



**Drug and Alcohol Prevention Program
(DAAPP) 2015**

Grand Rapids Community College

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Grand Rapids Community College (GRCC), to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit drugs both by GRCC students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

- I. Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- II. A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- III. A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- IV. A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- V. A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

I. Standards of Conduct

A. Employees

Grand Rapids Community College, in compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug Free Schools and Communities Act (20 U.S.C. 1145g), adopted a policy entitled, "Drug and Alcohol Policy."

According to this policy, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol on property owned or controlled by the College or as part of any College sponsored program off campus is prohibited, except as noted within the policy. Sanctions for violating this policy are outlined in section V (A) below.

The full version of the current Drug and Alcohol Policy can be found at:

http://www.grcc.edu/sites/default/files/docs/policies/6-24_drug_and_alcohol_policy.pdf

B. Students

Students attending Grand Rapids Community College are held responsible to our Student Code of Conduct. In addition to local, state and federal laws, our Student Code of Conduct prohibits:

Illegal or Unauthorized Possession/Use of Alcohol and Drugs

This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs, controlled substances, look-alike drugs, narcotics or alcoholic beverages or being under the influence of the same. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student and sniffing toxic vapors.

Sanctions for violating this standard of conduct are outlined in Section V (B) below. A full version of the Student Code of Conduct can be found at www.grcc.edu/studentconduct/studentcodeofconduct.

II. Legal Sanctions

The Grand Rapids Community College Police Department enforces all federal and state laws and local ordinances.

A. Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

B. State

The State of Michigan has numerous laws regulating the possession and use of controlled substances and alcohol. As an example, under current Michigan state law, “a person shall not knowingly or intentionally possess or distribute a controlled substance.” If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.

A minor (defined as a person under the age of 21) may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.

The State of Michigan laws can be found at <http://legislature.mi.gov/doc.aspx?chapterindex>.

C. Local

The City of Grand Rapids ordinances include but are not limited to: consumption in public places, possession and use of alcohol by minors, uncapped liquor in passenger compartments of vehicles, and all substance abuse ordinances. Sanctions could range from a civil infraction with attached fines to probation, rehabilitation, or even imprisonment. A full version of the city ordinances can be found at https://www.municode.com/library/mi/grand_rapids/codes/code_of_ordinances

III. Health Risks

According to the National Institute of Drug Abuse (NIDA), addiction is a chronic, relapsing disease characterized by compulsive drug seeking and use despite negative consequences and by long-lasting changes in the brain. Most drugs of abuse can alter a person’s thinking and judgment, leading to health risks, including addiction, drugged driving and infectious disease. Most drugs could potentially harm an unborn baby.

Commonly abused drugs are:

Alcohol	Mescaline (Peyote)
Ayahuasca	Mathamphetamine
Bath Salts (Synthetic Cathinones)	Over-the-counter Cough/Cold Medicines (Dextromethorphan or DMX)
Cocaine	PCP
DMT	Prescription Opioids
GHB	Prescription Sedatives (Tranquilizers, Depressants)
Hallucinogens	Prescription Stimulants
Heroin	Psilocybin
Inhalants	Rohypnol® (Flunitrazepam)
Ketamine	Salvia
Khat	Steroids (Anabolic)
LSD	Synthetic Cannabinoids (“K2” / “Spice”)
Marijuana (Cannabis)	Tobacco
MDMA (Ecstasy/Molly)	

For a complete list of short- and long-term health effects and treatment options, visit https://d14rmgtrwzf5a.cloudfront.net/sites/default/files/commonly_abused_drugs_august_2015.pdf

IV. Drug and Alcohol Programs

The following training, programs, resources, counseling, treatment, rehabilitation or reentry programs are available to employees and/or students as described below.

A. Employees

- Human Resources/Staff Development transitioned their eLearning software to Skillsoft spring of 2014. The eLearning module offers employees training in a number of categories, compliance (mandated) being one of the areas. All new employees are assigned a packet of compliance trainings to be completed, Drug and Alcohol Prevention is one of those trainings. This training is available to all employees 24/7 on and off campus using their personal account.
- The College offers an Employee Assistance Program (EAP), contracted through Pine Rest, free and accessible to any employee who may be seeking confidential counseling, assessment and/or treatment options. The EAP is a benefit paid for by the College. The hotline (616-455-6210) is accessible 24 hours a day, seven days a week. Employees are eligible for up to two pre-treatment and assessment interviews at no cost for problems requiring further assistance.
- Substance abuse needs are also covered by all medical plans offered by Grand Rapids Community College. Employees pay only their plan's deductible or co-pay for all treatment services.
- Leaves of Absence. GRCC offers leaves covered under the Family and Medical Leave Act and those not covered by the Act. Employees may work with GRCC's Human Resources department to request a leave to participate in treatment, and the reason for the leave is maintained confidentially. Leaves may be full leaves, meaning the employee is entirely absent from work, or the employee may take intermittent leave of absence. Leaves are coordinated through and documented by the employee's treatment provider.
- The GRCC Counseling and Career Center webpage offers a Free Alcohol Screening tool, which can be accessed at:
<http://www.mentalhealthscreening.org/screening/?keyword=GRANDRAPIDS>
- The Community Resource Handbook also includes information on the Drug and Alcohol Policy and Drug and Alcohol Prevention Program.
<http://cms.grcc.edu/humanresources/communityresources>

B. Students:

- An email is sent to all students enrolled in job training and credit courses each semester from the Dean of Students Office covering a variety of topics around safety, rights and responsibilities. The communication can be viewed at <https://grcc.edu/studentaffairs>.
- The GRCC Counseling and Career Center webpage offers a Free Alcohol Screening tool, which can be accessed at:
<http://www.mentalhealthscreening.org/screening/?keyword=GRANDRAPIDS>.
At the end of each anonymous screening, the student will receive an immediate result that can be printed and taken to a clinician for further evaluation. A screening test is not a substitute for a complete evaluation but it can help them learn if their symptoms are consistent with depression, bipolar disorder, an alcohol problem, an anxiety disorder or post-traumatic stress disorder and how to access help. This program is designed for individuals age 17 and above. The online screening is completely confidential.

- During the Fall Welcome Week Activities, the Campus Activities Board set up an Alcohol Awareness table, distributing flyers on alcohol awareness. A GRCC Police Officer was involved and engaged in discussion with students around this topic.
- The GRCC Counseling and Career Center offers an educational workshop titled, “Alcohol & Marijuana Use”. The workshop focuses on the potential impact drug and alcohol use can have on students’ academic success. The full description and date of the event can be found on the Fall ’15 Workshop flyer at http://www.grcc.edu/sites/default/files/attachments/52973%20Counseling%202015%20Fall%20Workshops_0.pdf
- Through the GRCC Career and Counseling Center, students have free access to licensed counselors on campus for initial screening/consultation in regards to a concern around substance use, with possible referral to an outside agency.
- Student athletes are presented with general information during their Orientation about alcohol/drug use, as well as resources if they find themselves struggling with abuse.
- As part of our Addiction Studies Certificate, GRCC offers the following classes for credit:
 - CJ 245 Substance Abuse
 - CJ 246 Alcohol Use and Abuse
 - CJ 275 Addiction Treatment with Diverse Populations

C. Local Resources

The following drug and alcohol related services and resources are available through local agencies:

- **Detoxification Services:** Detoxification is a service for adults intended to help them manage the physical process of withdrawal from substances more comfortably. The goal is to prepare a person for continued treatment for a substance use or co-occurring disorder.
- **Outpatient Services:** Individual and/or group-oriented counseling services for individuals, typically on the basis of scheduled appointments of an hour or more at a community agency.
- **Services for Pregnant Women and Women with Children:** *Eligible pregnant women and women with children are given priority status in accessing substance use disorder treatment.* network180 providers offer many different programs that are gender specific, outreach based, and are designed to work with the whole family. Gender specific services not only provide therapy but also case management, support, and ensuring families basic needs are met.
- **Residential Treatment Services:** Organized system of comprehensive services in a facility setting for individuals with a substance use disorder. A course of treatment will vary according to need, and the focus is on acquiring the skills and resources needed to transition to ongoing community-based care and recovery.
- **Methadone:** Counseling, case management and methadone dosing services along with precisely measured doses of methadone to help individuals with longer

histories of opiate use. The program helps individuals manage cravings, reduce the risks they might otherwise take (or present to others) and engage in a process of recovery.

- **Specialized Treatment Services:**
 - **Recovery Management:** Long-term community-based treatment and recovery coaching for men and women with chronic and unstable substance use disorders, family focused treatment and case management services for women with a substance use disorder who also have responsibility for children.
 - **Kent County Correctional Facility-Based Services:** Substance use disorder treatment within the Kent County Correctional Facility
 - **Northern Kent Outreach Services:** Clinicians provide targeted outreach services to individuals in northern regions of the county. Service locations are accessible and flexible, and are well-integrated with other area social service organizations to allow maximum convenience for the people who are served.

Regional resources and agencies available to students and employees include, but are not limited to:

1. Arbor Circle (www.arborcircle.org/)

Main Campus

1115 Ball Ave NE
Grand Rapids, MI 49505
(616) 456-6571

Newaygo Campus

222 E. 82nd St.
Newaygo, MI 49337
(231) 652-1780

2. Mel Trotter Ministries (<http://www.meltrotter.org/shelter-for-public-inebriates>)

225 Commerce Ave SW
Grand Rapids, MI 49503
(616) 454-8249

3. network180 (<http://network180.org/en/>)

(616) 336-3909
(800) 749-7720
Routine business hours:
Monday – Friday 8am –5pm
Emergency services available 24 hours

4. **OAR – Ottagan Addiction Recovery** (www.oar-inc.org)

Holland Location

483 Century Lane
Holland, MI 49423
(616) 396-5284

Grand Haven Location

1310 Wisconsin Ave. #303
Grand Haven, MI 49417
(616) 842-6710

5. **Wedgewood** (www.wedgewood.org)

3300 36th Street SE
Grand Rapids, Michigan 49512
(616) 942-2110

For additional resources:

- United Way First Call for Help line – Dial 2-1-1 or visit www.211.org.
- National directory of addiction and recovery programs and treatment centers www.recoverycorps.org.

V. Disciplinary Sanctions

GRCC will impose sanctions on students and employees for violation of GRCC’s policies and standards of conduct (consistent with federal, state, and local laws) up to and including reprimands, expulsion, termination, and referral for prosecution. Possible sanctions are described in more detail below.

A. Employees:

The Executive Director of Human Resources or designee handles matters that require disciplinary action at Grand Rapids Community College. The concept of progressive discipline will be utilized in most cases, taking into consideration the severity of the incident, prior disciplinary action, etc.

The following corrective actions (sanctions) may be imposed by the College for a violation of our Drug and Alcohol Policy:

1. **Verbal Notice.** The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting and place a copy of the results of that meeting in the department’s employee file.
2. **Written Warning.** A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee, is placed in the department file and the Human Resources employee file.

3. **Suspension Without Pay.** A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee, is placed in the department file and the Human Resources employee file.
4. **Final Written Warning.** The College may, at its discretion, choose to impose a final written warning in lieu of suspension. Exempt salaried personnel who are suspended for less than one week shall receive their wages in accordance with the Fair Labor Standards Act.
5. **Termination.** When it has been determined that an employee is unable or unwilling to meet the conditions of employment at GRCC, termination results.
6. **Zero Tolerance.** Per the GRCC Misconduct Policy, possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment is considered Zero Tolerance Misconduct. This form of verified intentional misconduct constitutes grounds for immediate termination of employment at GRCC.

B. Students:

The Director of Student Life & Conduct or designee handles matters that require disciplinary action at Grand Rapids Community College. The concept of progressive discipline will be utilized in all cases, taking into consideration the severity of the incident, the number of times the student has been referred to the conduct system, etc.

The following sanctions may be imposed by the College for general misconduct:

1. Verbal warning
2. Written warning
3. Probation – A period of observation and review of conduct during which the student or recognized Student Organization must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.
4. Permanent removal from a course
5. Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Suspension – The student or recognized Student Organization has temporary loss of student status for a specified length of time.
7. Permanent Expulsion – Is an act of terminating a student's enrollment at GRCC. This means the student may no longer participate in any GRCC activity or be on GRCC property owned, operated, leased, or maintained for any purpose.
8. Other Sanctions – Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior conditions/contract-signing stating agreed-upon behavior expectations for continued enrollment or reenrollment; loss of access to college computers and/or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioral infraction; a contract of terms of restitution of damages/stolen property before enrollment is continued and/or records are released. Suspension without pay from

his or her on campus job; prohibit participation in extracurricular activities or interscholastic or leadership positions, or community service.

9. Revocation of Admission and/or Degree – Admission to or a degree awarded from Grand Rapids community College may be revoked for fraud, misrepresentation, or other violation of GRCC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
10. Withholding Degree – GRCC may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

VI. Notification of the DAAPP

A. Employee Notification

Notification of the information contained in the DAAPP is distributed to all current employees of the college on an annual basis via an all-staff email, Blackboard, and GRCC Today. New employees will receive notification during their Orientation process. The DAAPP is also available for review online. It can be accessed at: <http://www.grcc.edu/aboutus/studentconsumerinformation>, <https://grcc.edu/humanresources>, and <http://cms.grcc.edu/financialaidscholarships/policies>.

B. Student Notification

Notification of the information contained in the DAAPP is distributed to all currently enrolled students each semester via email, and Blackboard.. Queries are run to ensure all late-starting students are notified. . The DAAPP is also available for review online. It can be accessed at: <http://www.grcc.edu/sites/default/files/attachments/Drug%20and%20Alcohol%20Prevention%20Program%202013%20Report.pdf>.

VII. Oversight Responsibility

The Dean of Student Affairs and the Executive Director of Human Resources shall serve as the main contacts that will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review. The DAAPP Oversight Team has been established to assist with these responsibilities. This team is responsible to the College President and provides a report to the President’s Cabinet annually.

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ⁱ Significant portions of this document were used/revised with permission from the DAAPP created by Lansing Community College.