

# BIENNIAL REVIEW

# 2023



ALCOHOL & OTHER DRUGS  
PREVENTION PROGRAM



## INTRODUCTION

The Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require that institutions of higher education (IHE) such as the Arkansas Colleges of Health Education (ACHE) adopt, implement, and evaluate programs to prevent the misuse or abuse of alcohol and use or distribution of illicit drugs both by university students and employees both on its premises and as a part of any of its activities. At a minimum, each institution of higher education 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, rehabilitation or reentry programs that are available to employees or students.
- 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 conduct a biennial review of its program with the following objectives:

- Determine the effectiveness of the policy and implement changes to the Alcohol and Other Drug (AOD) program if they are needed
- Ensure that the sanctions developed are enforced consistently
- Determine the number of drug and alcohol-related violations and fatalities occurring on the campus, or as part of school activities that are reported to campus officials
- Determine the number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

The Arkansas Colleges of Health Education acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act. The intention of this document is to comply with the legal requirements as set forth by the DFSCA and to discuss prevention and education related programs, initiatives, and activities related to Arkansas Colleges of Health Education's Alcohol and Other Drug Prevention Program during the 2021-2022 and 2022-2023 academic years.

## Biennial Review Process

The members of the Biennial Review Taskforce that have reviewed and provided input include:

- Dr. Don Sefcik, Senior Vice President & Provost
- Laurel Starling-McIntosh, Senior Assistant Dean of Student Affairs
- Barbara Jetton, Vice President of Human Resources
- Amanda Evenson, Executive Director of Student Support Services
- Glenna Gilliam, Director of Financial Aid
- Dr. Kaci Handlery, Assistant Professor of Physical Therapy
- Don Cobb, Chief of Police

The following campus offices and documents provided information for this report:

- ACHE Policy Manual
- ACHE Student Handbook
- Registered Student Organization (RSO) Guidebook
- Employee Handbook
- Office of Campus Police and Security
- Human Resources (HR)
- Office of Student Affairs (OSA)
  - Office of Student Wellness
  - Office of Student Services
    - Student Conduct Data
  - Student Activities Office
    - Student Event Requests

The Biennial Review will be compiled by OSA and will be published online by the end of the third quarter (July – September) every 2 years on the ACHE website. This site is available to students, employees, and the public. Below is a schedule of review periods and publish dates.

AY Reviewed	Report Published
2021 - 2022 & 2022 - 2023	September 2023
2023 - 2024 & 2024 - 2025	September 2025
2025 - 2026 & 2026 - 2027	September 2027

## Campus Environment

It is the policy of ACHE to maintain and promote a safe and healthy environment for its students and employees. Therefore, ACHE policy prohibits the use, manufacture, possession, distribution, or dispensing of drugs, (“controlled substances” as defined in the Controlled Substance Act, 21 U.S.C. 812) alcohol, or tobacco products and vapor products on ACHE property which is used for academic purposes or during ACHE activities by its students, staff, or faculty, regardless of the type of employment. This policy is in effect 24 hours a day, year-round. With the approval of the ACHE President and/or the Chief Executive Officer (CEO) in advance, alcohol may be permitted for special events or circumstances.

ACHE has two apartment complexes adjacent to the campus. *The Residents* consists of 20 buildings, including 164 units. *The Village at Heritage* consists of 3 buildings, including 134 units. *The Village at Heritage* includes 64 unfurnished units and 70 furnished units. In addition to the two complexes, ACHE owns 5 townhomes referred to as *Heritage Creek Townhomes*.

Alcoholic beverages for personal consumption by students over the age of twenty-one (21) are allowed in student housing. Alcohol may not be consumed outside the apartment building or in common areas, except for special events authorized by the ACHE President and/or CEO. Student residents must comply with all state and local alcohol-related regulations.

## Student Training Modules

ACHE partners with a company that specializes in campus prevention modules called *VectorSolutions* to provide online training for all students. The platform automates the compliance, and learners can work at their own pace within the institution's designated timeline. One of the required courses for all ACHE students is *AlcoholEdu for College Students*.

These interactive online programs use the latest evidence-based prevention methods to create a highly engaging user experience, inspiring the learner to make healthier decisions related to alcohol and other drugs. Each student must demonstrate course completion annually.

## Employee Training Modules

ACHE utilizes a platform called *Mineral* for required employee compliance training. The online course, "Substance Abuse Awareness" was recently updated. It provides details/definitions on the different drug classes along with the most common uses/dependencies and signs of abuse. Newly hired employees and employees on an annual basis are required to take the course and pass the associated online test.

## Student Wellness Resources

ACHE employs a full-time Wellness Counselor on campus. The Office of Student Wellness (OSW) can strategically assist students in developing self-awareness and implementing strategies to bolster their sense of well-being. The OSW team also:

- Assesses situations involving students who display concerning behavior
- Connects students with necessary campus and community resources
- Monitors students who have displayed concerning behavior
- Provides consultation and support to campus community members who assist students who display concerning behaviors

In addition, ACHE partners with a company that specializes in student wellness called *Virtual Care Group*. Students enrolled at ACHE have access to confidential 24-hour mental health services. Information on how to access services is maintained in the Office of Student Affairs, on ACHE's website, and posted in strategic locations throughout the campus.

## Employee Wellness Resources

ACHE's Employee Assistance Program (EAP) is provided through *Supportline*. *Supportline* provides services including counseling sessions in-person, online, or telephone or a variety of concerns including substance abuse at no cost to the employee.

The service is available 24/7, 365 days a year. Employees may visit: [www.supportline.com](http://www.supportline.com) or call 1-800-475-3327 and use our group code: "ache" to access services. ACHE's Office of Human Resources reminds employees at least monthly of the EAP service and contact information through campus-wide email communications in the monthly HR newsletter update, "Doses of Information".

## Annual Distributions

Each year ACHE distributes information to all students, faculty, and staff concerning drug and alcohol abuse. This year’s review confirmed how each requirement is communicated.

Annual Distributions		
	Students	Employees
Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities	ACHE Policy Manual	ACHE Policy Manual
A description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;	ACHE Policy Manual	ACHE Policy Manual
A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;	Vector Training Modules	Mineral Training Modules Supportline EAP
A description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students; and	ACHE Policy Manual	ACHE Policy Manual
A clear statement that the IHE will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal 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 required by paragraph (a)(1) of this section.	ACHE Policy Manual	ACHE Policy Manual

## Student Activities

ACHE recognizes social programming as an alternative to alcohol or drugs. The college values the 36 registered student organizations (RSOs). During the 2021-2022 & 2022-2023 academic years there were over 500 student events which included, but were not limited to fundraisers, volunteer opportunities, speakers, and general study body meetings. These on-campus and off-campus events fostered personal and professional relationship building, enriched cultural experiences, cultivated community connections, and supported healthy school-life balance.

## Alcohol at Student Events

Hard alcohol is not permitted at ACHE student events. However, RSOs may request permission from the ACHE President and/or CEO to serve beer and wine at approved ACHE functions. Event publicity and promotion, including all social media (hashtags, etc.) cannot encourage the consumption of alcohol. ACHE/RSO funding should not be used to purchase alcohol and individuals are not permitted to bring their own alcoholic beverages to an event.

Events must have a start and end time. The maximum length of events will be four (4) hours, during which no more than three (3) beverages may be served to any individual. A drink is defined as a 5 oz. serving of wine or 12 oz. serving of beer. Alcohol may not be offered as prizes for student events and drinking contests are not allowed. Below are events that were approved to serve alcohol.



Academic Year	Event	Preventative Measures
2021-2022	Winter Semi-Formal Dance	On-Site Security Safe Driver Program Drink Limit for Beer and Wine
2021-2022	Sigma Sigma Phi Honors Banquet	On-Site Security Limited Beer & Wine only for 30 minutes prior to dinner
2021-2022	ARCOM Awards Banquet	On-Site Security Limited Beer & Wine only for 1 hour prior to dinner
2022-2023	Winter Semi-Formal Dance	On-site Security Safe Driver Program Drink Limit for Beer and Wine
2022-2023	ARCOM Awards Banquet	On-Site Security Limited Beer & Wine only for 1 hour prior to dinner

Student sponsored events that have been approved by the ACHE President and/or CEO to serve alcohol may be required to implement the following precautions:

- **Wristband system to limit the number of drinks per person**
  - Approved events will receive wristbands with the number of tabs corresponding to number of hours of the event.
    - 1 hour – 1 tab
    - 2 hours – 2 tabs
    - 3 hours – 3 tabs
    - 4 hours – 3 tabs
  - Wristbands are only given to those attendees that can show proof of being 21 or older.
  - Students who arrive at the beginning of an event will receive the full set of tabs available. However, students who arrive late will be issued a wristband with only the number of tabs that correlates to the remaining time of the event. (e.g., if the student arrives at 10PM and the event ends at 11PM, they will only receive one tab)
  
- **On-site police officers**
  - ACHE police will be present during the entirety of an event.
  - Sponsoring students should plan for one officer per 75 guests expected.
  - Police officers receive an hourly fee that will be charged to the RSO.
  
- **Event Hosts**
  - The sponsoring student(s) must designate “Event Hosts”. There should be one Event Host per 75 expected guests. Hosts should not consume any alcohol and are responsible for proper management of events including, but not limited to:
    - Being present for the entire event
    - Assisting ACHE personnel performing regular event checks
    - Issuing or supervising the issuance of wristbands which must be worn by attendees who are of age to drink
    - Assisting ACHE personnel to ensure attendees are practicing safe drinking

- **Safe driver program**
  - The sponsoring student(s) of an approved event are responsible for promoting and accumulating safe drivers for any ACHE student event that has alcohol. The sponsoring student(s) are responsible for reporting the ‘safe drivers’ to the Office of Student Affairs a minimum 24 hours before the event.
    - Drivers must sign a release form
    - Riders must sign a release form
    - Drivers will be compensated by the RSO for each trip made by the driver (each person in the vehicle must wear a seatbelt)

## Standardization of Intervention

In an effort to consistently mitigate excessive drinking, the following guidelines may be followed. Violations will be determined by observation(s) and investigation(s) by ACHE official(s). At the conclusion of all events, the attending ACHE officials will meet to assign agreed upon point values. Anyone who is visibly intoxicated when arriving to, or attending an event, may be asked to leave.

Violation	Points
Arriving to event with physical signs of inebriation but leaves willingly	1
Brings or has possession of outside alcohol	2
Physical signs of inebriation	2-3
Disruptive behavior	1-3
Physical signs of inebriation and unwilling to leave the event when asked	3
Fighting, aggression or unwillingness to cooperate	3

ACHE officials may follow the recommendations below or use their best judgement on an appropriate intervention (e.g.,: this is not the first occurrence of unprofessional behavior):

- **1 Point:**
  - Students will meet with the Senior Assistant Dean of Student Affairs to discuss behavior and professionalism.
- **2 Points:**
  - Students will meet with the Senior Assistant Dean of Student Affairs and the applicable Dean/Program Director. Students may be required to complete an AlcoholEdu course and schedule a meeting with the ACHE Wellness Counselor.
- **3+ Points:**
  - Students will be referred to the applicable Student Conduct Committee (SCC) for determination of sanctions.

## Screenings

ACHE may conduct random drug and alcohol screening on all students, staff, and faculty. ACHE reserves the right to require drug or alcohol testing on any student/employee when reasonable suspicions exist. Refusal or failure to submit to screening may result in disciplinary action up to and including dismissal or termination. Students found to have positive screening tests for illicit substances or prescription medications without a valid prescription will be referred to the applicable Student Conduct Committee.

## Student Sanctions

ACHE is bound to take all appropriate actions against violations of the law, which may include arrest, referral for legal prosecution, or requiring the individual to participate in and satisfactorily complete an approved alcohol, tobacco, or drug abuse assistance or rehabilitation program. Students may receive alternate or additional sanctions for drug or alcohol related violations or offenses.

If a student is found in violation of Professional Codes, Codes of Student Conduct, Academic Responsibility, or ACHE policies and procedures, one or more of the following sanctions may be imposed. The list is not exclusive of other actions that may be directed by the Dean or other administrative authority.

- Expulsion
- Suspension
- Temporary Suspension
- Final Disciplinary Probation
- Probation
- Probation with Conditions
- Disciplinary Warning
- Verbal Warning
- Fines
- Restitution
- Restriction or Revocation of Privileges
- Counseling Intervention
- Other Appropriate Actions

## Employee Progressive Discipline

All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Progressive disciplinary action, up to dismissal/termination, may be imposed for unacceptable conduct.



## Statistics

A summary of the violations and resulting sanctions are cited below. This includes both students and faculty/staff.

<b>Conduct Violations</b>			
Violation	Sanction Issued	Number	Location
<b>2021-2022</b>			
Alcohol	Verbal Warning	0	N/A
	Written Warning/ Probation	0	N/A
	Expulsion/Suspension	0	N/A
	Other	0	N/A
Drugs	Verbal Warning	0	N/A
	Written Warning/ Probation	0	N/A
	Expulsion/Suspension	0	N/A
	Other	0	N/A
<b>2022-2023</b>			
Alcohol	Verbal Warning	0	N/A
	Written Warning/ Probation	0	N/A
	Expulsion/Suspension	0	N/A
	Other	0	N/A
Drugs	Verbal Warning	0	N/A
	Written Warning/ Probation	0	N/A
	Expulsion/Suspension	0	N/A
	Other	0	N/A

<b>Fatalities</b>		
Fatality Cause	Number	Location
<b>2021-2022</b>		
Alcohol	0	N/A
Drugs	0	N/A
<b>2022-2023</b>		
Alcohol	0	N/A
Drugs	0	N/A

## Program Effectiveness Review

ACHE's violations relating to alcohol and other drugs indicate that the current policies and processes appear to be satisfactory. The biennial report from 2021 resulted in developing guidelines to standardize the process of referring students for sanction when they have had too much alcohol to drink. While event chaperones may still use their best judgement, the guidelines provide more consistency.

The required annual distribution of materials concerning drug and alcohol abuse was reviewed and confirmed to meet federal regulations. ACHE continues to evaluate and expand the resources available for students, faculty, and staff relating to drug and alcohol awareness.