

Jackson College

Drug Prevention Program

September 1, 2022 – August 31, 2024

PLAN FOR COMPLIANCE

During the report period the College will engage in the following activities related to the prevention of drug and alcohol abuse by its students and employees.

Students

Activity	Frequency	Department/Person Responsible	Date Completed
Domestic Violence Summit	Once during reporting period	Multicultural Relations/K. Crum	
Drug Summit	Once during reporting period	Multicultural Relations/K. Crum	
Domestic Violence Awareness Program	Once during reporting period	Multicultural Relations/K. Crum and Student Life	
Annual notification to all Students	Annual	Human Resources/D. Fenby	
Substance Abuse Prevention and relevant policies provided at New Student Orientation- Add direct link to the Student DFSC Annual notice from the online student handbook	On-going	Admissions/Marketing	
Students Provided with Student Code of Conduct – link included in the annual notification	On-going	Admissions	On-going
Substance Abuse Prevention Programming Provided in Residence Halls	Annually	Residence Life	
Include copy of DFSC Annual Notification in Residence Life On-line orientation	On-going	Residence Life	

Relevant Student Policies reviewed and updated	Once during report period	Student Services	
Substance Abuse Prevention programming for students	Annual	Student Life	
Drug and Alcohol Facts posted on Student Pop Up messages	On-going	Marketing	On-going
Drug and Alcohol information included in the JC Health Clinic Newsletter	On-going	Health Clinic	On-going
Drug and Alcohol facts included in weekly student on-line newsletter	On-going	Marketing	On-going

Employees

Activity	Frequency	Department Responsible	Date Completed
Annual notification to all Employees	Annual	Human Resources	
Annual DFSC Notice provided to new Employees new employee orientation	On-going	Human Resources	
Provide training for Supervisors	At least once during Report Period	Human Resources	
Drug and Alcohol facts posted on employee pop-up messages	On-going	Marketing	On-going
Drug and Alcohol facts included in weekly on-line employee newsletter	Monthly	Marketing	On-going
Drug and Alcohol information included in the JC Health Clinic Newsletter	On-going	Health Clinic	On-going
Relevant Employee Policies reviewed and updated	Once during report period	Human Resources	
Professional Development for Employees	At least once during report period	Human Recourses	
Distribute policies and on-line professional development opportunities related to Drug and Alcohol abuse to employees	At least once during report period	Human Resources	

Annual notifications to students and employees will include the following:

Required Information	Students	Employees	Delivery Method(S)
Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on college property or as part of College activities.	X		Provide at New Student Orientation and include in annual notification
Standards of conduct that prohibit unlawful possession, use or distribution of illicit drugs and alcohol on college property or as part of College activities.		X	Provide at New Employee Orientation and include in annual notification
Description of the health risks associated with the use of illicit drugs and the abuse of alcohol	X	X	Include in the Annual Safety Report
Description of applicable counseling, treatment, or rehabilitation or re-entry programs.	X	X	Include in annual notification
Clear statement of the disciplinary sanctions the institution will impose on students and a description of those sanctions	X		Include in Student Code of Conduct and annual notification
Clear statement of the disciplinary sanctions the institution will impose on students and a description of those sanctions		X	Include in annual notification to employees

DISTRIBUTION PLAN

The required annual notifications will be distributed to students and employees using their college email address once each year. In order to assure that students start attending and employees who are hired after the email distribution receive the information it will also be included in New Student Orientation, Residence Life and New Employee Orientation. Additional information will be provided to employees by offering professional development opportunities (on-line and face-to-face workshop). The Student Life and Residence Life Departments will coordinate informational workshops and activities for students that promote and support a drug and alcohol-free campus.

EVALUATION

The Chief Legal, Talent and Administrative Officer, or designee, will evaluate the effectiveness of this plan at the end of the report period (August 31, 2024) and issue a Biennial Report by December 31, 2024. The following review criteria will be utilized:

- Participation in the activities and feedback from participants
- Evaluation of the results of student survey and any activities implemented to address any issues identified in the survey results
- Number of drug and alcohol related referrals to student judicial
- Number of drug and alcohol related employee disciplinary actions