



Elegance International

School of Professional Makeup

Biennial Review Report on Alcohol/Drugs Programs and Policies

2011-12 / 2012-13

January, 2014

Biennial Review Report on Alcohol and other Drugs Programs and Policies in Compliance with the Federal Drug-Free Schools and Campuses Regulations

A joint report from the Student Services Office and the Campus Hollywood Safety and Security, California.
Report prepared on behalf of the above by Compliance and Assessment.

Regulatory Requirement: 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 Elegance International (EI) to implement and maintain programs aimed at preventing the abuse of alcohol and use or distribution of illicit drugs both by Elegance International (EI) students and employees on its premises and as a part of any of its activities.

At a minimum each institution of higher education must annually distribute the following in writing to all students and employees:

- Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;
- A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and
- 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.

The law further requires that the institution conduct a biennial review of its program with the following objectives:

- Determining the effectiveness of the policy and implementing changes to the alcohol and other drug programs if they are needed; and
- To ensure that the sanctions developed are enforced consistently. The biennial review must also include a determination as to:
- The number of drug- and alcohol-related violations and fatalities occurring on the campus or as part of their activities that are reported to campus officials;
- The number and types of sanctions the IHEs impose on students or employees as a result of such violations or fatalities.

Elegance International (EI) acknowledges the rationale and purpose of such a self-assessment and, hereby, publishes these results of this administrative review conducted to determine if the college meets the needs of its students and employees, and if it fulfills the requirements of Federal regulation. The purpose of this report is to comply therewith, as well as to document evidence of the procedures in place for subsequent biennial reports.

The following college departments shall provide information for these biennial reports:

- Student Services Offices
- Campus Safety and Security Department
- Student Conduct Committee/ School Designee (for reportage on cases related hereto—if any)
- Human Resources (as reference)

In addition to meeting the aforementioned requirements, it is the intention of this document to summarize the programs and activities related to alcohol and drug prevention on The Elegance International campus during the 2011-2012 and 2012- 2013 academic years.

The following information was examined for the biennial review:

- Alcohol and drug policies at similar institutions
- Alcohol and drug information provided to students
- Student Handbook policies related to drug and alcohol use on campus and the sanctions imposed for failure to comply
- Employee Handbook policies related to drug and alcohol use by college employees and the sanctions imposed for failure to comply
- Elegance International Student Conduct Code
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports related to possible infractions of the drug and alcohol policy presented to students
- Local, State and Federal Mandates

Compliance with Drug-Free Schools and Communities Act:

Elegance International has published programs aimed at preventing the abuse of alcohol and use or distribution of illicit drugs both by students and employees—either on campus premises or as a part of any of the college's activities.

Student –Facing Disclosure: Elegance International has a written policy on alcohol and other drugs and distributes this, along with other pertinent information to students during Registration and Orientation . This policy is also available in the Course Catalog (<http://www.ei.edu/pdf/catalog.pdf>) and in the Student Handbook.

Employee-Facing Disclosure: The Elegance International Employee Handbook contains a Drug and Alcohol Abuse Policy. This handbook is supplied to all employees during orientation. Employees are also updated on a yearly basis regarding Clery/ AOD.

Global Disclosure: In connection with the rules of the Clery Act, this information (or links thereto), is supplied to all MI stakeholders on an annual basis via email announcement.

Materials and information on the Elegance International Website (via online Catalog) contain the following:

- 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;
- A description of the health risks associated with the use of illicit drugs and abuse of alcohol;

- A description of counseling or treatment programs.
- A clear statement and description of the disciplinary sanctions the institution will impose on students and employees.

The federally mandated policy about alcohol and other drugs will be discussed in more detail with students during orientation.

Alcohol-and Drug-Free Campus Workplace Policy:

Elegance International recognizes the health risks associated with controlled substance use and alcohol misuse and is committed to supporting students and employees who seek treatment for these conditions.

Student Options:

- On-campus counseling with a drug/alcohol awareness advocate
- On-campus referral service for drug/alcohol issues/treatment centers
- “The Book” contains important information regarding drug/alcohol treatment, hotline numbers and referrals
- The “Rainbow Resource Guide” available in the Student Services Office contains valuable information regarding drug/alcohol treatment, hotline numbers and referrals
- Lists of AA and NA meetings and times are available in Student Services Office

Employee Options:

- The Human Resources department can assist employees in a confidential manner, by providing them with information about community resources for evaluation, counseling, and treatment and helping them utilize any available employee benefits.
- “The Book” contains important information regarding drug/alcohol treatment, hotline numbers and referrals
- The “Rainbow Resource Guide” available in the Student Services Office contains valuable information regarding drug/alcohol treatment, hotline numbers and referrals
- Lists of AA and NA meetings and times are available in Student Services

The college also recognizes that controlled substance use and alcohol misuse diminish workplace and campus safety and undermine the college’s ability to fulfill its mission of providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility. Compliance with this policy is considered a condition of employment and attendance at Elegance International.

All employees and students have been notified of this policy by print publication and on our website.

Human Resources Incident Reports for staff/ faculty:

Year	AOD Incidents in Workplace	Outcome/ Actions
2011-2012	No Reports	N/A
2012-2013	No Reports	N/A

Student Affairs Incident Reports Summary:

Year	AOD Incidents in School/ Activities	Outcome/ Actions
2011-2012	No Reports	N/A
2012-2013	Suspicion of student under the influence	Faculty referred to options available through Student Services

Campus Safety and Security Incident Reports Summary:

Year	AOD Incidents on Campus	Outcome/ Actions
2011-2012	No Reports	N/A
2012-2013	No Reports	N/A

All Elegance International students are responsible for complying with State of California Laws as well as the policies of Elegance International. In compliance with the drug-free workplace requirements, the following policy is in effect for Elegance International and published in the Employee Handbook and Elegance International Catalog each year:

Elegance International, in compliance with the Federal Drug-Free Schools and Communities Act Amendment of 1989, prohibits the use, possession, sale or distribution of alcohol, narcotics, dangerous or illegal drugs, or other controlled substances as defined by California statutes on school property. Students may obtain information pertaining to the health risks and effects associated with alcohol and narcotics or other dangerous or illegal drugs from the Student Services Office. The Student Services Office will also assist in referring students to recovery and/ or treatment programs.

Specific school policies prohibit:

- Use, possession, sale, distribution, and/ or production of alcoholic beverages, acting as an accessory, liaison, or facilitator for any of the above except at a time, location and circumstance expressly permitted by EI and government regulations.
- Public intoxication anywhere on EI's premises or at functions sponsored by or participated in by EI.
- Illegal substances: Use, possession, sale, distribution, and/ or production of narcotics or other controlled substances, including related paraphernalia, or acting as an accessory, liaison, or facilitator for any of the above.

Disciplinary action for a violation of this policy can range from oral and written warnings up to and including suspension, expulsion, and/ or termination of employment, depending on the circumstances. Note: Responsibility is not diminished for acts in violation of Elegance International rules and regulations or other laws that are committed under the influence of alcohol or any illegal drugs or controlled substances.

Health Risks and Effects:

Alcohol and drug usage causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol

also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol and drugs can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol and drugs, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Summary and Plans for the Future:

Elegance International recognizes the importance of maintaining a robust Drug and Alcohol Program to edify and assist students and employees alike should they find need. In order to do so, Elegance International has adopted this policy and these procedures and shall endeavor always to improve upon them for the betterment of the student body, the employees and the entire Elegance International family.

In review of the information contained herein, Elegance International has come to the conclusion that, while the Alcohol/ Drugs policies seem to be effective (as, seemingly, exemplified in the incident report tables included herein), there is room for improvement. It may be the case that the dearth of incidents reported may be reflective of a lack of reportage as opposed to minimal AOD incidents. Furthermore, there may be a need to disseminate information on options for student and employees more widely and frequently.

Proposed Activities for 2013/ 2014-Regarding Drug and Alcohol Prevention and Safety/ Security

In an attempt to improve this process and make these programs more successful, Elegance International will endeavor to do the following in 2013/ 14:

- Increase the depth and scope of the Drug/ Alcohol Awareness portion of New Student Orientation— with a focus on increasing awareness of options for students who find themselves in need of such
- Increase the school-wide awareness system by incorporating AOD flyers and announcements throughout the college
- Increase faculty and staff awareness of the opportunities related hereto for students and employees, alike—especially those options available through the Office of Student Services
- Create a training program for faculty/ staff focusing upon how to deal with and assist students and colleagues with such issues
- Add Drug and Alcohol Awareness topics at Annual School Safety Summit
- Office of Campus Safety and Security undertaking an audit of Crime Logs vs. Daily Report logs to ascertain whether reports are made and not recorded. Will take appropriate upon result.

Resources for Assistance:

All students and employees are encouraged to seek early help if they feel they have a problem with alcohol and/ or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are resources on campus and in the community for assistance.

Questions should be directed to the Office of Student Affairs.

Some other resources include:

- Alcoholics Anonymous-<http://www.aa.org>
- Al-Anon – <http://www.alanon.org>
- Narcotics Anonymous – <http://www.na.org>
- Focus on Recovery Helpline (alcohol/ drugs) – 1-800-374-2800 or 1-800-234- 1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)

- National Alliance for the Mentally III – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service --
1-800-662-4357
- Veterans – Locate the closest VAMC or VA Regional Office: 1-877-222-8387

