INTRODUCTION

In compliance with Drug Free Schools and Campuses Regulations [EDGAR Part 86], a meeting was held on November 20, 2012, at the Director of Financial Aid office to conduct a Biennial Review of the effectiveness of the Prescott College’s alcohol and other drug (AOD) programs and the consistency of policy enforcement.

The Biennial Review meeting was chaired by Sophia Andali, the Director of Student Life.

Participants included Carla Rellinger, Mary Frances Causey, and Sophia Andali. This group will be referred to herein as the Biennial Review Committee, or BRC.

The BRC utilized the “Complying with the Drug-Free Schools and Campuses Regulations” manual (http://www.higheredcenter.org/files/product/dfscre.pdf) was utilized for reference.

Meeting notes were taken and final report was prepared by Sophia Andali.
OBJECTIVES

As outlined by the U.S. Department of Education’s Complying with the Drug-Free Schools and Campuses Regulations manual, the Biennial Review Committee has two essential tasks:

1) To determine the effectiveness of, and to implement any needed changes to, the alcohol and other drug education and prevention program

2) To determine the number of drug and alcohol-related violations and fatalities (if any) that have occurred at Prescott College and to ensure that the number and type of disciplinary sanctions imposed as a result of drug and alcohol-related violations and fatalities on the school’s campus are consistently enforced.

To facilitate this task, the Biennial Review Committee utilized the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist.

The results of the checklist review and discussion are provided in this report.

PART 86, DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS COMPLIANCE CHECKLIST

1. Does the institution maintain a copy of its drug prevention program?  
   If yes, where is it located?  On line at www.Prescott.edu website

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following? Yes distributed annually via e-mail and web site posting and is available on different locations around campus.

   a) Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities.  
      Students:  Yes  
      Staff and Faculty:  Yes

   b) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.  
      Students:  Yes  
      Staff and Faculty:  Yes

   c) A description of applicable legal sanctions under local, state, or federal law.  
      Students:  Yes  
      Staff and Faculty:  Yes

   d) A description of applicable counseling, treatment, or rehabilitation or re-entry programs.
Students: Yes
Staff and Faculty: Yes

e) A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions.
Students: Yes
Staff and Faculty: Yes

The following information is presented to the students, faculty, and staff of Prescott College, in order to advise all members of the College community on the policies and programs that exist for alcohol and other drug issues.

Program Description

The alcohol and drug education and prevention program at Prescott College consists of annually informing students, staff and faculty, of the following:

- Information on the prevention of drug and alcohol abuse;
- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of drugs and alcohol by students and employees on the school’s property, or as part of the school’s activities;
- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs available to students and employees;
- A description of the health risks associated with the use of illicit drugs and alcohol; and
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment, and referral for prosecution.

3. Are the above materials distributed to students in one of the following ways?

   a) Mailed to each student (separately or included in another mailing)
   b) Through campus post office boxes
   c) Class schedules which are mailed to each student
   d) During freshman orientation
   e) During new student orientation
   f) In another manner (describe)

   Our Institution currently distributes via option e

4. Does the means of distribution provide adequate assurance that each student receives the materials annually?

Comments: Yes, in addition there are programs and events throughout the academic year where information is given to students on the policies and procedures.
5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?

Comments: Yes, during programs and events, information is distributed.

6. Are the above materials distributed to staff and faculty in one of the following ways?

   a) Mailed
      Staff: No
      Faculty: No

   b) Through campus post office boxes
      Staff: Yes
      Faculty: Yes

   c) During new employee orientation
      Staff: Yes
      Faculty: Yes

   d) In another manner (describe)
      Staff: Email
      Faculty: Email

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually?

   Students: Yes
   Staff and Faculty: Yes

Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?

   Students: Yes
   Staff and Faculty: Yes

8. In what ways does the institution conduct Biennial Reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

   a) Conduct student alcohol and drug use survey
   b) Conduct opinion survey of its students, staff, and faculty
   c) Evaluate comments obtained from a suggestion box
   d) Conduct focus groups
   e) Conduct intercept interviews
f) Assess effectiveness of documented mandatory drug treatment referrals for students
g) Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
h) Other (please list) —

The Institution has chosen to conduct the biennial review utilize the following method(s):

Students: g

Staff and Faculty: g

10. Who is responsible for conducting these Biennial Reviews?

Name: __________________________ Sophia Andali

Title: ____________ Director of Student Life

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the Biennial Review?

Yes
If Yes, please provide the date: ______ No Request has been made as of yet ______

12. Where is the Biennial Review documentation located?

Name: __________________________ Sophia Andali

Title: ____________ Director of Student Life

Department: ____________ Student Life Center

Phone: __________________________ 928-350-1001

E-mail: ____________ sophia.andali@prescott.edu
COMMITTEE DISCUSSION

In addition to completing the Part 86, Drug-Free Schools and Campuses Regulations Compliance Checklist, Committee members addressed each of the discussion questions below and provided information pertinent to these items.

A) What are the current alcohol and other drug programs (policy, enforcement measures, prevention, and intervention activities) in place at The Art Institute of Salt Lake City and are they effective in preventing and reducing the illegal use of alcohol and other drugs on campus?

Student Alcohol and Other Drug Policies and enforcement

Our Student Conduct Policy is distributed to all students by way of Student Handbook, internet. Drug and alcohol policies are clearly defined, conduct procedures and potential sanctions are outlined. Sanctions administered to students for a violation of campus alcohol or drug policies may include educational programming, warning letters, probation, and removal from Student Housing, suspension or expulsion depending upon severity and/or number of incidents. The Director of Student Life oversees the enforcement the Conduct policy.

Employee Alcohol and Other Drug Policies and enforcement

The college’s drug and alcohol policy is distributed to all faculty and staff in their respective handbooks, campus email, HR training annually. The Drug and alcohol policy is clearly defined; conduct procedures and potential sanctions are outlined and consistently enforced. Sanctions administered to employees for violation of the drug and alcohol policy may include resource referral, warning, job probation, or termination depending on severity and/or number of incidents. The Human Resources Co-Directors oversee the enforcement of the College’s employee drug and alcohol policy.

Alcohol and other Drug prevention programs:

<table>
<thead>
<tr>
<th>Date</th>
<th>Program Title</th>
<th>Description</th>
<th>Location</th>
<th>Comments on effectiveness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>“Sex, Drugs, &amp; Rock N Roll Talk”</td>
<td>During orientation, the school counselor discusses with students the effects of alcohol and drugs, and how they affect a safe learning environment. The housing manager and the Director of Student Life communicate the college policies and explain the disciplinary procedures.</td>
<td>Crossroads</td>
<td>This is an effective program which introduces students to the College expectations and their responsibilities. More programming throughout the year is needed. Campus wide</td>
</tr>
<tr>
<td>Fall 2010</td>
<td>“Sex, Drugs, &amp; Rock N Roll Talk”</td>
<td>During orientation, the school counselor discusses with students the effects of alcohol and drugs, and how they affect a safe learning environment. The housing manager and the Director of Student Life communicate the college policies and explain the disciplinary procedures.</td>
<td>Crossroads</td>
<td>While this is a great introduction to the policies and expectations for the students, more programming throughout the year is needed.</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>“Sex, Drugs, &amp; Rock N Roll Talk”</td>
<td>During orientation, the school counselor discusses with students the effects of alcohol and drugs, and how they affect a safe learning environment. The housing manager and the Director of Student Life communicate the college policies and explain the disciplinary procedures.</td>
<td>Crossroads</td>
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<td>Crossroads</td>
<td>While this is a great introduction to the policies and expectations for the students, more programming throughout the year is needed.</td>
</tr>
</tbody>
</table>

**Counseling**

Students experiencing personal issues including alcohol or other drug issues are encouraged to seek help. The College has a Counselor on campus to provide at no extra cost to students confidential professional counseling. In
addition, the counselor may refer a student for limited visits with an area network mental health provider or assist
the student with locating appropriate alcohol and other drug resources within the community.

In reviewing the current alcohol and other drug programs in place at our institution we noticed:

Comments: More programming needs to take place where local organizations (Counseling Services, Police
department) can provide more extensive training to students. We plan to reach out to local services in order to
establish events like that. With new housing facilities the housing department will be performing more events
and activities in reference to alcohol and drug education.

B) Are the current disciplinary sanctions in place for conduct violations with regard to alcohol and other drug
use at Prescott College consistently enforced?
Yes

If No, please describe the campus’s action plan for improvement:

Alcohol and Other Drug Violations as listed in Clery Campus Crime Report

The chart below details Liquor Law and other drug arrests and Liquor Law and other drug conduct referrals that
occurred during calendar years 2010 and 2011 at Prescott College as reported in Prescott College 2012 Campus
Crime report.

<table>
<thead>
<tr>
<th>2012 Clery Report Actions</th>
<th>2010 On Campus</th>
<th>Non-Campus</th>
<th>2011 On Campus</th>
<th>Non-Campus</th>
<th>Total</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Liquor Law Conduct Referral</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Drug Arrests</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Drug Conduct Referral</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total AOD</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

All Alcohol and Other Drug Policy Violations
The chart below details all alcohol and other drug policy violations that occurred at Prescott College for the
calendar years 2010 and 2011.

<table>
<thead>
<tr>
<th>All AOD Student Conduct Violations</th>
<th>2010 Campus</th>
<th>2010 Non-Campus</th>
<th>2011 Campus</th>
<th>2011 Non-Campus</th>
<th>Total</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Policy</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Drug Policy</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total AOD</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>AOD Related</td>
<td>2</td>
<td>0</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Fatalities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Student Alcohol and Other Drug Policy Violation Sanctions**
The chart below details the conduct sanctions issued for alcohol and other drug policy violations that occurred at Prescott College for the calendar years 2010 and 2011. Please note that multiple sanctions for policy violations do frequently occur and are reflected in the chart numbers below.

<table>
<thead>
<tr>
<th>Student AOD Conduct Sanctions</th>
<th>Alcohol</th>
<th>Other Drug</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Taken</td>
<td>2010</td>
<td>2011</td>
<td>2010</td>
</tr>
<tr>
<td>Written Warning or Probation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Educational programming</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Referral to treatment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Removal from Student housing</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Suspend/Expel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

In reviewing the outcomes of students sanctioned for violating our drug and alcohol policies, we noticed

Comments: No comment, no violations presently. Students follow the policy both on campus and in housing.

**Employee Alcohol and Other Drug Policy Violations**
The chart below details all alcohol and other drug policy violations that occurred at Prescott College for the calendar years 2010 and 2011.

<table>
<thead>
<tr>
<th>All Employee AOD Violations</th>
<th>2010</th>
<th>2011</th>
<th>Total</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Policy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Drug Policy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total AOD</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>AOD Related campus Fatalities</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Employee Alcohol and Other Drug Policy Violation Sanctions
The chart below details the conduct sanctions issued for alcohol and other drug policy violations that occurred at Prescott College. Please note that multiple sanctions for policy violations do frequently occur and are reflected in the chart numbers below

<table>
<thead>
<tr>
<th>Sanctions</th>
<th>Alcohol 2010</th>
<th>Alcohol 2011</th>
<th>Other Drug 2010</th>
<th>Other Drug 2011</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Taken</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Warning or Probation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Resource Referral</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Referral to treatment</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Job Termination</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

In reviewing the outcomes of employees sanctioned for violating our drug and alcohol policies we noticed

Comments: No comments, no violations

C) Looking to the future, what new ideas, strategies and/or partnerships could Prescott College pursue in order to more effectively address the illegal use of alcohol and other drugs on campus?

Based on the results of our biennial review we could improve our current alcohol and drug education and prevention program by implementing programs for faculty and staff and extensive programming for students on the effects of alcohol and drugs. Increase programming in the Housing and Residence Life department and programming for Keno Center, field trips, Tucson Center.

Please determine your own campus’ needs, but to jog your brain, here are some examples of program improvements:

- It is recommended that more programs be outsourced or collaborated on, bringing in knowledgeable speakers and presenters to campus to allow the college community to hear an alternative, different voice.
- Create a visible area for displaying drug and alcohol brochures and resource information on campus.
- Update our orientation program to include more alcohol and drug education and prevention programming.
- Review programs more frequently so this isn’t just an every two year project.
- Get students involved in suggesting topics and participating in planning interesting AOD programming in order to improve student awareness.

Improvements:
THE FINAL BIENNIAL REVIEW COMMITTEE MEETING ENDED ON DECEMBER 20, 2012.

As part of this review we incorporate Prescott College’s Student Conduct Policy, Employee Alcohol and Other Drug Policies and 2010 and 2011 Drug-Free Schools and Communities Act Annual Reports.

Date: 1/29/15

Kristin R. Woolever
President, Prescott College