



Drug and Alcohol Abuse Prevention Review

**Biennial Review of NWCC
Alcohol and Drug Programs – 2013-2014**

March 1, 2015

Committee:

- Dr. John Kenny, Director
- Michael Kenny, Campus Security Authority
- Patrick Kenny, Chief Operating Officer
- Stephanie Kenny, Director of Education

Compliance with Drug-Free Schools and Communities Act:

Northwest Career College strives to remain in compliance with the requirements of the Drug-Free Schools and Communities Act. The college has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by students and employees both on its premises and as a part of any of the college's activities. NWCC has a written policy on alcohol and other drugs and distributes this to students after the completion of their 10 day Trial Period, through access to the College Catalog.

The *Employee Handbook* also contains the Drug and Alcohol Abuse Prevention Policy. The written materials annually distributed contain the following:

- 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;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;
- A description of applicable legal sanctions under local, state or federal law;
- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be distributed to all students in person and discussed in more detail during the student's Financial Aid Loan Orientation. In addition, the alcohol and drug policy will be presented in person to all employees annually.

Alcohol-and Drug-Free Campus Workplace Policy:

Northwest Career College is committed to providing students, faculty, staff, and visitors a safe campus and workplace. The college recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions. The college also recognizes that controlled substance use and

alcohol misuse diminish workplace and campus safety and undermine the college's ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at NWCC. All employees and students have been notified of this policy by print publication. Below are the tables presenting the number of incidents that were reported on the behalf of Northwest Career College:

Human Resources incident reports for staff:

Year	Incidents in Workplace	Outcome
2012-2013	0 Incidents	Not applicable
2013-2014	0 Incidents	Not applicable

Human Resources incident reports for students:

Year	Incidents in Workplace	Outcome
2012-2013	0 Incidents	Not applicable
2013-2014	0 Incidents	Not applicable

Determination: After reviewing the documentation disseminated to students, the procedures directly related to the institutions drug and alcohol prevention plan, and incidents that have occurred (0), it has been determined that NWCC is doing an effective job in maintaining a drug and alcohol free campus.