



Biennial Report of Institutional Compliance  
with the Drug-Free Schools  
and  
Campus Regulations

Review Period:  
July 1, 2019 – June 30, 2021

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**Brewster Technical College**  
Biennial Report of Institutional Compliance with the  
Drug-Free Schools and Campuses Regulations  
Period of Review: July 1, 2019 – June 30, 2021

**Review Committee Members**

Joanne Albarelli  
David Gerena,  
Mark Liverio  
Shirley Robbins  
Vivian Toney

**General Statement**

Hillsborough Technical Colleges (Brewster Technical College) prohibits the unlawful possession, manufacturing, distribution, dispensation, and use of illicit drugs and alcohol on the College's premises or at College sponsored events in accordance with Board policy.

In compliance with the School District of Hillsborough County, The State of Florida and Federal Drug-Free Schools and Communities Act Amendments of 1989, Section 22, the College implements and maintains a drug-free program. Under the DFSCA, the College is required to enact policies and procedures for preventing the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees. This law requires the College to prepare a written review of their drug-free programming every two years to determine its effectiveness.

The 2019-2021 Biennial Review is a compilation of the policies and assessment pertaining to alcohol and other drugs at Brewster Technical College from July 1, 2019 – June 30, 2021. The two objectives of this report: to determine the effectiveness of and to implement any needed changes to the Drug and Alcohol prevention program and to ensure that Brewster Technical College enforces the disciplinary sanctions for violating standards of conduct.

## **Review Brewster Technical College Procedures**

The DFSCA requires Technical Colleges to distribute annual notification about Alcohol and Other Drug policies to all students and employees. All policies and procedures pertaining to alcohol and drug use are published in the college catalog, student handbook, faculty handbook, college website and new student orientation, including the Annual Campus Safety and Security Report, along with information concerning prevention and education. Every student and employee has access to the college website to review these policies and procedures.

The following policies and procedures are distributed to students and employees annually. These policies and procedures are reviewed by the School Board to ensure they are reflective of current federal, state, and local laws, that the policies are reasonable, comprehensive and enforceable.

### **Brewster Technical College of Hillsborough County Policy for Employees**

## **1124 - Drug Free Workplace**

The Board believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance.

The Board shall not permit the manufacture, possession, use, distribution, purchase, soliciting purchase, or dispensing of any controlled substance, alcohol, and any drug paraphernalia as the term is defined by law, by any member of the District's administrative staff at any time while on District property or while involved in any District-related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with District procedures and the terms of collective bargaining agreements.

The Superintendent shall establish procedures that ensure compliance with this policy and ensure that each staff member is given a copy of the standards regarding unlawful possession, use, or distribution of illicit drugs and alcohol by staff and informed that compliance with this requirement is mandatory. Such procedures shall provide for appropriate disciplinary actions, if and when needed, which comply with the terms of any negotiated agreement or any contract.

F.S. 440.101, 440.102  
34 C.F.R. 34-86.201  
34 C.F.R. Parts 85, 86, 104  
20 U.S.C. 86-201  
20 U.S.C. 701-706 Rehabilitative Act 1973  
20 U.S.C. 3171 et seq.  
20 U.S.C. Omnibus Transportation Testing Act of 1991  
29 U.S.C. 705 (20), 794, 794A  
41 U.S.C. 701 et seq.  
Vocational Rehabilitation Act of 1973  
Drug-Free Schools and Communities Act of 1986  
Drug-Free Workplace Act of 1988

Revised - HCPS - June 29, 2016

## **5530 - Drug Prevention**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the whole school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational rather than punitive means.

For purposes of this policy, "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited by Florida statute
- B. All chemicals which release toxic vapors
- C. All alcoholic beverages
- D. Any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy
- E. Anabolic steroids
- F. Any substance that is a "look-alike" to any noted in A-E

The Board prohibits the use, possession, concealment, or distribution of any drug or any drug-related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood-altering effect on school grounds, on school vehicles, and at any school-sponsored event.

The Board further establishes a drug-free zone within 1000 feet of any facility used by the District for educational purposes.

The Superintendent shall prepare procedures for the identification, amelioration, and regulation of drug use in the schools. Such procedures shall:

- A. Emphasize the prevention of drug use
- B. Provide for a comprehensive, developmentally-based, and age-appropriate drug and alcohol education and prevention program which:
  - 1. Addresses the legal, social, psychological, and health consequences of drug and alcohol use
  - 2. Provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol
  - 3. Assists students to develop skills to make responsible decisions about substance abuse and other important health issues
  - 4. Promotes positive emotional health, self-esteem, and respect for one's body
  - 5. Meets the minimal objectives as stated in the essential performance objectives for health education as established by the State Department of Education

- C. Include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful
- D. Provide standards of conduct that are applicable to all students and which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity
- E. Include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions
- F. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs
- G. Require that all parents and students be given a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students
- H. Require the notification to parents and students that compliance with the standards of conduct is mandatory
- I. Provide a biennial review of the School District's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced
- J. Provide for a student assistance program which includes procedures for prevention, intervention, referral, treatment, and after-care

Such a program must be comprehensive in nature addressing all issues affecting students' academic, social, and emotional well being in the educational setting which may negatively affect behavior and interfere with their ability to learn.

- K. Establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the District's policy and administrative procedures in Policy [5771](#) - Search and Seizure, in Policy [5610](#) - Suspension and Expulsion and AP 5610, and in Policy [5610.01](#) - Permanent Exclusion are complied with fully.

The Superintendent shall establish administrative procedures necessary to implement this policy.

F.S. 1001.43, 1006.07

Public Law 101 - Drug-Free Schools and Communities Act of 1986

20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

# 4120 - Employment, Discipline, and/or Termination of Instructional Support Staff

## A. Educational Support Employees

Any person except casual or temporary employees, whose duties require 20 or more hours in each normal working week and who, by virtue of his/her position of employment is not required to be certified by the Department of teacher assistant or aid, an educational paraprofessional, secretary or clerical employee, or in the Business, Facilities, Human Resources or Information Technology Divisions.

## B. Confidential Position

Any position filled by an educational support employee that is designated as confidential by the Superintendent based on the nature of the duties assigned to the position. These duties may include responsibility for assisting managers and supervisors in personnel, labor relations, procurement, division or department level management or other matters requiring confidential communications.

## C. Management Position

Any position filled by an educational support employee whose primary duty is the supervision or management of employees or major assets of the District, the oversight of contracts to which the School Board is a party, or activities performed pursuant to such contracts.

## Probationary Status

All educational support personnel will be employed on a probationary status for the period set forth in an applicable collective bargaining agreement or, in the absence of an applicable collective bargaining agreement, for the period set forth in applicable Board rule.

Upon successful completion of the probationary period, the educational support employee's employment will continue from year to year unless terminated for one or more of the reasons set forth below.

## Reasons for Termination

Any educational support employee whose position is subject to a collective bargaining agreement may be terminated for one or more reasons set forth in the applicable collective bargaining agreement.

Any educational support employee whose position is not subject to a collective bargaining agreement, except those employed in a confidential or management position may be terminated for one or more of the following reasons:

- A. Failure to perform or to satisfactorily perform the duties of his/her position.
- B. Illegal possession, sale or use of drugs on or off duty.
- C. Possession, use or being under the influence of drugs or alcohol while on duty.
- D. Possession or use of any weapon while on duty.

- E. Committing, pleading guilty to, being convicted of, pleading no contest to, or agreeing to any intervention or diversion program involving, a felony, a misdemeanor involving moral turpitude, any offense listed in F.S. 1012.315, or any other crime for conduct that is inconsistent with the duties of the employee's position.
- F. Falsification or alteration of any employment document or paperwork, forms, certifications or certification or providing false information.
- G. Inability to perform the essential duties of the employee's position with any reasonable accommodation required by law.
- H. Unexcused absence from work or duties.
- I. Harassment or bullying of any student, employee or member of the public.
- J. Inappropriate relationship with a student.
- K. Any act of child abuse.
- L. Inappropriate interactions with a student, co-worker or member of the public, including but not limited to a physical or verbal altercation.
- M. Theft, embezzlement or misappropriation of Board monies or property.
- N. Failure to comply with Board policy, any applicable Federal, State or local law, rule or regulation or applicable contract.
- O. Use of any tobacco product in any area not designated for such use.
- P. Intentional damage to, damage caused by misuse or negligence to, or misuse or unauthorized use of any Board vehicle, equipment, tools or other property.
- Q. Failure to correct performance deficiencies noted in an employee evaluation or counseling.
- R. Conduct unbecoming a Board employee that disrupts or would reasonably be expected to disrupt the Board's legitimate operations.
- S. Harassment of, or discrimination against, any person on the basis of that person's race, color, sex, age, religion, disability, national origin or ethnicity, marital status or sexual orientation or identification.
- T. Excessive absenteeism or tardiness.
- U. Political activity while on duty, or on Board property, on behalf of any candidate for office or related to any issue which will be decided in an election.
- V. Use of the employee's position or employment for personal gain.



W. Conflict of interest.

X. Any conduct which demonstrates incapacity or unfitness to be employed by the Board.

Any educational support employee employed in a confidential or management position may be terminated or disciplined for any reason deemed sufficient by the Superintendent, subject to review by the Board pursuant to the grievance procedure set forth in Board Policy [4470](#).

### **Discipline**

An educational support employee who is a member of a collective bargaining unit may be disciplined, by reprimand, suspension or other means, for any reason that would constitute a reason for termination under the applicable collective bargaining agreement or that is listed above. An educational support employee who is not a member of a collective bargaining unit may be disciplined, by reprimand, suspension or other means, for any reason set forth in this policy.

### **Suspension Pending Termination**

In the event that the superintendent seeks the termination of an educational support employee, the employee may be suspended with or without pay.

### **Appeal**

Any educational employee who is suspended or terminated will have the opportunity to appeal the action. The process for educational employees whose position is subject to a collective bargaining agreement will be that process provided in the applicable collective bargaining agreement, including any grievance procedure contained therein. Educational support employees who are not employed in a confidential or management position may appeal their suspension or termination through the grievance process set forth in Board Policy [4470](#). In the event that an educational support employee is not satisfied with the result of the grievance process, the employee may petition for an administrative hearing pursuant to F.S. Chapter 120. Any petition for an administrative hearing must be filed within ten days following receipt of the denial of the employee's Step 3 Grievance. Employees employed in a confidential or management position may seek review of his/her suspension or termination through the grievance procedure set forth in Board Policy [4470](#). The decision of the Board will be final as to any confidential or management position.

F.S. 1012.01, 1012.37, 1012.40

F.A.C. 6A-1.0502(11)

20 U.S.C. 6301

Revised 4/1/14

## **4162 - Drug and Alcohol Testing of CDL License Holders**

The Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. In addition, the Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District's educational services. Accordingly, the Board has established this policy and others related to employees' health and well-being.

The Board directs the Superintendent to establish a drug and alcohol testing procedure designed to (a) provide a safe, healthy, productive, and drug-free and alcohol-free work place and school environment

for all employees and students, (b) protect the District and students from losses arising out of or associated with alcohol and controlled substances, (c) provide an effective tool for deterrence of substance abuse, (d) provide an effective tool for detection of violators, (e) ensure efficient operations, and (f) satisfy the State and Federal (including the Department of Transportation (DOT)) rules covering employees with commercial driver's licenses.

The procedure shall test for the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Amphetamines
- E. Phencyclidine (PCP)

The procedure shall include the following types of tests:

- A. Pre-employment
- B. Reasonable suspicion
- C. Random
- D. Post-accident
- E. Return-to-duty
- F. Follow-up

Any staff member who violates the procedure shall be relieved of duties as required by the DOT regulations and subject to disciplinary action, up to and including termination of employment.

Prior to the beginning of the testing program, the District shall provide a drug-free awareness program which will inform each CDL license holder about

- A. The dangers and adverse effects of drug and alcohol use;
- B. Board Policy [4124](#) - Drug-Free Workplace, Policy [4161](#) - Unrequested Leaves of Absence, Policy [4170](#) - Substance Abuse, and Policy 4170.01 - Employee Assistance Program; and
- C. The sanctions that may be imposed for violations of Policy [4124](#).

The Superintendent shall arrange for sufficient training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. Testing of all first and second test urine samples
- B. Clear and consistent communication with the District's Medical Review Officer (MRO)
- C. Methodology and procedures for conducting random tests for controlled substances and alcohol
- D. Preparation and submission of all required reports to the District, the MRO, and to Federal and State governments

The Superintendent shall also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

F.S. 112.0455, 440.102, 1012.45

21 U.S.C. 812, Schedules I-V of Section 202 of the Controlled Substances Act

21 C.F.R. 1308.11-.15

34 C.F.R. Part 40 (DOT)

49 C.F.R. Parts 382 and 391 (FHWA)

49 C.F.R. 382.101 et seq.

Omnibus Transportation Employee Testing Act, Pub. L. 102-143, Title V

## Employee Arrest and Disposition/Conviction

As required by the provisions of State Board of Education Rule F.A.C. 6B-1.006(5) and *The Code of Ethics and the Principles of Instructional Conduct of the Education Profession in Florida*, an instructional employee is required to self-report within 48 hours any arrests/charges involving the abuse of a child or the sale and/or possession of a controlled substance. Such notice shall not be considered an admission of guilt nor shall such notice be admissible for any purpose in any proceeding, civil or criminal, administrative or judicial, investigatory or adjudicatory. In addition, self-reporting shall also be required for any conviction, finding of guilt, withholding of adjudication, commitment to a pretrial diversion program, or entering a plea of guilty or nolo contendere for any criminal offense other than a minor traffic violation within 48 hours after the final judgement.

When handling sealed and expunged records disclosed under this policy, the District shall comply with the confidentiality provisions in Florida statues.

F.S. 943.0585(4)(c), 943.059(4)(c)

F.A.C. 6B-1.006

# Local, State, Federal Legal Sanctions – Governing Alcohol

F.S. 562.11

Selling, giving, or serving alcoholic beverages to person under age 21; providing a proper name; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21; penalties.—

A person may not sell, give, serve, or permit to be served alcoholic beverages to a person under 21 years of age or permit a person under 21 years of age to consume such beverages on the licensed premises. A person who violates this subparagraph commits a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. A person who violates this subparagraph a second or subsequent time within 1 year after a prior conviction commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

## 5512 - Tobacco-Free Environment

For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, pipes, smokeless tobacco, chewing tobacco, snuff, or any other matter or substances that contain tobacco. The use of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes, or other smoking devices shall constitute the use of tobacco.

The use of tobacco within any indoor facility owned, leased, contracted for, or used by the School Board is prohibited. Furthermore, the possession of any tobacco products or tobacco paraphernalia by students on school grounds is not permitted.

In addition, the use of tobacco in an outdoor area, including a practice field, playground, athletic field, stadium, venue, and all open areas owned, leased, contracted for, or used by the Board is prohibited.

The use of tobacco by a passenger in any vehicle owned or operated by the Board, including, but not limited to, school buses, vans, trucks, station wagons, and cars, is also prohibited.

F.S. 381.84, 386.202, 386.204, 386.206, 386.212  
20 U.S.C. 6081 et seq., 20 U.S.C. 7182

Revised 4/1/14

## STUDENT CODE OF CONDUCT

Policies and Procedures have been developed in collaboration of Hillsborough Technical Colleges and the School District of Hillsborough County, following the guidelines set forth by Federal, State and Local law. Common courtesy is the code of the Hillsborough Technical Colleges. Policies are reviewed to ensure they follow the guidelines set forth by Drug Free School and Community Act which was enacted to ensure that any institution of higher education that receives funds under any federal program has adopted and implemented a program to

prevent the use of illicit drugs and abuse of alcohol by students. Students are expected to refrain from causing interruptions that affect the learning experiences of others. Examples of interruptions include, but are not limited to: sleeping in class, side conversations during instruction, talking on a cellular device, use of profanity, harassment, etc.

1. All students are expected to conduct themselves in an acceptable manner and reflect the goals and purposes of HTC in their campus behavior.
2. Cheating and plagiarism are serious offenses which will result in a zero for the assignment, test, etc., with the possibility of suspension or withdrawal. Cheating is defined as giving or taking of information or materials with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade. Plagiarism, considered literary theft, involves copying/passing off answers, ideas, or words of another as one's own.
3. Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, is a violation of Hillsborough County School Board Policy (Section C-4, 7 and 8). Students found violating this policy are subject to withdrawal and referral to the appropriate law enforcement agency.
4. Possession on school property, and/or school activities, of knives, firearms, weapons, ammunition, and/or other explosive devices is prohibited. Violations of this policy may result in suspension and other disciplinary action and/or referral to law enforcement agencies.
5. MAJOR STUDENT VIOLATIONS: The following are very serious violations and will likely result in suspension, with a possibility of withdrawal. Some of the following also result in law enforcement personnel being involved. This is not an all-inclusive list.
  - a. Threatening, assaulting, battering, or physically injuring students or school personnel.
  - b. Theft, extortion, damage, or misuse of school and private property.
  - c. Noncompliance with instructions of administrators, teachers, or other school personnel.
  - d. Unlawful protest, marches, and picketing.
  - e. Anyone contributing to the delinquency of a minor.
  - f. Possession of, sale, and/or being under the influence of alcohol or narcotic drugs, including marijuana, at school and/or school activities.
  - g. Use of profane or abusive language.
  - h. School disruptions.
  - i. Carrying or using weapons and dangerous instruments.
  - j. Sending false fire alarms or bomb threats.
  - k. Vandalism and defacing school property.
  - l. Inappropriate use of attendance scanning devices (scanning in for another student and/or asking another student to scan in for you).

# DISCIPLINARY ACTIONS

**Probation:** is an official warning that the student is in violation of a Hillsborough Technical College's (HTC) policies and that continued enrollment depends upon satisfactory attendance, performance, or behavior during the period of probation.

**Withdrawal:** is the removal from a program due to academic failure, clinical failure, attendance, or behavior issues. A student who has been withdrawn may request an Academic Affairs Committee review to determine guidelines for re-entry at a future date.

# CELL PHONE POLICY

Cellular phones must not interrupt class. Follow the guidelines below. Abuse of these policies will result in disciplinary action.

- Calls may **not** be received or placed in the classroom/shop/laboratory.
- Phones will be in silent mode or turned off during class hours.
- Phones may be on your person or in your purse/backpack; not on your desk.
- Calls and texting will be done during approved breaks and lunch, not during class times.
- Phones must not be on your person or visible during a test.
- An instructor should be informed of an expected emergency call.
- Blue Tooth and similar devices are not allowed to be worn in class.

# ELECTRONIC DEVICES

Computers, laptops and other communication devices may be used in the program at the discretion of the instructor. Student are not allowed to access non-class related websites, instant messaging, or social media at any time during the class session. The instructor has the responsibility to determine the appropriate use of technology in the classroom.

HTC abides by Hillsborough County Public Schools program for bringing your own devices onto a campus (see Appendix II).

Recording of a class session shall be used only for the student's private study, and information from those recordings may not be made available to other persons not enrolled in the course. All recording must have prior instructor approval.

Students who violate technology usage procedures will be warned verbally and/or in writing. Infractions may result in suspension or withdrawal for the program. A faculty member may refer a student to Administration at any point for violating any of HTC's or the school district's policies (see Appendix II) or for the use of a technological device in a way that is inappropriate or distracting to the instructor and/or classmates.

## **Reporting of Violations**

Any member of the college community (Faculty, Staff, or Student) may report a student in violation of the Student Code of Conduct. Student warning forms are available on the Technical College (faculty/staff only) may report a student in violation of the Student Code of Conduct; Students may report to any faculty/staff member and student are educated in the process of reporting and how to report concerns.

If student accepts sanctions, then all recordings and files are placed in student file for permanent record.

Should a student appeal to the Academic Affairs Committee, a meeting is scheduled for review. The Academic Affairs Committee is made up of an Administrator, Program Advisor, Program Instructor and one student peer. The student is notified in writing of the Committee's decision. The student can appeal the decision directly to the Principal. The appeal shall be in writing. The Principal shall only consider evidence currently in the record, new facts not brought up in earlier stages of the appeal shall not be considered. A decision shall be delivered within 10 business days. The decision of the Principal shall be final and binding.

## **Evaluation of Procedures and Programs**

Strengths:

- Brewster Technical College has procedures that are aligned with the Hillsborough County Public School system Alcohol and Drug-Free Policies. These procedures are updated as deemed by the School Board.
- The information is readily available electronically on the College's website and published in the Student Handbook.
- Brewster Technical College is dedicated to providing students with assistance to address substance abuse.
- The Administration and Student Services offices are committed to working collaboratively to support student success.

Weaknesses:

- There is a need to increase student awareness activities.
- Increase faculty involvement in prevention programs.



## Drug-Free School and Campuses Regulations Compliance Checklist

1. Does the technical college maintain a copy of its drug prevention program? Yes  No   
If yes, where is it located? \_\_\_\_\_
- 
2. Does the technical college provide annually to each employee and each student, who is taking classes for academic gain, written materials that adequately describe and contain the following:
- a. Standards of conduct that prohibit unlawful possession of, or distribution of illicit drugs and alcohol on its property or as a part of its activities  
Students: Yes  Faculty and Staff:
  - b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol  
Students: Yes  Faculty and Staff:
  - c. A description of applicable counseling, treatment, or rehabilitation programs
    - a. Students: Yes  Faculty and Staff:
  - d. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions
    - a. Students: Yes  Faculty and Staff:
3. Are the above materials distributed to students in one of the following ways?
- a. During new student orientation  
Yes  No
  - b. Published in Student Handbook (classroom copy)  
Yes  No
  - c. Available on College website  
Yes  No



4. Does the means of the distribution provide reasonable assurance that each student receives the materials annually?  
Yes  No

5. Are the above materials distributed to Faculty and Staff in one of the following ways?

a. Through campus mail boxes  
Yes  No

b. During new employee orientation  
Yes  No

c. College website  
Yes  No

d. Annual faculty and staff trainings  
Yes  No

6. Does the means of distribution provide reasonable assurance that each faculty and staff member receives the materials annually?  
Yes  No

7. Does the College make provisions for providing these materials to the Faculty and Staff who are hired after the initial distribution?  
Yes  No

8. Who is responsible for conducting these biennial reviews?

Assistant Principal

9. Where is the biennial review documentation located?

Department: Administration

Phone (813) 276-5448

email [vivian.toney@sdhc.k12.fl.us](mailto:vivian.toney@sdhc.k12.fl.us)

Survey Results  
2019-2020

61 students 6 faculty members surveyed

- 1) 100% of students and faculty know where to find the Drug and Alcohol prevention policy.
- 2) 95% of students received written materials pertaining to the Drug and Alcohol prevention policy.  
100% of faculty received written materials pertaining to the Drug and Alcohol prevention policy.
  - a) 100% of students and faculty received information outlining the standards of conduct pertaining to the possession of, or distribution of illicit drugs and alcohol on school property.
  - b) 100% of students and faculty received information outlining the health risks associated with abuse of illicit drugs and alcohol.
  - c) 97% of students received information of counseling, treatment or rehabilitation programs.
  - d) 95% of students and 100% received a clear statement of disciplinary sanctions for violation of Drug and Alcohol policy.
- 3) Written materials are distributed to faculty and staff in one of the following ways:
  - a) 86% of students, 100% of faculty agree information was provided during new student orientation.
  - b) 91% of students, 50% of faculty agree information is published in the Student Handbook.
  - c) 100% of student and faculty agree information is available on the college website.
- 4) Does the means of distribution provide reasonable assurance that each student receives the materials annually?  
98% of students agree the means of distribution reasonably assures materials are received by students.
- 5) Materials are distributed in one of the following ways
  - a) Campus mail boxes – 76% of students and faculty agree
  - b) During new employee orientation- 100% of faculty agree
  - c) College website – 81% of students and faculty agree
  - d) Annual faculty training – 100% of faculty agree

- 6) Does the means of distribution provide reasonable assurance that each faculty and staff member receives the materials annually?  
100% of faculty agree materials are distributed annually
- 7) Does the college make provisions for providing these materials to the faculty and staff who are hired after the initial distribution?  
100% of the faculty and staff agree materials are made available after the initial distribution.
- 8) Who is responsible for conducting these biennial review (survey)?  
Assistant Principal.
- 9) Where is the biennial review documentation located?  
Administration Office