

## CALUMET COLLEGE OF ST. JOSEPH

### 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, CCSJ 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.
  - Student Handbook
  - Employee handbook
  - Student Life page of website
  - Red Ribbon Week
  - Bulletin boards on floors 1-6
  - Television monitors throughout the school
  - Student Center
2. Targeted and Environmental Approach: Focus on the campus atmosphere, emphasis on specific audiences, including sub-populations or high-risk groups.
  - Flyers/brochures in student center and floors 1-6
  - Wave Day
  - Student orientation
  - New employee orientation
3. Curriculum: Courses, modules and syllabi, lectures, lesson plans.
  - HSV 200
  - HSV 230
  - HSV 315
4. Peer Based Initiatives: Student led initiatives, peer education, advising.
  - One event per semester (fall and spring)
5. Training: Efforts for faculty, staff, students, campus leaders, others.
  - Quarterly in-service for employees (4 per year)

- Semester in-service for students (2 per year)
- 6. Support Services: Screening, interventions with high-risk drinkers, support groups, counseling, and referral.
  - Counseling with Student Assistance Programs for students
  - Counseling with Human Resources and/or Counselor for employees
  - Referral to appropriate agency if needed
- 7. Staffing and Resources: Professional and internship personnel, position description, libraries, electronic services.
  - Student Assistance Program for students
  - Human Resources for employees
  - CCSJ Library
- 8. Policies and Implementation: Policy development, linkages with institutional mission, procedures, dissemination, and policy review.
  - Employee Handbook
  - Student Handbook
  - Catalog
  - Faculty Handbook
  - College website
- 9. Enforcement: Police role, discipline process, campus judicial system.
  - Employee Handbook
  - Student Handbook
  - Faculty Handbook
- 10. Assessment and Evaluation: Needs assessment, instrumentation, quantitative and qualitative approaches, research findings, dissemination.
  - Pre-test and post-test in-service sessions
  - Annual student questionnaire on Survey Monkey, link emailed to students

## Calendar of Events

### Year round:

- Information on Drug and Alcohol Awareness and Prevention is disseminated via:
  - Catalog
  - Email
  - Faculty Handbook
  - Employee Handbook
  - Student Handbook
- Student Assistance Program is available for counseling, support, and referral

### September, October, and November:

- Email to all students regarding CCSJ 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 (after second week of class)
- In-Service Session for employees on Drug and Alcohol Awareness and Prevention
- Student Activities hosts event (Red Ribbon Week)
- Drug and Alcohol Awareness and Prevention implemented into orientation procedures
- In-Service Session for students on Drug and Alcohol Awareness and Prevention

### December, January, and February:

- In-Service Session for employees on Drug and Alcohol Awareness and Prevention
- Employee Drug and Alcohol Survey
- Student Drug and Alcohol Survey

### March, April, May:

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

### June, July, August:

- In-Service Session for employees on Drug and Alcohol Awareness and Prevention