PRINCIPIA COLLEGE

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Elsah, IL 62028

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Principia Drug and Alcohol Abuse Prevention Information Policy

Author:	Gloria Burgert, Compliance Program Manager
Policy Title	Drug and Alcohol Abuse Prevention Information
Policy Purpose	Biennial review of drug and alcohol prevention Plan and annual disclosures
Policy Effective Date	11/01/2024
Area Information is located	Maxient and Omnigo systems
Responsible Office	Student Life; HR; Campus Security
Related Policies	Policy on Consumer Information Publication, Disclosure and Documentation; College Students' Code of Conduct; Principia School Community Commitment.
History	
Date Document was last updated	November 2024

I. *Policy Statement*:
Principia's efforts are focused on promoting a drug-free work and educational environment. The Principia Corporation has issued: a Principia College Drug and Alcohol Prevention Plan, an Alcohol-, Drug- and Tobacco-Free Workplace Policy (Employee Handbook), a Code of Conduct for College students, and a Principia School Community Commitment for School students to uphold community standards.

II. *Purpose*
Principia must conduct a biennial review of its drug and alcohol prevention plan to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees; to determine its effectiveness, implement changes to the program, if they are needed, and ensure compliance with any disciplinary sanctions on students and employees for violations of the code of conduct (consistent with local, state, and federal law) as required under 34 CFR 86.100(a)(5), 34 CFR 668.14 (c), and Public Law 101-226.

As required under 34 CFR 668.41 regulation applicable to Institutions of Higher Education, Principia College drug and alcohol prevention plan must be annually distributed to each employee of The Principia Corporation and to each College student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study.

III. *Definitions:*
DFSCA: Drug-Free Schools and Communities Act

Procedures:
A group of identified campus members of the DFSCA Compliance Committee will meet to gather

data and review campus policy descriptions on alcohol and drug policy and its enforcement once every two years.

Principia's drug prevention materials must be annually distributed to each employee and to each College student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study. At a minimum, the notification must include the following:

- ☐ Brief information on preventing drug and alcohol abuse.
- ☐ Code of conduct that clearly prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on Principia's premises, as part of Principia's activities, or off-campus with identifiable Principia clothing or vehicles.
- ☐ 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 or re-entry programs available to students and employees.
- ☐ A description of the health risks associated with the use of illicit drugs and alcohol.
- ☐ A clear statement that Principia will impose sanctions, up to and including expulsion, termination of employment, and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.
- ☐ How to obtain information.
- ☐ Exact URL web address to find biennial plan
- ☐ The following statement: "*The institution will provide a paper copy of this information upon request*."

Principia must make biennial prevention plan available to any enrolled College student through a direct notification or communication.

These notices need to be sent on a rotating basis determined by the first week that registration is considered "closed" for each semester (Fall and Spring) and must be distributed directly one-on-one to each enrolled student or employee, respectively. (For example, direct email from Dean of Students to all enrolled students or direct email from HR Directors to employees) See Appendices C and D on Principia College Drug and Alcohol Prevention Plan for exact language.

Each party responsible for sending out notifications will need to retain proof that the notices were sent along with records regarding the Biennial Principia College Drug and Alcohol Prevention Plan. Responsible party will need to send: (1) copy of proof of notification and (2) Biennial Principia College Drug and Alcohol Prevention Plan to Principia Archivist at Archivist@principia.edu with the following naming taxonomy: (1) YYYYMMDD_NotificationEmail.pdf and (2) YYYYMMDD__Plan.pdf

IV. *Attachment A*: Discussion points for DFSCA Compliance Committee Biennial Evaluation

V. *Responsibility*: Student Life, Campus Security, and Human Resources

VI. *Approval and Effective Date:* November 1, 2024

Attachment A: Discussion points for DFSCA Compliance Committee Biennial Evaluation

1. How does Principia provide an environment with alcohol-free options? Please check all that apply:

- ☐ Alcohol-free events and activities are created and promoted.
- ☐ Student service learning or volunteer opportunities are created, publicized, and promoted.
- ☐ Community service work is required as part of the academic curriculum.
- ☐ The campus offers a student center, recreation center, coffeehouse, or other alcohol-free settings.
- ☐ Nonalcoholic beverages are promoted at events.
- ☐ Does not promote alcohol-free options.
- ☐ Other:

2. How does Principia create a social, academic, and residential environment that supports health-promoting norms? Please check all that apply:

- ☐ College admissions procedures promote a healthy environment.
- ☐ Exams/projects increasingly require class attendance and academic responsibility.
- ☐ Substance-free residences.
- ☐ The campus encourages an increase in academic standards.
- ☐ Faculty, staff and residential staff are educated about behavioral indicators, student norms, and cultural attitudes related to high-risk or illegal alcohol use.
- ☐ Faculty, staff and residential staff are educated about behavioral indicators, student norms, and cultural attitudes related to illicit drug use.
- ☐ Faculty are encouraged to engage in a higher level of contact with students.
- ☐ Students are educated about misperceptions of drinking norms.
- ☐ Student leadership (e.g., orientation leaders, resident assistants, athletes, student organizations) promotes positive, healthy norms.
- ☐ Students have opportunities to advise and mentor peers.
- ☐ Pro-health messages are publicized through campus and community media channels.
- ☐ Other:

3. How does Principia College prevention plan develop and enforce policies on and off campus? Please check all that apply:

- ☐ Patrols observe on-campus parties.
- ☐ Patrols observe off-campus parties.
- ☐ Disciplinary sanctions for violation of campus policies are increased.
- ☐ Criminal prosecution of students for alcohol-related offenses is increased.
- ☐ Driver's licensing procedures and formats are changed.
- ☐ Driver's license penalties for minors violating alcohol laws are enforced.
- ☐ Roadblocks are implemented.

4. What are the strengths and/or weaknesses of Principia College Alcohol and Prevention plan?

Source: https://safesupportivelearning.ed.gov/sites/default/files/hec/product/dfscr.pdf

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Policy Approval & Executive Summary

Author:	Gloria Burgert, Compliance Program Manager
Policy Title	Principia Drug and Alcohol Abuse Prevention Information Policy
Policy Location (URL)	
Policy Effective Date	11/01/2024
Responsible Office	Student Life; HR; Campus Security; Compliance
Related Policies	
History	
Executive Summary	This policy intends to promote and maintain a drug-free work and educational environment; to establish a biennial review of Principia's drug and alcohol prevention plan; and establish a system of notification to prospective and current students and employees in compliance with the Program Participation Agreement between US Department of Education and Principia College.

With my signature, I acknowledge and accept the creation and/or revision of the attached policy.

Required Signatures:

☑ College President — Daniel Norton, 11/20/24
Signature, Printed Name, Date

☑ Dean of Students — MARK L. HAGENLOCKER 11/19/24
Signature, Printed Name, Date

☑ Director of Human Resources, Elsah Campus — Beth Trevino 11/19/2024
Signature, Printed Name, Date

☑ Director of Human Resources, St. Louis Campus — julie hammar (Nov 21, 2024 21:08 CST) — julie hammar Nov 21, 2024
Signature, Printed Name, Date

☑ Director of Campus Security — ANDREW LESICA 11/15/24
Signature, Printed Name, Date

☑ Compliance Program Manager — Gloria Burgert, 11/15/2024
Signature, Printed Name, Date