

CHATTAHOOCHEE TECHNICAL COLLEGE

DRUG AND ALCOHOL AWARENESS AND PREVENTION PLAN

In order to adhere to requirements and standards as set by the Higher education Act of 1965, the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act of 1988, CTC has developed a comprehensive drug and alcohol awareness and prevention plan.

Plan Objectives

- **Inform** – Students and Employees about policies regarding the use of drugs and alcohol, as well as the legal implications and consequences.
- **Educate** – Students and Employees about the effects of drug and alcohol abuse on overall health, wellness, and social wellbeing.
- **Support** – Students and Employees struggling with drug and alcohol related issues by having referral services information and designated staff available for counsel.
- **Maintain** – A drug and alcohol free environment by informing, educating, and supporting students and employees.

Categories and Strategies

1. Awareness and Information: Media campaigns, social marketing, public information, large-scale events.
 - a. Student Handbook
 - b. Employee handbook
 - c. Website
 - d. Campus Television monitors
 - e. Student Centers
2. Targeted and Environmental Approach: Focus on the campus atmosphere, emphasis on specific audiences, including sub-populations or high-risk groups.
 - a. Flyers/brochures in student centers
 - b. New student orientation
 - c. New employee orientation
3. Peer Based Initiatives: Student led initiatives, peer education, advising.
 - a. One event per semester (fall and spring)
4. Training: Efforts for faculty, staff, students, campus leaders, others.
 - a. Annual in-service for employees
 - b. Staff Development training offered through HR year round
 - c. Training offered through Counseling Services as needed
5. Support Services: Support groups, counseling, and referral.
 - a. Counseling with Student Assistance Programs for student
 - b. Counseling with Human Resources and/or Counselor for employees

- c. Referral to appropriate agency if needed
6. Staffing and Resources: Professional personnel, position description, libraries, electronic services.
 - a. Student Assistance Program for students
 - b. Human Resources for employees
 - c. Library
7. Policies and Implementation: Policy development, procedures, dissemination, and policy review.
 - a. Employee Handbook
 - b. Student Handbook
 - c. College catalog
 - d. College website
8. Enforcement: Police role, discipline process, campus judicial system.
 - a. Employee Handbook
 - b. Student Handbook
9. Assessment and Evaluation: Needs assessment, instrumentation, quantitative and qualitative approaches, research findings, dissemination.
 - a. Annual student questionnaire

Schedule of Activities

Year Round and On-going:

- Information on Drug and Alcohol Awareness and Prevention is disseminated via:
 - College Catalog
 - Website (Student Consumer Information)
 - Student Email
 - Employee Handbook
 - Student Handbook
 - New Student Orientation
 - New Employee Orientation
- Student Assistance Program is available for counseling, support, and referral

Fall Semester:

- Email to all students regarding CTC standards of conduct regarding the use of drugs and alcohol, description of consequences of unlawful possession, use, or distribution of drugs and alcohol on school property, description of drug and alcohol counseling, treatment, or rehabilitation programs available, description of health risks associated with the use of illicit drugs and alcohol, and a clear statement that the College will impose sanctions on students who violate the standards of conduct
- Staff Development training for faculty and staff on Drug and Alcohol Awareness and Prevention
- Student Activities hosts awareness activity during Red Ribbon Week

Spring Semester:

- Employee Drug and Alcohol Survey
- Student Drug and Alcohol Survey
- Student Activities hosts awareness event
- In-Service Session for employees on Drug and Alcohol Awareness and Prevention

Biennial Review

A Biennial Review of the Drug and Alcohol Abuse Prevention Program will be conducted to determine program effectiveness and consistency of enforcement, as well as identify and implement changes when appropriate. Additionally, the Biennial Review ensures that the campuses enforce the disciplinary sanctions for violating standards of conduct consistently. The Vice President of Student Affairs will be responsible for implementation and review of the college's Drug and Alcohol Abuse Prevention Program.