-48-4-11*

- Unlawful possession, including possession for personal use (up to 30 grams): Class A misdemeanor
- Unlawful possession (more than 30 grams), or prior convictions: Class D felony

Manufacture and Distribution

It is illegal to manufacture or distribute marijuana (or possess marijuana with the intent to do so) in Indiana. Penalties vary according to the amount manufactured or distributed *35 In. Ann. Code § 35-48-4-10*

- Up to 30 grams: Class A misdemeanor
- Between 30 grams and 10 pounds: Class D felony
- More than 10 pounds: Class D felony

Second and subsequent convictions will result in a Class D felony. Sale to a minor will result in a Class 3 felony, and sale within a school zone will result in a Class 2 felony.

Controlled Substances

Possession, use, distribution, or manufacture of controlled substances (drugs) illegally can result in arrest and conviction of a drug law violation. Penalties can range from a misdemeanor to a felony. The most important factors in penalties depend on the type of drug and total amount in possession. Some examples include:

Cocaine, Methamphetamine

- Less than 3 grams: Class D felony
- Less than 3 grams, but within 1000 feet of a school property: Class B felony
- More than 3 grams: Class C felony
- More than 3 grams, but within 1000 feet of a school property: Class A felony

Heroin, LSD, Ecstasy and other Schedule I Drugs

- Class D felony
- Less than 3 grams, but within 1000 feet of a school property: Class B felony
- More than 3 grams, but within 1000 feet of a school property: Class A felony

Statutes

- Cocaine: Indiana Code Section 35-48-4-6
- Methamphetamine: Indiana Code Section 35-42-4-6.1
- Marijuana: Indiana Code Section 35-48-4-11

Federal Sanctions

The federal system establishes sanctions for possession and distribution of a controlled substance, based on the schedule of the drug and the amount involved. In addition, the statutory sanctions for possession and distribution are subject to the "Sentencing

Guidelines for U.S. Courts.” Imposition of the guidelines may lead to higher offense levels and, thus, stricter penalties than otherwise indicated. Courts must make adjustments in the offense level for victim-related considerations, the defendant’s role in the offense, multiple counts, obstruction, and acceptance of responsibility. The guidelines establish sentences for each offense based on the defendant’s criminal history. Federal penal sanctions range from manufacture, distribution, or trafficking of large amounts of heroin, cocaine, PCP, methamphetamine, Schedule I and II hallucinogens, marijuana, hashish, or any of their derivatives (30 years to life, regardless of the defendant’s criminal history) to possession of any Schedule III-V drug if the defendant has the lowest level of criminal history (0-4 months).

Further, if serious injury or death results from the crime, minimums of up to 10 years (serious injury) and 20 years (death) plus a fine of up to \$4 million may be added. These penalties may be doubled for defendants with past felony drug convictions. Finally, penal sanctions in the federal system are “real time” with reductions in sentences only for good behavior.

For a more detailed list of offenses and sanctions please visit, <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>, Part D: Offenses and Penalties.

Assessing Enforcement Consistency

Caris College seeks to ensure consistent enforcement of sanctions by providing evidence that similar infractions of the College’s policies are treated in a similar manner. Due process of alleged violation of conduct for both employees and students are outlined respectively in the Employee Handbook and school catalog. The Director of Education serves as conduct officer for all student related allegations and the Campus Director consults with the Director of Education on investigations of all employee related allegations. Findings and disciplinary sanctions are determined in accordance with due process and based upon a preponderance of evidence. For the purposes of this biennial report, the table below documents the number of infractions for both students and employees over the last three years.

	Student Alcohol Infractions	Student Drug Infractions	Employee Alcohol Infractions	Employee Drug Infractions
2017	0	0	0	0
2018	0	0	0	0
2019	0	0	0	0

As you can see, there have been zero infractions regarding drugs and alcohol for both students and employees.

Caris College has taken measures to ensure consistency in sanctions across cases by updating the content of and widely distributing the school catalog which is available on the Caris College website. This information is shared with all new students as part of their mandatory New Student Orientation, as well as new employees during their assigned new hire training modules.

Assessing Policy and Program Effectiveness

Assessment of the effectiveness of Caris College's DAAP Program and related policies, is unavailable at this time. This biennial report with description of program elements, assignment of responsibilities, and clarification of goals serves as a baseline for future assessment of effectiveness and continuous improvement.

Measures that have been implemented at Caris to support the future effectiveness of Caris College's DAAPP includes investment in a Panic Button Emergency Notification System for faculty and Campus Administration. Future measures that will continue to be implemented include health and wellness activities for students and employees, as well as incident report training.

This concludes the 2017-2019 DAAPP Biennial Report for Caris College. The next DAAPP review and report will be completed in September of 2021. Posting of the final DAAPP review and report for 2017-19 will be to the college's website by October 1, 2020.

Appendices A - DAAPP Employee Email Notification Template

Caris College Employees –

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such as Caris College to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs by students and employees on its premises and as a part of any of its activities. The College is committed to maintaining a drug-free institution to create a safe and healthy learning and work environment and to assist its students and employees who may have problems with drugs or alcohol. In compliance with the DFSCA, the College provides information to its community covering the following areas:

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- Description of the health risks associated with illicit drug use and alcohol abuse
- Description of drug and alcohol programs that are available to students and employees

Please click [HERE](#) for Caris College’s full Drug and Alcohol Prevention Program information.

For questions, contact:

- Brittany Cottoner, Campus Director – 812.258.9510 ext. 104
- Mandy Hicks, Director of Education – 812.258.9510 ext. 106



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Appendices C - DAAPP Student Email Notification Template

Caris College Students -

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