



LABETTE
COMMUNITY
COLLEGE

**Biennial Review Report of
Institutional Compliance**

Drug-Free Schools and Communities Act

Period of Review:
Fiscal Years 2021 and 2022

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Labette Community College
Drug-Free Schools and Campuses Regulations [EDGAR Part 86]
Alcohol and Other Prevention Certification

Labette Community College has conducted a Biennial Review of its Drug and Alcohol Abuse Prevention Program. The period of review is from July 2020 through June 2022. The review committee met on July 29th.

The Biennial Review Report will be maintained by the Vice President of Student Affairs and Human Resource Director.

Approved:



Mark Watkins, Ed.D.
LCC President

8.16.22
Date



Tammy L. Fuentez
Vice President of Student Affairs

8/16/2022
Date



Janice Every
Human Resource Director

8-16-22
Date

Background

The Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education (IHEs), such as Labette Community College, to conduct a biennial review of their Alcohol and Other Drug (AOD) programs and policies with the following objectives:

- To determine the effectiveness of the AOD prevention program and to identify any needed changes that need to be implemented.
- To ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently.

The Biennial Review must also include data relevant to:

- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as a part of their activities that are reported to campus officials; and
- The number and type of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

In order to certify its compliance with the 34 CFR Part 86, the College must:

- Adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities.
- Develop a sound method for annually distributing the policy to every student and employee.

The Biennial Review includes the following elements:

1. Description of the Biennial Review Process, including committee members
2. Procedures for distributing the Annual AOD Notification to students and employees
3. Violations and Sanctions
4. Programming and Resources
5. Summary of AOD Program strengths and weaknesses
6. Recommendations
7. Compliance Checklist (EDGAR, Part 86)
8. Copies of the policies distributed to students and employees

Biennial Review Process and Committee

The Labette Community College Biennial Review Committee convened in Summer 2022 to conduct the Fiscal Year 2021 and 2022 Biennial Review. The Vice President of Student Affairs and Human Resource Director provide primary oversight for prevention education, policy and procedure development, and enforcement.

Members of the Biennial Review Committee include:

- Vice President of Student Affairs
- Human Resource Director
- Vice President of Academic Affairs
- Facilities Director
- Financial Aid Director
- Athletic Director
- Case Manager
- Student Life Specialist

Members of the Committee conducted the Review in compliance with the requirements of the Drug-Free Schools and Communities Act and related regulations. The process is intended to be an institution-wide review of the effectiveness of the Labette AOD-related programs, policies, and procedures. The review examined:

1. The Higher Education Amendments of 1998, (P.L. 105-244)
<https://www.congress.gov/105/plaws/publ244/PLAW-105publ244.pdf>
2. The Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226)
<https://www.congress.gov/101/statute/STATUTE-103/STATUTE-103-Pg1928.pdf>
3. U.S. Department of Education, *Complying with the Drug-Free Schools and Campuses Regulations*,
<https://safesupportivelearning.ed.gov/sites/default/files/hec/product/dfscr.pdf>
4. Compliance Checklist, EDGAR part 86
5. Related student and employee policies and procedures
 - Policy 2.05 Drug, Alcohol, and Controlled Substance
 - Procedure 2.05 Drug and Alcohol Abuse/Prevention
 - Policy 2.09 Use of Tobacco/Nicotine/Vaping Products
 - Procedure 2.09 Use of Tobacco/Nicotine/Vaping Products
 - Policy 2.10 Alcohol Exemption
 - Procedure 2.10 Alcohol Exemption
 - Policy 2.16 Performance Improvement Counseling
 - Procedure 2.16 Performance Improvement Counseling
 - Policy 4.08 Student Code of Conduct
 - Procedure 4.08 Student Code of Conduct
6. Labette Community College Catalog
7. Labette Community College Annual Campus Security and Fire Safety Report

8. Labette Community College Annual Notification processes and related documentation for students and employees identifying standards of conduct, policies, laws, types of violations, health risks, and sanctions

The intention of this document is to meet the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) for conducting a Biennial Review.

Annual Notification Process

In June 2022, Labette Community College developed a notice that is sent to students and employees.

Student

Process Owner: Vice President of Student Affairs

Distribution Schedule: Distributed monthly to new students

Distribution Cohort: All currently enrolled students

Documents: INSERT webpage address of notice

Review Schedule: Biennially, even years or as policies and procedures are updated

Distribution Method: Handout during August New Student Orientation; Email to All Students in early September, early February, and mid-June; Email to newly enrolled students in all other months; Posted on Labette Community College website.

Staff

Process Owner: Human Resource Director

Distribution Schedule: Yearly and as a part of new employee orientation

Distribution Cohort: Active employees

Documents: INSERT webpage address of notice

Review Schedule: Biennially, even years or as policies and procedures are updated

Distribution Method: Email to all staff; Provided during New Employee Orientation.

Labette Community College's notice and process for distributing meets the requirements of the Drug-Free Schools and Campus Regulations.

Violations and Sanctions

The data below has been reported in the Jeanne Cleary Annual Security Report for Labette Community College. The full report can be found at <http://www.labette.edu/about/2021-LCC-Annual-Security-Report.pdf>.

Main Campus, 200 South 14th Street, Parsons, KS 67357

Arrests and Disciplinary Referrals	Year	On-Campus Property	Villas	Non-Campus Property	Public Property
Arrests: Drug Abuse Violations	2019	0	0	0	3
	2020	0	0	0	3
	2021	0	0	0	7
Disciplinary Referrals: Drug Abuse Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Arrests: Liquor Law Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	2
Disciplinary Referrals: Liquor Law Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

Cherokee Center

Arrests and Disciplinary Referrals	Year	On-Campus Property	Non-Campus Property	Public Property
Arrests: Drug Abuse Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Arrests: Liquor Law Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0
Disciplinary Referrals: Liquor Law Violations	2019	0	0	0
	2020	0	0	0
	2021	0	0	0

Programming and Resources

Labette Community College strives to provide a supportive environment for its students and employees. LCC is committed to a drug and alcohol-free campus.

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator at <https://findtreatment.samhsa.gov>

Alcohol assessments and personal counseling are available to currently enrolled students and employees through the Labette Center for Mental Health by contacting the Vice President of Student Affairs at 620-820-1268 or Case Manager at 620-820-1254. Students can receive at least three free sessions at the Labette Center for Mental Health or work with the Case Manager on campus.

Through the College Success Skills course, new students gain information on substance abuse prevention as a part of the curriculum. In addition, through Procedure 2.05 (Drug/Alcohol Abuse Prevention), the college shares the following websites to provide additional drug and alcohol abuse and prevention information:

www.abovetheinfluence.com

www.ncadd.org

www.itmattersks.org

www.drugabuse.gov

www.niaaa.nih.gov

On occasion, the Student Life Department provides programming that includes speakers on the alcohol and drug abuse prevention or activities such as a “drunk driving” simulator. During the Cardinal Business Showcase, the local mental health center has provided information at a booth regarding services to assist students.

Drug Testing occurs as a part of policy and procedure within the Athletic Department. LCC Policy 4.13 states:

Labette Community College strives to provide a safe and healthy playing environment for all participants involved in athletics. As part of our efforts to accomplish this, Labette Community College reserves the right to perform random drug testing, reasonable suspicion drug testing, and pre-participation drug screening deemed necessary. By performing drug testing Labette Community College is better able to provide a safe and fair playing environment, deter the use of NJCAA banned substances, be able to identify individuals who possibly have a substance abuse problem, and help the individual to access professional treatment. Testing is also mandated by the NJCAA and LCC will ensure athletes are in compliance with NJCAA rules. Drug testing will also enhance the role model perceptions of student athletes in the community. LCC drug testing serves as an education tool to help students learn the harmful effects of illegal drugs.

Labette Community College Policy 4.16 addresses drug testing for health science students and workforce education allied health students. It is the policy of Labette Community College that students who enroll in health science programs or Workforce Education allied health courses submit to drug

and/or alcohol testing when required by a clinical facility, a specific healthcare program policy, or as directed by a reasonable cause event.

The Human Resource Department is responsible for the administration of policies, procedures, and services to employees of the college. Communications are distributed to all full-time and part-time employees, including information related to alcohol and other drug use prevention and treatment programs options as offered through LCC's Employee Assistance Program.

Employees who have been designated as Campus Security Authorities (CSA) receive training each fall semester (or when hired) regarding crimes and offenses they must report. The Emergency Response Team members are trained in First Aid and CPR.

Summary of Alcohol and Drug Program Strengths and Weaknesses

Strengths

- Resources for assistance available including free counseling on campus and at local mental health center
- Strong relationship with the Parsons Police Department
- Collaborative relationship with Labette Center for Mental Health
- College advertises in the Law Publications "Drug Abuse" guide and distributes the guide on campus
- Consistent enforcement of standards of conduct
- Strong system for documenting violations and sanctions

Weaknesses

- Programming is not robust with limited awareness and educational efforts
- No funds specifically budgeted for programming
- Campus safety/security resources limited
- Athletic Department has not completed testing due to the pandemic and limited hospital staffing since spring 2020
- State legislature may legalize both medical and recreational marijuana which will impact testing

Recommendations

- Implement programming for students at least once a semester
- Utilize SafeColleges Training for employees on alcohol and drug abuse in the spring semester
- Survey students as a part of the next Campus Climate Survey in regards to drug and alcohol information
- Provide educational materials to employees and students on alcohol and drug abuse
- Increase signage on alcohol and drug abuse
- Purchase NARCAN and train staff on how to use in case of an overdose on campus

Compliance Checklist



LABETTE COMMUNITY COLLEGE

EDGAR, Part 86 Compliance Checklist

- 1. Does the institution maintain a copy of its drug prevention program?** Yes No
If yes, where is it located? Policy and Procedure 2.05, LCC 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?**
- 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 No Staff and Faculty: Yes No
- b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol:**
Students: Yes No Staff and Faculty: Yes No
- c. A description of applicable legal sanctions under local, state, or federal law:**
Students: Yes No Staff and Faculty: Yes No
- d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs**
Students: Yes No Staff and Faculty: Yes No
- e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions**
Students: Yes No Staff and Faculty: Yes No
- Any comments or clarifications on items 2.a. – 2.e.?**
- 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)** Yes No
- b. Through campus post offices boxes** Yes No

- c. Class schedules which are mailed to each student Yes ___ No X
- d. During freshman orientation Yes ___ No X
- e. During new student orientation Yes ___ No X
- f. In another manner (describe) Yes X No ___
 If yes, describe: The annual notification will be emailed to students' individual Labette email accounts and will be posted to the College website. This process will be conducted monthly, targeting new enrollees to ensure that students who enroll after the initial distribution date receive the information.

Any comments or clarifications on items 3.a. – 3.f.?

4. Does the means of distribution provide reasonable assurance that each student receives the materials annually?
 Yes X No ___
5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution?
 Yes X No ___
6. Are the above materials distributed to staff and faculty in one of the following ways?
- a. Mailed
 Staff: Yes ___ No X Faculty: Yes ___ No X
- b. Through campus post office boxes
 Staff: Yes ___ No X Faculty: Yes ___ No X
- c. During new employee orientation
 Staff: Yes X No ___ Faculty: Yes X No ___
- d. In another manner? Yes X No ___
 If yes, describe: The Annual Notification will be emailed to staff and faculty's Labette email account and will be posted to the College website. The information is also provided to new employees via the new employee orientation.

Any comments or clarifications on items 6.a. – 6.d.?

7. Does the means of distribution provide reasonable assurance that each staff and faculty member receives the materials annually?
 Staff: Yes X No ___ Faculty: Yes X No ___
8. Does the institution's distribution plan make provisions for providing these materials to staff and faculty who are hired after the initial distribution?
 Staff: Yes X No ___ Faculty: Yes X No ___

9. 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 Yes ___ No X

b. Conduct opinion survey of its students, staff, and faculty
Students: Yes ___ No X Staff and Faculty: Yes ___ No X

c. Evaluate comments obtained from a suggestion box
Students: Yes X No ___ Staff and Faculty: Yes X No ___

d. Conduct focus groups
Students: Yes ___ No X Staff and Faculty: Yes ___ No X

e. Conduct intercept interviews
Students: Yes ___ No X Staff and Faculty: Yes ___ No X

f. Assess effectiveness of documented mandatory drug treatment referrals for students and employees
Students: Yes ___ No X Staff and Faculty: Yes ___ No X

g. Assess effectiveness of documented cases of disciplinary sanctions imposed on students and employees
Students: Yes ___ No X Staff and Faculty: Yes ___ No X

Any comments or clarifications on items 9.a. – 9.g.?

10. Who is responsible for conducting these biennial reviews? Vice President of Student Affairs

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 ___ No ___ Has not been requested

12. Where is the biennial review documentation located?
Tammy Fuentez, Vice President of Student Affairs, 620-820-1268, tammyf@labette.edu
Janice Every, Human Resource Director, 620-820-1234, janicec@labette.edu
LCC Website

13. Comments or clarifications on any items above:

Annual Notifications to Students and Employees

Dear Labette Community College Student,

The United States Department of Education regulations require this **ANNUAL NOTIFICATION** to all students and employees. Please take a few minutes to review this important material.

Labette Community College Policy 2.10 Drug, Alcohol, and Controlled Substance

The College supports and endorses the Federal Drug-Free Workplace Act of 1988 (Public Law 100-690, Sec. 5151 et. seq.) and the Drug-Free Schools and Communities Act amendments of 1989 (Public Law 101-226).

Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by an employee or student on College property, as part of any College activities, or while operating and traveling in a college owned or leased vehicle is prohibited. College employees and students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages, illegal drugs or while impaired by the use of prescription medications.

Alcohol can be served at select events in accordance with the provisions of Policy and Procedure 2.10 Alcohol Exemptions.

Under Public Law 100-690, Sec. 5151 et. seq., an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

Under Public Law 100-226, the College will maintain a procedure to annually distribute to all employees a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

An employee who violates this policy shall be subject to appropriate disciplinary action as outlined in Policy and Procedure 2.16 Performance Improvement.

Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to sanctions outlined in the Student Code of Conduct Policy and Procedure 4.08.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

1. A copy of this policy;

2. A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
3. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

Definition of Terms:

1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long-term basis.
2. "Alcoholic beverages" means beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not controlled by the College and are not included in this definition.

Procedure 2.05 Drug, Alcohol, and Controlled Substance (Employee-specific items removed)

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Labette Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol (as defined in these Acts and Kansas law) by a student or employee on college property or at any college event or activity.

Residence halls, student clubs and organizations may impose additional restrictions.

Student Sanctions

Students who violate this policy are subject to the Labette Community College Student Code of Conduct Policy and Procedure 4.08. Violations of this policy by students will be reported to the Vice President of Student Affairs and to law enforcement. Students subject to these penalties will be afforded due process. In addition to those sanctions, a student may be required to meet with the Case Manager or complete a drug or alcohol abuse education or treatment program as a condition of continued enrollment. The cost of completing such a program will be the responsibility of the student.

Distribution

The information listed in Policy 2.05 will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the college).

This policy and related procedures will be reviewed and updated biennially by the President's Council. The Director of Financial Aid may make minor modifications to policy if Federal Regulations warrant such revisions.

Health Risks

The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia, psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; and permanent damage to the liver, heart and central nervous system leading to death. For more information, consult your physician, or your local or College library.

Counseling, Treatment, and Rehabilitation

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator at <https://findtreatment.samhsa.gov> Alcohol assessments and personal counseling are available to currently enrolled students and employees through the Labette Center for Mental Health by contacting the Vice President of Student Affairs at 620-820-1268.

Drug and Alcohol Abuse and Prevention Information

The following web sites provide additional drug and alcohol abuse and prevention information:
Employee assistance program - contact LCC Human Resource office, 620-820-1234, Rm. SU207
www.abovetheinfluence.com
www.ncadd.org
www.itmattersks.org
www.drugabuse.gov
www.niaaa.nih.gov

All information received by Labette Community College through the drug-free program is CONFIDENTIAL. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and College policy and procedure. Any questions or comments regarding this notification may be directed to Tammy Fuentez, Vice President of Student Affairs, at 620-820-1268 or at tammyf@labette.edu.

Respectfully,
Tammy Fuentez, Vice President of Student Affairs

Dear Labette Community College Employee,

The United States Department of Education regulations require this **ANNUAL NOTIFICATION** to all students and employees. Please take a few minutes to review this important material.

Labette Community College Policy 2.10 Drug, Alcohol, and Controlled Substance

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Pursuant to these Acts, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol (as defined in these Acts) by an employee or student on College property, as part of any College activities, or while operating and traveling in a college owned or leased vehicle is prohibited. College employees and students while on College business or a College sponsored trip, may not transport fellow employees or students or drive in a personally owned or leased vehicle while under the influence of alcoholic beverages, illegal drugs or while impaired by the use of prescription medications.

Alcohol can be served at select events in accordance with the provisions of Policy and Procedure 2.10 Alcohol Exemptions.

Under Public Law 100-690, Sec. 5151 et. seq., an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Such notice shall be provided in writing by the employee to the Director of Human Resources.

Under Public Law 100-226, the College will maintain a procedure to annually distribute to all employees a statement of compliance in accordance with the applicable provisions of the law. The College will conduct a biennial review of this procedure as required by the Drug-Free Schools and Communities Act of 1989.

An employee who violates this policy shall be subject to appropriate disciplinary action as outlined in Policy and Procedure 2.16 Performance Improvement.

Students who violate this policy will be reported to the appropriate law enforcement officials and are subject to sanctions outlined in the Student Code of Conduct Policy and Procedure 4.08.

In order to ensure that students and employees of the College are aware of the standard of conduct established by this policy, the sanctions for violation of that standard, the health risks associated with drug and alcohol use and abuse, the legal sanctions for unlawful possession and distribution of illicit drugs and alcohol, and the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area for employees and students, the following documents will be distributed to all employees, including adjunct faculty, and all students, including part-time students and those enrolled in off-campus programs of the College:

1. A copy of this policy;
2. A document which describes the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol;

3. A document which describes health risks associated with the use of illicit drugs and the abuse of alcohol;
4. A document which lists the drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available to employees or students.

Definition of Terms:

1. "College property" means any property owned, leased or rented by Labette Community College including hotel rooms, rental cars, and meeting rooms or facilities rented by the College on a short or long-term basis.
2. "Alcoholic beverages" means beverages which are alcoholic liquor or cereal malt beverages as defined in Kansas Statutes.
3. "College funds" mean any funds managed and controlled within the College's financial accounting system. Funds of the LCC Foundation are not controlled by the College and are not included in this definition.

Procedure 2.05 Drug, Alcohol, and Controlled Substance (Student-specific items removed)

Standards of Conduct

In compliance with the Federal Drug Free Workplace Act of 1988 (Public Law 100-690) and the Drug Free Schools and Communities Act of 1989 (Public Law 101-226), Labette Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol (as defined in these Acts and Kansas law) by a student or employee on college property or at any college event or activity.

Residence halls, student clubs and organizations may impose additional restrictions.

Employee Sanctions

As a condition of employment, employees of Labette Community College who violate this policy will be reported to the Director of Human Resources and, when appropriate, to law enforcement officials. Employees of Labette Community College who violate this policy will be subject to any or all disciplinary actions per Policy and Procedure 2.16 Performance Improvement.

Employees who violate this policy will be afforded a hearing in accordance with current policies relating to employee discipline. Nothing in this policy is intended to diminish the right of the college to take any other disciplinary action authorized by Labette Community College policies or the negotiated agreement. If it is determined that an employee should complete a drug or alcohol education or rehabilitation program as a condition of continued employment, payment of the costs of any such program will be the employee's responsibility.

Employees convicted of a violation of a criminal drug statute are required to notify Labette Community College of the conviction no later than five calendar days of the conviction. After receiving the notification from the employee, Labette Community College must provide notice of the conviction, including position title and affected grants, to the U.S. Department of Education's Director of Grants and Contracts Service.

Distribution

The information listed in Policy 2.05 will be distributed annually to all employees (including part-time and adjunct faculty) and all students (including part-time students and those enrolled in off-campus programs of the college).

This policy and related procedures will be reviewed and updated biennially by the President's Council. The Director of Financial Aid may make minor modifications to policy if Federal Regulations warrant such revisions.

Health Risks

The consumption of alcohol and drugs of any level may have serious risks, such as altered mood (anxiety, apathy, paranoia, psychosis); altered behavior (impaired coordination); sleep disorders, addiction, altered breathing and heart rate; communication of infectious disease; distorted senses; unconsciousness leading to coma; and permanent damage to the liver, heart and central nervous system leading to death. For more information, consult your physician, or your local or College library.

Workplace Consequences

The negative impact of substance abuse by employees in the workplace can be; increased risk of accidents, lower productivity, increased insurance costs, increased institutional costs, increased absenteeism. Loss of employment, injury and other negative consequences . may result from substance abuse on the job.

Counseling, Treatment, and Rehabilitation

Drug and alcohol counseling and treatment programs are available to students and employees on a national, state, and local basis. The Federal Substance Abuse and Mental Health Services Administration (SAMHSA) website maintains a substance abuse treatment locator at <https://findtreatment.samhsa.gov> Alcohol assessments and personal counseling are available to currently enrolled students and employees through the Labette Center for Mental Health by contacting the Vice President of Student Affairs at 620-820-1268.

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Respectfully,
Janice Every, Human Resource Director