

May 2021

**Drug-Free Schools and Campuses Regulations
[Edgar Part 86] of the Drug-free Schools and
Communities Act (DFSCA)**

**Drug and Alcohol Abuse Prevention Program
(DAAPP)**

Biennial Review for 2019-2021

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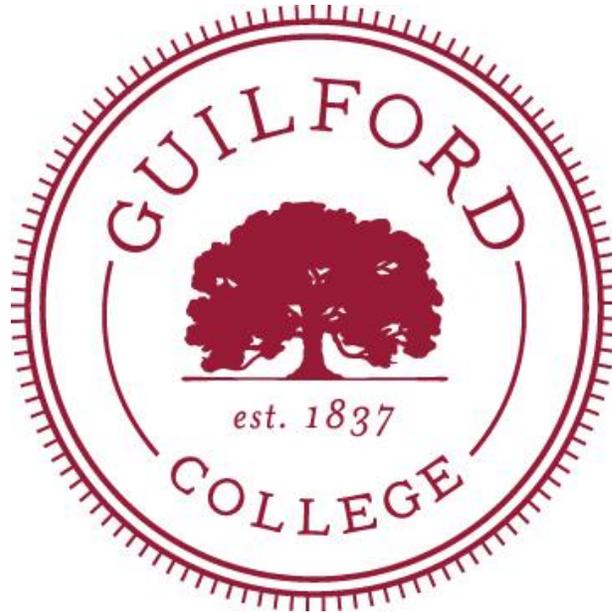
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May 2021

Guilford College
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Guilford College's Certificate of the Biennial Review Report of the Drug and Alcohol Abuse Prevention Program

I certify that the information provided in this report has been reviewed and is accurate.

A handwritten signature in black ink, reading "Steven Mencarini", is enclosed within a yellow rectangular box.

Steven Mencarini
Dean of Students & Deputy Title IX Coordinator for Student Life

June 1, 2021

TABLE OF CONTENTS

Certificate of Review	3
The Guilford College Community	5
Accolades	6
Fast Facts	6
Mission	7
Core Values	7
Background on Drug-Free Schools and Communities Regulations	8
Why Guilford College is Conducting a Biennial Review of its DAAPP	8
Biennial Review Process	9
Biennial Review Period	9
Review Procedures	9
Access and Availability of DAAPP Report	9
Alcohol and Drug Policy	10
Annual Notification Policy	10
Student Handbook	10
Employee Handbook	10
Alcohol and Other Drug Prevention Mission and Goals	11
2019-2021 Programming and Services	11
Alcohol and Drug Policy Enforcement and Compliance	14
Point System and Sanctions	15
Access and Availability of Student Policies	15
Student-Athletes	16
Student-Athlete Consequences of Impermissible Drug/Banned Substance Use	16
Student-Athlete Alcohol Consumption	18
Access and Availability of Student-Athlete Policies	18
Methods of Enforcement	19
Alcohol and Other Drug Data	20
Access and Availability of Clery Statistics	21
Alcohol and Drug Prevention Strengths and Weaknesses Analysis	21
Recommendations for Alcohol and Drug Programming	22
Appendices	24
Appendix A - 2019-2021 DAAPP Review Committee Members	24
Appendix B - Social Media pages	25
Appendix C - Annual Emails to Employees and Students	26

The Guilford College Community

Guilford College is an educational community, which strives to integrate personal, physical, and spiritual growth through participation in rich traditions. These traditions include a liberal arts education which values academic excellence and stresses the need in a free society for mature, broadly educated community members; career development and community service which provide students, whatever their age or place in life, with knowledge and skills applicable to their chosen vocations; and Quakerism which places special emphasis on helping individuals to examine and strengthen their values. We believe that the wise and humane use of knowledge requires commitment to society as well as to self.

The Quaker heritage stresses spiritual receptivity, candor, integrity, compassion, tolerance, simplicity, equality, and strong concern for social justice and world peace. Growing out of this heritage, the College emphasizes educational values, which are embodied in a strong and lasting tradition of coeducation, a curriculum with intercultural and international dimensions, close individual relationships between students and faculty in the pursuit of knowledge, governance by consensus, and commitment to lifelong learning. Guilford expects each student to develop a broad understanding of our intellectual and social heritage and at the same time develop a special competence in one or more disciplines. Flexibility in the curriculum encourages each student to pursue a program of studies suited to personal needs, skills and aspirations.

While accepting many traditional educational goals and methods, the College also promotes innovative approaches to teaching and learning. Both students and faculty are encouraged to pursue high levels of scholarly research and creativity in all academic disciplines. Guilford particularly seeks to explore interdisciplinary and intercultural perspectives and to develop a capacity to reason effectively; to look beneath the surface of issues; to understand the presuppositions and implications of ideas; and to draw conclusions incisively, critically, and with fairness to other points of view. The College desires to have a "community of seekers," individuals dedicated to shared and corporate search as an important part of their lives. Such a community can come about only when there is diversity throughout the institution; diversity of older and younger, diversity of race and origin, diversity of beliefs and of what is valued among individuals. Through experiencing such differing points of view, we seek to free ourselves from bias.

As a community, Guilford strives to address questions of moral responsibility, to explore issues that are deeply felt but difficult to articulate and to support modes of personal fulfillment. The College seeks to cultivate respect for all individuals in an environment wherein conviction, purposes and aspirations can be carried forward. (Adopted by the Guilford College Faculty and Board of Trustees, 1985).

Accolades

- Guilford has been included in [Colleges that Change Lives](#) for more than 20 years
- Guilford ranked one of the "[Best 386 Colleges](#)" and "[Best Southeastern Colleges](#)" according to The Princeton Review (2021 Edition)
- Guilford is listed among the the "[Green Colleges](#)" by The Princeton Review
- 83% of Guilford graduates are employed or enrolled in Graduate School within a year of graduating - during the last six years, Guilford graduates outpaced the national average by as much as 14%
- Members of Guilford's highly selective [Bonner Leaders Program](#), who are awarded \$3,000 each annually in stipends, collectively spend tens of thousands of hours each year volunteering in the community
- In a [Sierra Magazine](#) poll of 202 colleges and universities, Guilford ranked seventh for its green initiatives in the food sustainability category. Notable actions include operating a campus farm, waste composting and support of local agriculture.

Fast Facts

- **Founded:** 1837
- **Student body:** 1,400 Students - Guilford has a diverse study body that includes adult and Early College students. Guilford also has the [Wiser Justice](#) program, which gives individuals a chance to earn college credit while incarcerated.
- **Diversity:** 40% of the student body are people of color
- **Degrees and programs:** 41 Majors, 52 Minors, 1 Graduate Program (Criminal Justice) - most popular majors include Business Administration, Health Sciences, Psychology, Criminal Justice, Accounting, Biology, Sport Management and Computing Technology and Information Systems.
- **Student-to-faculty ratio:** 14:1
- **Number of countries represented:** Guilford students hail from 40 states and 10 countries
- **Student-Athlete Population:** 42% of students under age 23 participate in Athletics
- **History:** Guilford has links to the Underground Railroad - abolitionist Levi Coffin aided escaping slaves by guiding them through the woods on Guilford's grounds and on their way to freedom in the North.
- **Rare recognitions:** Because of its significant role in the Underground Railroad, the campus is one of very few colleges listed as a National Historic District by the U.S. Department of the Interior.

Mission

Guilford's longstanding mission is clear and distinctive: to provide a transformative, practical and excellent liberal arts education that produces critical thinkers in an inclusive, diverse environment, guided by Quaker testimonies of community, equality, integrity, peace and simplicity and emphasizing the creative problem-solving skills, experience, enthusiasm and international perspectives necessary to promote positive change in the world.

Core Values

Community

Guilford is committed to the cultivation of positive relationships between, and common experiences among, students, faculty and staff.

Diversity

Guilford is committed to creating an academic institution where a variety of persons and perspectives are welcome. Guilford is committed to providing an environment where students from all cultures and backgrounds may succeed.

Equality

Guilford is committed to creating an institution and a society where everyone is appreciated and judged based on their contributions and performance rather than gender, race, religion, physical abilities, sexual identity or socio-economic condition.

Excellence

Guilford is committed to setting high standards of academic rigor in courses and creating high expectations for achievement by everyone. Guilford seeks the personal and intellectual transformation of our students through the liberal arts.

Integrity

Guilford is committed to creating a community that acts with honesty and forthrightness, holding ourselves to high academic and ethical standards and dealing with everyone with respect.

Justice

Guilford is committed to the peaceful resolution of conflict, sharing of economic and natural resources and parity in educational opportunity.

Stewardship

Guilford is committed to making decisions that will ensure the long-term survival of this institution. Guilford must maximize the value of our human, financial and physical resources in ways consistent with our Quaker heritage.

Background on Drug-Free Schools and Communities

Regulations

The Drug-Free Schools and Communities Act (DFSCA) and its amendments, as articulated in the Education Department General Administrative Regulations (EDGAR) [Part 86](#), requires that institutions of higher education (IHE) receiving federal funds or financial assistance certify that they have adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The Drug and Alcohol Abuse Prevention Program (DAAPP) [must include the following components](#):

- a. Standards of conduct for students and employees;
- b. A description of the sanctions for violating federal, state, and local law and campus policy;
- c. A description of health risks associated with alcohol and drug use;
- d. A list of resources for treatment and support options for students and employees; and
- e. A clear statement that the institution will impose disciplinary sanctions on students and employees, consistent with local, State, and Federal law, including a description of those sanctions.

IHEs must notify all students and employees annually of the DAAPP components. The notification must be in writing and in a manner that ensures all students and employees receive it. An IHE's failure to certify the adoption and implementation of a DAAPP with the Department of Education could result in the termination of all forms of financial assistance and may require repayment of federal funds.

Why Guilford College is Conducting a Biennial Review of its DAAPP

An important aspect of the DFSCA is the [requirement](#) that campuses closely examine their prevention program on a biennial basis in order to assess the scope and effectiveness of a campus prevention program. While the review is critical to complying with the regulations, it also provides significant benefits and opportunities for the college and its students.

Biennial Review Process

Guilford College is committed to monitoring and evaluating the effectiveness of its Alcohol and Other Drugs (AOD) programs and policies and implementing any needed changes or improvements. The biennial review is the joint responsibility of the [DAAPP Review Committee](#), which consists of, at minimum, the Director of Public Safety, Director of Financial Aid, Director of Human Resources, Director of Counseling Services, and Dean of Students.

Biennial Review Period

Following the guidance found in the [Drug-Free Schools and Communities Act \(DFSCA\)](#) publication, Guilford College will conduct a biennial review of its AOD programs and policies every two years, specifically by the end of each odd-numbered Spring semester, and will cover the previous two academic years. The timeframe reviewed in this report covers the Fall 2019-Spring 2021 academic years.

Review Procedures

The Drug and Alcohol Abuse Prevention Program (DAAPP) Review Committee is charged biennially to review the program's data, evaluate the program's effectiveness, and make necessary recommendations for improvement. The Committee will convene, at minimum, every two years to prepare the biennial Drug and Alcohol Abuse Prevention Program written biennial report.

The report is conducted with support from the Director of Financial Aid, Director of Counseling Services, Dean of Students, Director of Public Safety, and the Human Resources department. The final report is submitted to the Dean of Students for review and final approval.

Access and Availability of DAAPP Report

The final report, reviewed and approved by the Dean of Students, will be available prior to December 31, 2021. Students, employees, and the public can access the report online at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources> . Copies can also be obtained by contacting the Guilford College Student Health & Counseling Center, 5800 West Friendly Avenue, Greensboro, North Carolina 27410 or by email at wellness@guilford.edu.

Alcohol and Drug Policy

Guilford College's [policy on alcohol and other drugs](#) for students and employees states that the use, possession, manufacture, sale, or transfer of illegal or prescription drugs, drug paraphernalia (purchased or homemade), or alcoholic beverages on College property or while engaged in College work or other official College activities is strictly forbidden. Being under the influence of drugs or alcohol while engaged in College work or other official College activities, while on College property also is prohibited.

Annual Notification Policy

To ensure that all members of the Guilford community are aware of the College's Drug and Alcohol Abuse Prevention Program (DAAPP) and policies, all students and employees shall receive an alcohol and drug disclosure via email. This email shall include links to the [College's webpage](#) outlining the policy and additional links to reference documents, resources and prevention information.

Student Handbook

Guilford College's student handbook is updated each academic year and presents an overview of how Guilford operates and summarizes the rights and responsibilities that govern student life at Guilford. The 2020-2021 handbook contains sections on [substance use \(alcohol or other drug\) violations](#), [point system and sanctions](#), and policies and procedures for violations of [student conduct](#). The handbook is available to students at <https://catalog.guilford.edu/student-handbook/>.

Employee Handbook

The Guilford College employee handbook contains employment-related policies applicable to both faculty and staff members of Guilford College, including the College's [alcohol and other drug policy](#). The handbook is available to both faculty and staff at <https://www.guilford.edu/employee-handbooks> .

Alcohol and Other Drug Prevention Mission and Goals

Guilford College, in collaboration with other campus departments and groups, utilizes a comprehensive approach to promoting healthy behaviors, educating students and staff with accurate information concerning alcohol and drugs, increasing awareness of health risks associated with alcohol and drug misuse, identifying students at risk for alcohol and/or drug misuse for early intervention, eliminating myths about alcohol and drugs, and addressing alcohol and drug-related issues on campus.

Health Outreach and Wellness goals for alcohol and drug prevention include:

- 1) Assisting students in making responsible decisions and choices around alcohol and drug use.
 - a) Reduce risks and harm associated with the use of alcohol and/or drugs
 - b) Reduce underage drinking
 - c) Reduce use of marijuana
 - d) Help students to understand alcohol and drug safety and harm reduction strategies, if they choose to use alcohol or drugs
 - e) Help students resolve discrepancies between their behaviors and their values/beliefs/goals

- 2) Guiding the Guilford community in assessing concerns around alcohol and drug use by implementing actions to address those concerns and in evaluating outcomes.
 - a) Maintain collaborative working relationships with other campus departments and community partners
 - b) Provide resources and consultation to students and staff

In order to be effective in our approach, we value the following key components of effective prevention: assessment and evaluation, strategic planning, social media advocacy and campaigning, student involvement, campus-wide involvement and support, and building relationships with key stakeholders.

2019-2021 Programming and Services

The current biennial report covers the semester immediately preceding the global COVID-19 pandemic as well as three semesters lived in that event. As such, programming and services have been limited due to campus policies on face-to-face interactions, masking, and gathering size limitations.

The following programming and services have been implemented during the 2019-2021 academic years as a part of our comprehensive approach to promoting healthy behaviors, raising awareness about alcohol and drugs, and addressing alcohol and drug-related issues:

-
- Annual emails to faculty, staff, and students outlining standards of conduct; risks of use; federal, state, and local laws and campus policy; potential sanctions and employment consequences; and resources and treatment options.
 - Ongoing campus-wide collaboration among various departments such as Student Affairs; Office of Student Leadership & Engagement; Office of Diversity, Equity & Inclusion; Public Safety; Campus Activity Board; Active Minds; Residential Education and Housing; Student Health and Counseling; and other student and staff leaders.
 - Weekly convening of the Care Team in which drug and alcohol-related infractions are discussed among a multi-disciplinary team and students are directed to appropriate campus and community resources.
 - Mandating all first-year students to complete Part 1 of the online AlcoholEdu module through EVERFI Higher Education prior to coming to campus and completing Part 2 of the course 30-45 days later as part of the Initiate class requirement.
 - Great American Smokeout tabling event which focused on smoking cessation, particularly for marijuana, hookah, and cigarettes. Resources, education and opportunities were provided for smokers and non-smokers to commit to healthy, smoke-free lives and/or maintain healthy, smoke-free lives. Activities included smoke-free pledges, trade-in raffle, educational materials, and a message board in which students could write inspirational messages about quitting smoking or maintaining a smoke-free lifestyle.
 - National Drugs & Alcohol Facts week tabling event which focused on shattering myths about marijuana and alcohol use and raising awareness about marijuana and alcohol. Educational activities included a Jeopardy game, fatal vision goggles activities, and a “what is a standard drink?” activity.
 - Presentation for study abroad students about health and wellness with a focus on alcohol safety. Information was provided in PowerPoint format and provided links to community and national resources for alcohol and/or drug abuse/misuse.
 - Annual training of RAs to ensure knowledge of College policy and procedures around Drug and Alcohol use/misuse, including sanctions and resources
 - The Residential Education and Housing department assigned students to the Brief Alcohol Screening and Intervention for College Students (BASICS) course through the Counseling Center if they were found responsible for underage drinking or drug policy violation. The goal of BASICS is to help students examine their decisions and understand how alcohol/drug usage affects their goals and journey at Guilford.
 - Residential Education and Housing staff provided late night programs as an alternative to alcohol-related activities for students, prior to implementation of pandemic-related policies.
 - The Campus hosted a Week of Wellness series of events that served as an alternative outlet to alcohol that helped students relieve stress and prepare for

finals. Activities included salon styling, a memorial, yoga and meditation-themed activities, music therapy, sleep aids, naptime, and more.

- Annual participation in Mental Illness Awareness Week via screening for mental health and substance use
- Use of the DSM5 Cross-Cutting Symptoms Measure, which includes questions that screens for Drug and Alcohol use and misuse, for entry into counseling services
- Several “mocktails” events hosted by the OSLE department as alternatives to alcohol usage
- Please note that due to the 2019-20 academic year being truncated related to the COVID-19 pandemic, multiple planned events did not occur as students were no longer on campus.

Alcohol and Drug Policy Enforcement and Compliance

The Dean of Students is designated by the College's President to be responsible for the administration of student conduct. The Dean of Students, in consultation with designated students, faculty and staff, develops policies for the administration of campus discipline. The Guilford Student Body Association, along with several additional faculty and staff members, review the policies and procedures and recommend changes to the Dean of Students.

The Office of Academic and Student Affairs staff members observe and respond to student behavior, and offer guidance, advice, and counsel in assisting students to make healthy decisions that impact themselves and the community. Students are expected to be aware of the Core Values of the College and the policies set forth in the [Student Handbook](#).

The student conduct process at Guilford begins with "incident reports," submitted by any member of the campus community involving potential violations of the Student Conduct Code and/or concerns for the health and safety of members of the community. The Dean of Students, or their designee, in collaboration as needed with representatives from Residential Education and Housing, Department of Public Safety, and the Academic Dean's Office, conducts a preliminary review of the submitted incident reports to determine whether student conduct charges are warranted, additional investigation is needed, or a referral to other campus offices is made.

After the Dean of Students, or their designee, reviews an initial incident report, students identified as being principally involved in the incident will receive an email to their Guilford College account of their identification as a party to the incident. This email will contain the following information:

- The date, time, and location of the documented incident;
- Any pending charges as indicated under "violations" in the Student Handbook;
- Information about the student conduct hearing process (including date, time, and location of hearing, if possible) to discuss the pending charges;
- Links to general information about the College's student conduct processes; and
- If the incident involves a potential sexual misconduct violation, the name of the reporting student will be included, unless the reporting student chooses to remain confidential.

During the student conduct hearing, students will receive a full explanation of student conduct procedures and have an opportunity to discuss the pending charges with the hearing officer. All hearings are considered confidential.

Point System and Sanctions

Guilford College uses a [point system](#) as one of the sanctions for violations of the student code of conduct. All violations are assigned points. Once a student is found responsible for a violation, points will be assigned accordingly along with educational sanctions designed to address issues and provide support for the student. Multiple violations will result in multiple points being assigned for any given case.

1-3 cumulative points

An email will be sent letting the student know they were documented, found responsible and any or all of the following sanctions have been applied to their record: appropriate points and educational sanctions such as the BASICS and/or AlcoholEdu courses for alcohol or substance violations (\$75 fee charged to student account), fines as indicated by the violation(s), coach notification, and parental notification.

4-6 cumulative points

Students will be scheduled for a student conduct hearing with any or all of the following sanctions applied: appropriate points, fines as indicated by the violation(s), coach notification, parental notification, 5 hours of community engagement, BASICS and/or AlcoholEdu courses (\$75 fee charged to student account) for alcohol or substance violations.

7-9 cumulative points

Students will be scheduled for a student conduct hearing with any or all of the following sanctions applied: appropriate points, any fines as indicated by the violation(s), coach notification, parental notification, 10 hours of community engagement. BASICS course will be assigned for substance violations (\$75 fee charged to student account), coach notification, behavioral contract, possible revocation of athletic team membership, and/or study abroad opportunities.

10 cumulative points

Students will be scheduled for a conduct hearing and sanctioning may be suspension or dismissal.

Access and Availability of Student Policies

Information about the points system, sanctions, and violations can be found in the [Student Handbook](#) and at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources>.

Student-Athletes

The Dean of Students, Athletic Director, Head Athletic Trainer and Head Coach are responsible for student-athlete conduct, policy enforcement, communication with athletes, drug testing policies, and support for student-athletes.

All students must comply with Guilford College's Drug and Alcohol Policy as outlined in the Student Handbook. In addition, a student athlete, during the period of either their membership on or affiliated with an intercollegiate athletic team, may not use the drugs/substances specified in the [NCAA list of banned substances and non-prescribed Drugs](#).

Student-athletes who have a medical condition for which the use of a prescribed drug is authorized, a physician must provide a statement of such authorization and a copy of the prescription to the Certified Athletic Training Staff at Guilford College. This documentation will be kept in their medical file.

Student-Athlete Consequences of Impermissible Drug/Banned Substance Use

Any athlete may come forward at any time and seek help by contacting their head coach, athletic trainer, or Director of Athletics. In such cases, the athlete will go through the steps listed below. When there has been reliable determination of improper drug use, through verified test results, the student-athlete will be subject to the following requirements:

1. *Voluntary admission and request for counseling.* Confidential meeting to evaluate the nature and extent of drug involvement. The student-athlete will be required to meet privately with the Head Athletic Trainer, Director of Athletics, Guilford College counselor and Head Coach to ascertain the facts about the nature, history, and extent of the problem. In eliciting information from the student-athlete, responses are to be oral and are not given under oath, and are to be revealed only to college officials, persons authorized by the student-athlete, and the parents of the student-athlete if he/she is a minor or is a dependent student. No other persons or agencies will be given information except in response to a valid subpoena or court order.
2. *Counseling or rehabilitation.* The nature and extent of institutional counseling and medical intervention that may be required as a condition to continued athletic eligibility will depend on the nature of the individual's drug/substance involvement. As a minimum the student-athlete will be required to complete an individual education and counseling seminar program.
3. The student-athlete may be subject to additional testing and could be financially responsible as long as it is deemed appropriate by either the Director of Athletics or Head Athletic Trainer for the balance of the intercollegiate athletic season. Follow-up

testing for positive test results will allow adequate time for the drug/substance to be removed from the system. The student-athlete will not be permitted to participate in post-season play or activities until they retest with a negative result.

First Positive Test Result

1. Notification via conference call with the Director of Athletics, Dean of Students, Head Coach, and Head Athletic Trainer. The student-athlete's parents will be informed of the known facts concerning the drug/banned substance and the conditions imposed by the institution in response to those facts by the Head Athletic Trainer and Director of Athletics or their designee.

2. Students will be referred to the Dean of Students for appropriate judicial charges in accordance with the Student Code of Conduct.

3. Following a meeting with the head coach, the student-athlete is informed of a retest after 30 days. The date is noted in the meeting and failure to complete the retest may result in permanent disengagement from athletic participation.

4. Appropriate medical and psychological monitoring and counseling (including possible referrals to community providers if assistance is beyond the scope of practice for the Counseling Center) will be available to the student-athlete for the duration of any period of suspension and thereafter as long as the Athletic-Director, and Head Athletic Trainer, and Head Coach deem appropriate.

5. The student-athlete may be subject to additional testing and could be financially responsible as long as is deemed appropriate by either the Director of Athletics or Head Athletic Trainer for the balance of the intercollegiate athletic season. Follow-up testing for positive test results will allow adequate time for the drug/substance to be removed from the system. The student-athlete will not be permitted to participate in post-season play or activities until they retest with a negative result.

6. The student-athlete's refusal to take the required actions listed above will be treated as a Second Positive Offense.

Second Positive Test Result

1. A second positive, or admission prior to testing, will result in a suspension from the college. Upon readmission a coach may also institute further athletic suspension based upon the second offense of this policy.

2. Notification via a conference call with the Director of Athletics, Head Coach, and Head Athletic Trainer. The student-athlete's parents will be informed of the known facts concerning drug/banned substance misuse and the conditions to be imposed by the institution in response to those facts.

3. Students will be referred to the Dean of Students for appropriate judicial charges in accordance with the Student Code of Conduct.

4. Prior to being barred from participation in intercollegiate athletics or activities, the student-athlete shall be given the opportunity to meet with the Director of Athletics to be heard on the matter of imposition of the sanction upon them.

Athlete Alcohol Consumption

1. An alcohol-involved police offense [i.e., DWI/DUI, drunk and disorderly, etc.] during the season, while school is in session must be made known to the Director of Athletics. ACTION: Student is suspended until all legal actions and/or penalties have been officially documented. A guilty plea, admission or guilty verdict shall be treated as a POSITIVE Drug Test Result and sanctions applied.

2. Drinking on any athletic trip to include vans/buses to or from games. ACTION: Treated as a POSITIVE Drug Test Result.

3. Campus Violation.

ACTION: Meeting with coach and/or Director of Athletics and sanctions will be at his/her discretion.

Access and Availability of Student-Athlete Policies

Athletic coaches can find information about athletics' alcohol and drug policies and sanctions for faculty/staff in the [Athletics Handbook](https://www.guilford.edu/employee-handbooks) found at <https://www.guilford.edu/employee-handbooks> .

Methods of Enforcement

Public Safety

Guilford College's [Department of Public Safety](#) staff is composed solely of non-sworn officers, with no arrest authority outside the guidelines provided for private citizens. The Department of Public Safety provides continuous programming and support to keep safety and crime prevention awareness high among students and staff. The Department of Public Safety provides 24-hour patrolling of campus areas (including during athletic events), 24-hour blue-light emergency phones with immediate connection to Public Safety, 24 hour monitoring via voluntary uses of the Guilford Guard app, on-campus escorts, and documents incidents for referral to student conduct when violations of College policies or regulations occur. Criminal incidents are referred to the Greensboro Police Department who have jurisdiction on campus.

The Department of Public Safety also conducts room searches, if warranted. As a private institution, Guilford College has the right to enter any residential room to address maintenance concerns, conduct routine health and safety checks, and initiate room

searches and searches of vehicles or personal belongings. Any illegal items or items in violation of the student conduct code will be confiscated, labeled, and bagged by the Public Safety officers as evidence for the search. All confiscated items will be placed in the designated vault in the Public Safety office and reviewed after 30 days by the Director of Public Safety and then destroyed.

Response to Students

Guilford College is committed to educating students about alcohol and drug use. Thus, all first-year students are required to complete Part 1 of the online AlcoholEdu module through EVERFI Higher Education prior to coming to campus. After 30 to 45 days, students receive an invitation to complete Part 2 of the course, which will be completed as part of the First Year Experience (FYE) class ("Reflection Seminar 1/RS1" class beginning in Fall 2021 and forward) requirement.

Response to Employees

The Office of Human Resources oversees the conduct of employees. Any employee who is found to be under the influence of alcohol or drugs while at work will be subject to disciplinary action by the College, which is not limited to, but may include rehabilitation programs, probation, discipline, or termination. In accordance with federal law and regulations governing the receipt of federal monies, an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. The College must notify the appropriate federal granting agency within ten (10) days after receiving notice from an employee or otherwise receiving official notice of such a conviction. Within thirty (30) days of a conviction, the College will take appropriate personnel action regarding the employee, up to and including dismissal, or require the employee to participate satisfactorily in drug misuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. In addition, when there is suspicion of illegal activity, the College will cooperate voluntarily with local law enforcement personnel who seek information concerning an employee's involvement with drugs.

Employees who must possess and consume drugs prescribed by a doctor for medical purposes may be asked to submit a physician's statement that authorizes the employee to work while under the influence of prescribed drugs, and addresses any limitations caused by the drug on the individual's ability to work. In certain situations, the College may, but is not required to, mandate medical evaluation and treatment of the employee as a condition of continuing employment if the employee's substance problem is affecting work performance or is creating a dangerous, intimidating, or unprofessional work environment for others. In some cases the College may require that the employee take a leave of absence from the College in order to seek treatment.

Alcohol and Other Drug Data

The Department of Public Safety, in cooperation with local law enforcement agencies, and the Office of Academic and Student Affairs, publishes the [Annual Safety and Security report](#) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, which requires colleges and universities to collect, classify, and count crime reports and crime statistics. The report includes statistics for certain categories of crimes, including alcohol and drug law violations, that occur on campus, at off campus facilities controlled by the college, and public property contiguous to campus.

Despite current educational and prevention efforts, some students practice high-risk choices around alcohol and other drug use. Students may refer themselves to the Counseling Center, may be referred by another member of the Guilford community, or may be mandated to the Counseling Center by violating the campus alcohol and drug policy. The table below provides the statistics for arrests and/or persons referred for disciplinary action for alcohol violations and drug violations for 2018-2020 academic years. Please note numbers for 2020 are likely artificially deflated due to the impacts of the COVID-19 pandemic; including early campus closing in Spring 2020 and atypically high levels of remote learning in Fall 2020 combined with Health & Safety policies limiting gathering sizes.

Category	Location	2018		2019		2020	
		A*	R**	A	R	A	R
LIQUOR LAW VIOLATIONS	Total Incidents	0	7	0	38	0	31
	On Campus	0	37	0	38	0	31
	On Campus Student Housing	0	35	0	37	0	31
	Non Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0
DRUG LAW VIOLATIONS	Total Incidents	0	75	0	65	0	15
	On Campus	0	72	0	65	0	15
	On Campus Student Housing	0	66	0	63	0	15
	Non Campus	0	3	0	0	0	0
	Public Property	0	0	0	0	0	0
WEAPON LAW VIOLATIONS	Total Incidents	0	5	0	4	0	1
	On Campus	0	5	0	4	0	1
	On Campus Student Housing	0	4	0	4	0	1
	Non Campus	0	0	0	0	0	0
	Public Property	0	0	0	0	0	0

*A-Arrests **R-Referrals

Access and Availability of Clery Statistics

Each year, an announcement is disseminated to the Campus community, either by direct email or via placement in the daily campus email newsletter (The Buzz), providing the community access to the Annual Safety and Security report. This newsletter goes to all faculty, staff, and students. Copies of the report may be obtained at the Department of Public Safety, or the Office of Academic and Student Affairs located in Founders Hall, or by calling the Office of Public Safety at 336-316-2909. All prospective employees may obtain a copy from Human Resources in King Hall or by calling 336-316-2138, and a link is attached to Guilford College employment applications.

Alcohol and Drug Prevention Strengths and Weaknesses Analysis

As a part of the review process, the DAAPP Review Committee examined the outcome of alcohol and drug prevention programming within the Guilford College community during 2019-2021 academic years and provided the following strengths and weaknesses:

Strengths:

- Collaborative community amongst various departments and student-led campus organizations;
- Commitment for improvement;
- Support from campus partners and students;
- Community and campus-wide partnerships and resources;
- Multiple opportunities to provide education/awareness on campus;
- Social media presence (Instagram - [@gchealthandwellness](#) & Facebook - [Guilford College Health Outreach & Wellness](#));
- Consistent sanctioning when enforcing drug and alcohol policies;
- The College's drug and alcohol policies are simple and easy to understand; and
- All student events and programs are alcohol and drug-free.

Weaknesses:

- Elimination of staff position serving as coordinator and evaluator for wellness activities (including drug and alcohol programming);
- Programming pre- and post-assessment/evaluation;
- Student attendance and engagement in programming;
- Advertising programs/events;
- Lack of funding;
- Enhancement of peer education; and
- Low engagement on social media platforms.

Recommendations for Alcohol and Drug Programming

As a result of the biennial review process conducted, the DAAPP Review Committee recommend the following actions in order to improve the effectiveness of Guilford College's alcohol and drug misuse prevention programming:

- Reinstatement of at least one Health and Wellness-focused staff member who will ensure that the recommendations are able to be addressed going forward;
- Creation of a working group/committee to evaluate ongoing fidelity to DAAPP process recommendations;
- Updating the membership of the Committee to review DAAPP report and recommendations;
- Have DAAPP committee meet at least twice yearly, once per semester, to ensure recommendations are being acted on in preparation for 2023 report OR a Mid process report review;
- Create and implement a system to capture data regarding drug and alcohol use on campus, in order to evaluate the effectiveness of our alcohol and drug education efforts;
- Age-appropriate evidence-based screenings for Drug/Alcohol use/misuse as part of the intake for Counseling services;
- Update Drug and Alcohol use/misuse training for ResEd & Housing Staff (RAs)
- Developing updated BASICS training for Graduate Student Interns in Counseling Center;
- Email College's website resources regarding Drug and Alcohol policies and a description of health risks associated with alcohol and drug use to all incoming students (first years and transfers) each semester;
- Research and implement creative, fun ways to get students to attend and participate in programming (i.e., involve faculty in marketing/advertising efforts, student volunteers, guest speakers, incentives, etc.);
- Better utilize Guilford's social media platforms (Instagram, Facebook) to inform Guilford community of information and awareness events;
- Continued partnership between campus groups/organizations/departments to increase visibility of campus-sponsored events (all official campus events are substance free);
- Research new sources of revenue for alcohol and drug programming (i.e., grants, stipends, donations, fundraisers);
- Increase student participation in educational programming and relaying information to their peers (i.e., student volunteers, student-led events, RA involvement, etc.); and
- Develop a method to ensure every student and staff member acknowledges receipt of the College's Drug and Alcohol Abuse Prevention Program Policy.

Recommendations will be implemented, evaluated, and adjusted as needed by the DAAPP Review Committee to ensure achievement of the overall goals of promoting healthy behaviors and emphasizing the importance of drug and alcohol misuse prevention to the Guilford community.

Appendices

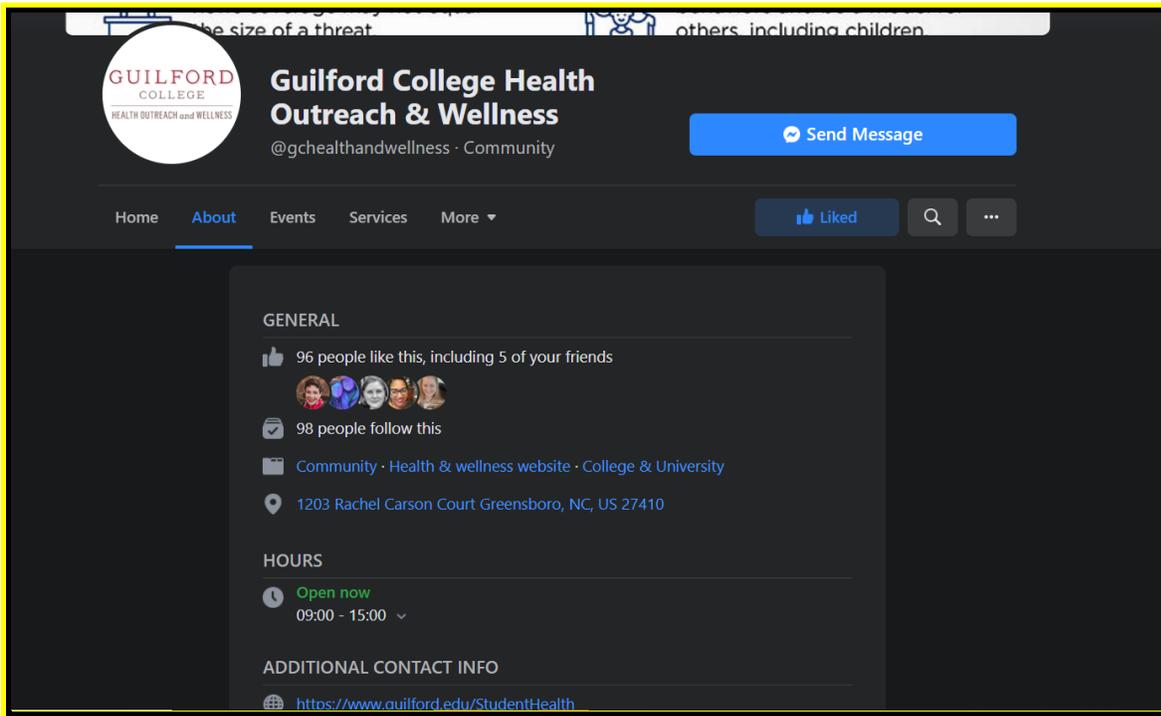
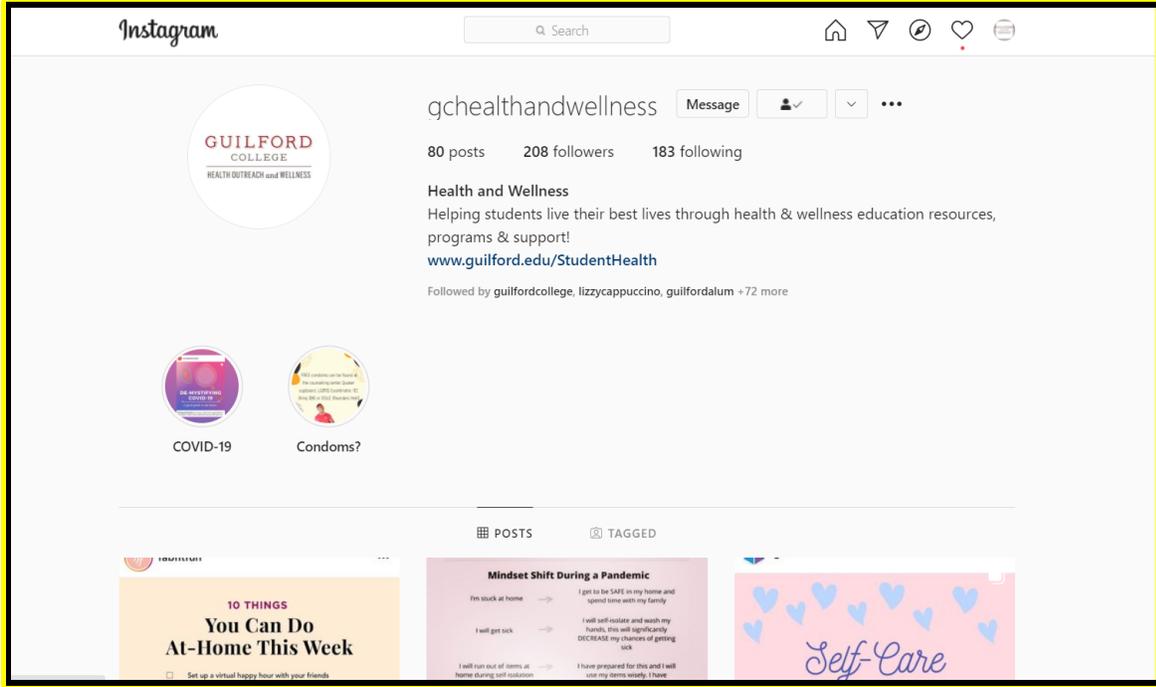
Appendix A

2019-2021 DAAPP Review Committee Members

Name	Title	Location
Taleisha Bowen, MS, EdS, LCMHC	Director of Counseling	Milner Student Health and Counseling Center
Steven Mencarini, PhD	Dean of Students	Founders 210
Charlene "Char" Bedillion	Director of Financial Aid	Financial Aid, New Garden Hall basement
Janet Gould	Interim Director of Human Resources and Payroll	King Hall
Jermaine Thomas	Director of Public Safety	Public Safety

Appendix B

Screenshot of the Health and Wellness department's social media pages (Instagram, Facebook)



Appendix C

Annual Email sent to employees

Guilford College's Alcohol and Drug Policy: Annual Notification to All Employees

Dear Guilford College Employees,

Guilford College is committed to providing a safe, drug and alcohol-free environment for all and expects its employees to report for work in appropriate mental and physical condition to effectively carry out their job responsibilities. As stated in the [Employee Handbook](#), the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or controlled substances on College premises or while conducting college business off College premises is absolutely prohibited.

In accordance with federal law and regulations governing the receipt of federal monies, an employee must notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Within thirty (30) days of a conviction, the College will take appropriate personnel action regarding the employee, up to and including dismissal, or require the employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency. The College will also cooperate voluntarily with local law enforcement personnel if there is suspicion of an employee engaging in illegal drug activity.

Additionally, the College views alcohol, drug, and other dependencies as treatable behavioral and medical problems. Therefore, any employee, for their own benefit, as well as the benefit of fellow employees and students, may voluntarily seek help for a drug or alcohol problem from the Human Resources office. Employees who desire more information or confidential assistance with alcohol or substance abuse may contact the College's Employee Assistance Program (EAP) Unum Benefits hotline 24 hours a day, 7 days per week at 1-800-854-1446 or visit www.unum.com/lifebalance. You may also contact the Human Resources and Payroll Department directly at (336) 316-2134 or hr@guilford.edu.

More information about the Employee Assistance Program can be found on the GuilfordNet under the Human Resources tab. The GuilfordNet can be accessed on the [Faculty & Staff](#) page. You may also see the attached flyer (Unum Health Advocate EAP).

Community and national drug and alcohol resources can be found on the [Alcohol and Other Drugs Resources](#) page.

Information about the health risks of alcohol and drug misuse can be found at the following websites:

Centers for Disease Control and Prevention <https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
WebMD <https://www.webmd.com/mental-health/addiction/addiction-heavy-drinking#1>
National Institute on Alcohol Abuse & Alcoholism <https://www.niaaa.nih.gov/alcohols-effects-body>

THIS COMMUNICATION IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL. THE ANNOUNCEMENT IS REQUIRED ANNUALLY, PER FEDERAL REGULATIONS.

Text reads:

“Guilford College's Alcohol and Drug Policy: Annual Notification to All Employees

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National Institute on Alcohol Abuse & Alcoholism <https://www.niaaa.nih.gov/alcohols-effects-body>

THIS COMMUNICATION IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL. THE ANNOUNCEMENT IS REQUIRED ANNUALLY, PER FEDERAL REGULATIONS.”

Annual Email sent to Students

Division of Student Affairs <StudentAffairs@guilford.edu> Thu, Jan 14, 4:01 PM

to students

THIS EMAIL IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL.

Guilford College is required to send this email to all students every year to comply with federal regulations.

Drug and Alcohol Education and Prevention

Guilford Students,

Guilford College is committed to promoting healthy behaviors, educating students with accurate information concerning alcohol and drugs, increasing awareness of health risks associated with alcohol and drug misuse, identifying students at risk for alcohol and/or drug misuse for early intervention, eliminating myths about alcohol and drugs, and addressing alcohol and drug-related issues on campus.

Guilford College's Student Code of Conduct and alcohol and drug policy prohibits the possession, manufacture, sale, or transfer of illegal prescription drugs, paraphernalia (purchased or homemade), or alcoholic beverages on College property. Being under the influence of drugs or alcohol while engaged in College work or other official College activities, while on College property, is also prohibited.

The following constitute violations of the College's alcohol policies and are subject to educational sanctions, fines, community service, dismissal from athletic teams and/or study abroad opportunities, suspension, or dismissal from the College and/or Federal and North Carolina sanctions/penalties:

- Abusive Use/Misconduct Under the Influence of Alcohol (abusive behavior or behavior that leads to medical consequences or police reports or behavior that causes harm to others)*
- Common containers (i.e., kegs, bong, funnels, etc.)*
- Drinking games of any type*
- Drug possession, use, and/or distribution & drug paraphernalia (i.e., scales, bong, etc.)*
- Consumption or possession of alcohol in communal or open access areas, such as hallways, balconies, basements, bathrooms, lounges, campus grounds, administrative or classroom buildings)*
- Purchase of Alcohol with College Funds*
- Underage Possession/Use for students under the age of 21*

Text reads:

“THIS EMAIL IS NOT DIRECTED TO ANY SPECIFIC INDIVIDUAL.

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Abusive Use/Misconduct Under the Influence of Alcohol (abusive behavior or behavior that leads to medical consequences or police reports or behavior that causes harm to others)
Common containers (i.e., kegs, bong, funnels, etc.)
Drinking games of any type

Drug possession, use, and/or distribution & drug paraphernalia (i.e., scales, bong, etc.)
Consumption or possession of alcohol in communal or open access areas, such as hallways, balconies, basements, bathrooms, lounges, campus grounds, administrative or classroom buildings)
Purchase of Alcohol with College Funds
Underage Possession/Use for students under the age of 21
Presence of empty alcohol containers (bottles, boxes, caps etc.) in the living space of a student under the age of 21

More information about the Student Code of Conduct as it relates to drug and alcohol violations can be found in the 2020-21 Student Handbook.

More information about Federal and North Carolina penalties and laws for alcohol and drug violations can be found at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources>.

A description of the health risks associated with the use of illicit drugs and alcohol misuse can also be found at <https://www.guilford.edu/health-and-safety/alcohol-and-other-drugs-resources>.

If you would like help addressing your alcohol or substance use, you may contact the Counseling Center at 336-316-2163 or counselingcenter@guilford.edu to arrange an appointment with a counselor."

Annual Email of 2020 Security and Fire Report

