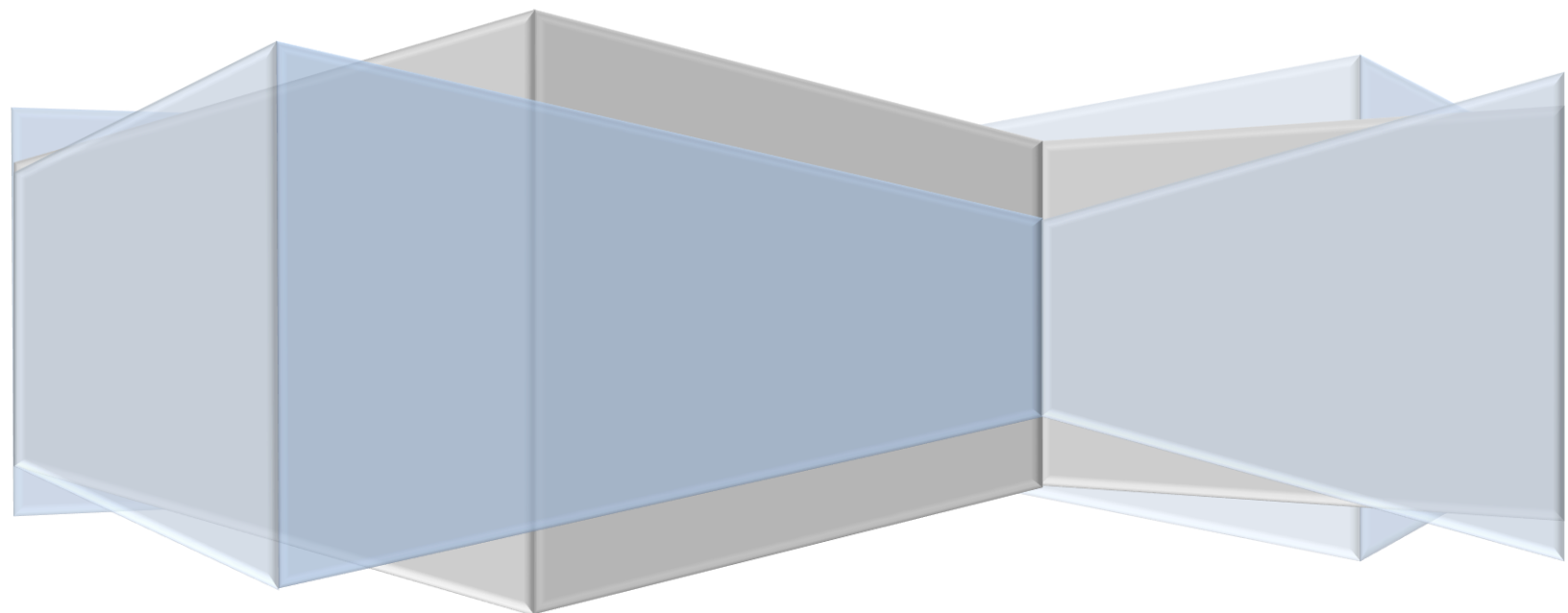


**Pat Goins Benton Road
Beauty School 2019
Biennial Report**

Drug Free Schools and Campus Act



Drug Free Schools and Campus Act

Pat Goins Benton Road Beauty School

2019 Biennial Review Report

Introduction:

In compliance with Drug Free Schools and Campuses Regulations (EDGAR Part 86), a meeting was held on September 17, 2019 at 1:00pm at Pat Goins Benton Road Beauty School to conduct Biennial Review of the effectiveness of the school's Alcohol and Other Drug (AOD) program and the consistency of policy enforcement. The Biennial Review meeting was chaired by Felicia Richardson Campus Administrator.

Participants included: Staff of Pat Goins Benton Road Beauty School

Ms. Janola Massaquoi, Campus President

Ms. Felicia Richardson – Campus Administrator

Ms. Ali Johnson – Director of Financial Aid

Ms. Sondra Dyson – Campus Coordinator /Instructor

Meeting notes were taken by: Ms. Sondra Dyson – Campus Coordinator/Instructor

The final report was prepared by: Felicia Richardson- Campus Administrator

Dialogue: The following statement was read to participants:

“A school must review its program once every two years to determine its effectiveness and to ensure that its sanctions are being enforced. As a part of this biennial review, the school must determine the number of drug and alcohol-related violations and fatalities that occur on a school's campus or as part of any of the school's activities and that are reported to campus officials; and the number and type of sanctions that are imposed by the school as a result of drug and alcohol-related violations and fatalities on the school's campus or as part of any of the school's activities.

After reading the statement from the Federal Regulations, the Leadership Team began its review.

The committee reviewed all student counseling records, student withdrawal records and campus incident reports during the previous two year period. No instances of AOD infractions or warnings were noted, no student requested AOD assistance via student support services. Ms. Massaquoi advised no staff member failed random drug screening during the two year period. Annual AOD presentation by Bossier City Police was conducted annually each year. Each year drug and awareness information was distributed bi- annually and during new employee staff and student orientation. A sample of 25 student records and 5 staff records were reviewed for compliance. (Signature page acknowledging receipt of AOD information and campus policy present in all files).

We also discussed the Council Alcoholism and Drug Abuse of Northwest Louisiana- CADA -2000 FAIRFIELD AVE, SHREVEPORT, LA 71104 ; (318) 222-8511 (<https://cadanwla.org/>) center that is listed as one of the community resources.

The team reviewed the website of the main community resource for the region Council Alcoholism and Drug Abuse of Northwest Louisiana- CADA -2000 FAIRFIELD AVE, SHREVEPORT, LA 71104 ; (318) 222-8511 (<https://cadanwla.org/>). The team reviewed the inpatient and outpatient program for Drug and Alcohol Addiction. Ms. Richardson recommends continuing using CADA as the counseling center of record for the school, the review committee agreed.

Conclusion: The campus review committee determined the campus had no drug or alcohol related violations or fatalities that occurred on the school campus or any school related activity within the last 2 years. No campus official has received any reports from students or staff on any violations. Effective 12/01/2017 The Drug and Alcohol Abuse Prevention (DAAP) prevention, policy and applicable laws will be included in the Annual Security Report (ASR) and distributed via email with a direct link to the ASR (www.patgoins.edu/ASR).

As there were no AOD infractions, the committee determined current methods are effective. The committee recommended the following updates and future task for continuous improvement (listed below).

Updates:

The information regarding drug and alcohol awareness provided to students and staff will be updated annually in January of each year to include the most current laws and drug and alcohol related information.

The employee handbook was updated 03/30/2018 to include sanctions for employees that violate drug and alcohol free policy. Sanction for employees include termination for bringing drugs or alcohol on campus, notification of the police if drugs are identified.

If an employee fails a drug test but was not found to have drugs or alcohol on the campus, the employee will be referred to CADA and required to complete prescribed plan of care before returning to work.

2019 AOD Implementations:

1. Implemented Alcohol or Drug Screening survey. A screening survey has helped us to better review drug/ alcohol usage amongst staff and students. Our previous review method relied upon actual infractions or self-reporting. Students or staff with drug or alcohol usage issues may not be able to recognize the issue to self-report thus resulting in low reporting. By utilizing a cost effective online tool, we are able to send a link to our students and staff members which allows an added sense of confidentiality and opens the door for participants to answer questions regarding AOD open and honestly.

Future Plans:

2. Implementing a Social Marketing/Social Norms Campaign: Given the wealth of data available, we could utilize more social marketing outlets and share messages that help to clarify social norms, and thereby reduce high risk behavior in the campus community.
3. Conducting Formalized Strategic Planning- We will invite members of CADA to participate in annual meeting regarding best practices in alcohol and drug prevention strategies. .
4. Development of a Recovery Community- Specialized resources and or support for students and staff who are identified as being in recovery.

Compliance Check Checklist

The task of the Biennial Review Committee, as outlined by the U.S. Department of Education’s Complying with the Drug-Free Schools and Campuses Regulations Manual, is designed to:

1. Determine the effectiveness of, and to implement any needed changes to, the school AOD program (policy, enforcement measures, prevention and intervention programming); and
2. Ensure that the disciplinary sanctions for violating standards of conduct are enforced consistently.

Results of the checklist review and discussion are provided in this report.

PART 86, DRUG-FREE SCHOOLS AND CAMPUSES REGULATIONS COMPLIANCE CHECKLIST

1. Does the institution maintain a copy of its drug prevention program? If yes, where is it located?
Yes,

Name: Felicia Richardson
Title: Campus Administrator
Phone: 318-746-2600
Office
1701 Old Minden Road – Suite 8; Bossier City, Louisiana 71171

2. Does the institution provide annually to each employee and each student, who is taking one or more classes for any type of academic credit except for continuing education units, written materials that adequately describe and contain the following?

a. Standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as a part of its activities

Students: Yes Staff: Yes

b. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol

Students: Yes **Staff:** Yes

- c. A description of applicable legal sanctions under local, state, or federal law

Students: Yes **Staff:** Yes

- d. A description of applicable counseling, treatment, or rehabilitation or re-entry programs

Students: Yes **Staff:** Yes

- e. A clear statement of the disciplinary sanctions the institution will impose on students and employees, and a description of those sanctions

Students: Yes **Staff:** Yes

COMMENTS:

An email is sent to all students, staff, and faculty containing the annual notification annually in January of each year. Staff will also receive their notification when receiving their W2's via U.S. mail.

Pat Goins Benton Road Beauty School will make efforts to deliver these notifications more than once per year via broadcast emails and student handouts.

In addition to the above mentioned methods of notification, the school will present the above information to prospective students and students during orientation prior to signing their contracts. Additionally, the above material is shared individually should a student or staff member need to meet with administrative staff at Pat Goins Benton Road Beauty School for alcohol and other drug related infractions.

3. Are the above materials distributed to students in one of the following ways?

- a. Mailed to each student (separately or included in another mailing): Yes via email.
- b. During orientation: Yes

4. Does the means of distribution provide adequate assurance that each student receives the materials annually? Yes

COMMENTS:

The Pat Goins Benton Road Beauty School Biennial Review Committee is confident that the materials delivered during orientation and during emails distribution in the Fall (September Annually) and Spring (January Annually) will adequately ensure that all students receive the material.

5. Does the institution's distribution plan make provisions for providing these materials to students who enroll at some date after the initial distribution? Yes

COMMENTS:

Pat Goins Benton Road Beauty School delivers the information during all prospective students during orientation. This school requires orientation to be completed by all students prior to entering as a student.

6. Are the above materials distributed to staff and faculty in one of the following ways?

- a. Mailed? Staff: Yes, by electronic mail
- b. During new employee orientation? Staff: Yes
- c. Another manner (describe)? No

7. Does the means of distribution provide adequate assurance that each staff and faculty member receives the materials annually? Yes

8. Does the institution's distribution plan make provisions for providing these materials to staff that are hired after the initial distribution? Yes, through new employee orientation.

9. In what ways does the institution conduct Biennial Reviews of its drug prevention program to determine effectiveness, implement necessary changes, and ensure that disciplinary sanctions are enforced?

Conduct opinion survey of its students, staff?

Students: Yes **Staff:** Yes

Evaluate comments obtained from a suggestion box?

Students: Yes **Staff:** Yes

Conduct focus groups?

Students: No **Staff:** No.

Conduct intercepts interviews?

Students: No **Staff:** No

Assess effectiveness of documented mandatory drug treatment referrals for students and employees?

Students: Yes **Staff:** Yes

COMMENTS:

Students and staff who successfully complete the school's accountability process for infractions of the Pat Goins Benton Road Beauty School Student Code of Conduct are given a survey to assess the effectiveness of the accountability process and the effectiveness of any disciplinary sanctions/outcomes assigned. The review also tracks staff and students who fail to complete required components. (No infractions have been reported to date).

Other (please list) – Other evaluation procedures include:

- in-person interviews
- results from random institutional drug testing among employees.

10. Who is responsible for conducting these Biennial Reviews?

Pat Goins Benton Road Beauty School is responsible for overseeing Biennial Reviews. The committee is led by Campus Administrator – Felicia Richardson.

11. If requested, has the institution made available, to the Secretary and the public, a copy of each requested item in the drug prevention program and the results of the Biennial Review? Yes

12. Where is the Biennial Review documentation located?

Name: Felicia Richardson

Title: Campus Administrator

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Office

1701 Old Minden Road – Suite 8; Bossier City, Louisiana 71111

Campus Administrator Ms. Felicia Richardson approved Biennial review report 9/20/2018.