

Drug and Alcohol Prevention Program (DAAPP)

Introduction

Student Policy

Employee Policy

Other Related Policies

Legal Ramifications

Drug & Alcohol Related Health Risks

Drug & Alcohol Programs & Resources

Annual Notification

Introduction

Forsyth Technical Community College is one of 58 institutions operating in the North Carolina Community College System, a statewide organization of public, two-year, and post-secondary educational institutions. The statutes of the state of North Carolina provide for the organization and administration of a community college system under the direction of the state board of community colleges. This 20-member board has full authority to adopt all policies, regulations, and standards it deems necessary for the system's operation. The governor and the General Assembly appoint members of the state board. The state board has three major functions: equitable distribution of funds and fiscal accountability, establishing and maintaining state priorities, and educational program approval and accountability. Forsyth Technical Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas, and certificates.

Forsyth Technical Community College is governed by a 15-member board of trustees - four appointed by the governor of North Carolina, four appointed by the Winston-Salem/Forsyth County Board of Education, and four appointed by the Forsyth County Board of Commissioners. The Student Government Association president serves as a non-voting member. Trustees are appointed to four-year terms and set local policy for the College.

The college opened in the fall of 1960 as the Winston-Salem/Forsyth County Industrial Education Center. Automotive mechanics, machine shops, electronics, and practical nursing were among the first course offerings. In 1963, the North Carolina Department of Community Colleges was established, and the school became part of the new community college system. In 1964, the name was changed to Forsyth Technical Institute, and new programs and courses were added. The '70s and '80's brought more change and expansion, including adding a West Campus site. The school's name was changed again in 1985, as it became Forsyth Technical College, and then, in 1987, it acquired its current name, Forsyth Technical Community College.

Student Drug and Alcohol Policy

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any drug, alcoholic beverage, or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on the campus or grounds of Forsyth Tech, or during the time when a student is participating in any college activity, function, or event off-campus, unless authorized by the college. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule; however, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines. Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while on college grounds.

Employee Policy

Drugs and Alcohol Policy for Employees

All employees and all applicants for employment of Forsyth Tech are required to report to work fit for duty and free of any adverse effects of illegal drugs, misuse of legal prescription drugs, or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely, and they must promptly disclose any work restrictions to their supervisor.

Work Rules

- Whenever employees are working, are operating any Forsyth Tech vehicle, or are present at Forsyth Tech they are prohibited from:
- Using, possessing, buying, selling, manufacturing, or dispensing an illegal drug (to include possession of drug paraphernalia)
- Being under the influence of alcohol or an illegal drug as defined in this policy
- Possessing or consuming alcohol unless:

When conducting college business at a Forsyth Tech event where alcohol use is sanctioned, employees should not be impaired by the use of alcohol, and employees are expected to comply with all other college policies

- Employees are required to disclose to Human Resources when they are taking any prescription or over-the-counter medications that could impair their ability to perform their job safely and competently. Human Resources will determine, in consultation with the employee and the employee's health care provider, whether the employee can continue to perform their current job. If not, the employee may be temporarily removed from the position and reassigned to another

position or placed on a temporary leave of absence. When the employee is no longer taking the medication, the employee will be restored to their original position. All information provided by the employee will be kept confidential and separate from the employee's personnel file.

Required Testing: Pre-employment

Applicants being considered for hire in pre-identified roles must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Required Testing: Reasonable Suspicion

Employees are subject to testing based on (but not limited to) observations of apparent workplace use, possession, or impairment when those observations are made. Human Resources must be consulted and will determine if it is necessary to send an employee for testing.

When reasonable suspicion testing is warranted, the employee will be notified of the observations and the requirement to immediately undergo a drug and/or alcohol test. Refusal by an employee will be treated as a positive test result and may result in immediate termination of employment unless an unrelated medical condition is identified.

Under no circumstances will the employee be allowed to drive themselves to the testing facility. A member of management must transport the employee or arrange for transportation and arrange for the employee to be transported home.

Required Testing: Post-accident/Post Injury

Employees are subject to immediate testing when they are involved in accidents that seriously damage a Forsyth Tech vehicle, machinery, equipment, or property or that result in an injury to themselves or another employee or student requiring offsite medical attention. Refusal by an employee will be treated as a positive test result and may result in immediate termination of employment unless an unrelated medical condition is identified.

Consequences

Employees who test positive, or otherwise violate this policy, will be subject to corrective action, up to and including termination. Depending on the circumstances, the employee's work history/record and any state law requirements, Forsyth Tech may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies determined by Forsyth Tech. If the employee either does not complete the rehabilitation program or tests positive after completing the rehabilitation program, the employee may be immediately terminated.

Employees will be paid for time spent in alcohol or drug testing and then placed on leave pending the results of the drug or alcohol test.

Once a drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee may forfeit the opportunity to be granted a leave of absence for treatment, and will face possible corrective action, up to and including termination.

Employee Assistance

Forsyth Tech will assist and support employees who voluntarily seek help for drug or alcohol problems before becoming subject to corrective action or termination under this or other Forsyth Tech policies. Such employees may be allowed to use accrued leave, placed on a leave of absence, referred to treatment providers and otherwise accommodated as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously.

If a reasonable suspicion or post-accident drug test has been initiated under this policy, unless otherwise required by the Family and Medical Leave Act or the Americans with Disabilities Act, the employee may forfeit the opportunity to be granted a leave of absence for treatment, and will be subject to corrective action up to and including termination.

Inspections

Forsyth Tech administration reserves the right to inspect all portions of its premises for drugs, alcohol, or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections by authorized Forsyth Tech personnel. Employees who possess such contraband or refuse to cooperate in such inspections are subject to corrective action up to and including termination.

Crimes Involving Drugs

Forsyth Tech prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on college premises or while conducting college business. Forsyth Tech employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel may be notified, as appropriate, when criminal activity is suspected.

All employees who are convicted of, plead guilty to, or are sentenced for a crime involving an illegal drug are required to report the conviction, plea, or sentence to Human Resources within five (5) days of the event.

If an employee is convicted of violating any criminal drug statute, they will be subject to corrective action up to and including termination. Suspension without pay may result to allow management time to review the nature of the charges and the employee's past record with Forsyth Tech.

Human Resources will be responsible for reporting the conviction to the U.S. government agency from which a federal grant was received within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of such a conviction if this violation occurred while on the job or on college premises.

Approved by Executive Leadership Team on June 16, 2020

Drug and Alcohol Abuse Prevention Program Biennial Review Policy

The Drug-Free Schools and Communities Act amendments of 1989 require that as a condition of receiving funds or any other form of financial assistance under any federal programs, Forsyth Technical Community College must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. Forsyth Technical Community College is unequivocally opposed to the misuse of lawful drugs, the possession and use of unlawful drugs and the abuse of alcohol. The policy and programs are designed to identify problems at the earliest stage, motivate the affected individuals to seek help, and to direct individuals toward the best assistance available. Forsyth Technical Community College conducts a biennial review in all odd years.

Approved by Board of Trustees on April 18, 2023

Alcoholic Beverages Policy

Forsyth Technical Community College is committed to a drug-free environment. Unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, drug paraphernalia, or alcohol are prohibited on college property and at any college-sponsored activities. Lawful consumption and possession of alcohol is prohibited with the exception of college-sanctioned activities where alcohol is manufactured, possessed, used, distributed, sold, served, and/or consumed for academic, continuing education, social, or other purposes consistent with the college's procedures and applicable legal requirements. Such college-sanctioned activities must be approved in writing by the college president. The authority for enforcement of this resolution shall be GS 18b-301 (f), (4), and (7).

Any individual found in violation of the college policy or convicted of violating any criminal drug or alcoholic beverage control statute while on college property or at any college sponsored activity will be subject to disciplinary action up to and including expulsion or termination of employment. Additionally, any individual found in violation of this policy may be subject to punishment under applicable local, state, and federal law. It is further noted that the use of illegal substances poses a serious health risk including but not limited to severe reactions and death.

Alcoholic Beverages Policy approved by Board of Trustees, April 19, 2022.

Legal Sanctions

Federal Law

The law prohibiting unauthorized possession of any controlled substance is found in [21 USC § 844](#). Simple possession of any controlled substance (meaning having a small amount for personal consumption without intending to distribute or sell) is a misdemeanor under federal law carrying a fine of at least \$1,000 and no more than one year in prison (except for possession of Flunitrazepam, more commonly known as “roofies,” which is always a felony and carries a greater penalty). Repeat possession offenders may be charged with a felony, which carries a longer prison sentence and greater fine. Possession with intent to distribute carries additional penalties. In addition to prison time and fines, persons convicted of possession may also be fined for the reasonable costs of the investigation and prosecution of the offense.

The penalties for drug trafficking are found in [21 USC § 841](#) and are listed in the charts below. Persons who violate drug trafficking laws within 1,000 feet of a university may face more severe penalties.

Drug/Schedule	Quantity	Penalty	Quantity	Penalty
Cocaine (Schedule II)	500-4999g mixture	First Offense: Not less than 5 years and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs mixture or more	First Offense: Not less than 10 years and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 years and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279g mixture		280g mixture or more	
Fentanyl (Schedule II)	40-399g mixture		400g mixture or more	
Fentanyl Analogue (Schedule I)	10-99g mixture		100g mixture or more	
Heroin (Schedule I)	100-999g mixture		1kg mixture or more	
LSD (Schedule I)	1-9g mixture		10g mixture or more	
Methamphetamine (Schedule II)	5-49g pure or 50-499g mixture		50g or more pure OR 500g or more mixture	
PCP (Schedule II)	10-99g pure or		100g or more pure	

Drug/Schedule	Quantity	Penalty	Quantity	Penalty
	100-999g mixture		OR 1kg or more mixture	
Other Schedule I and II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	1 gram	<p>First Offense: Not more than 20 years. If death or serious injury, not less than 20 years or more than life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not more than 30 years. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.</p>	Other than 1 gram or more	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 10 years. If death or serious injury, not more than 15 years. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p>Second Offense: Not more than 20 years. If death or serious injury, not more than 30 years. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>		

Drug/Schedule	Quantity	Penalty	Quantity	Penalty
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>		
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 4 years. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

North Carolina Law

North Carolina law, like federal law, prohibits possession of any controlled substance, possession with intent to distribute and trafficking of any controlled substance. North Carolina has structured sentencing, with judges permitted to impose a sentence within a prescribed range depending on the class of the offense, the number of prior convictions for the individual defendant and whether there were aggravating or mitigating factors in the circumstances of the offense. There are additional penalties whenever a drug transaction or drug law violation involves a minor. N.C. Gen. Stat. § 90-95.4; §90-95.5; §90-95.6; § 90-95.7. North Carolina law provides limited immunity for a “good Samaritan.” If someone calls 911 or a law enforcement officer to seek medical assistance for someone experiencing an overdose, they cannot be charged with any misdemeanor possession violation or a felony possession violation if they have less than one gram of cocaine or heroin. This provision is found in § 90-96.2.

*Local penalties follow State Statutes

Types of Drug	Possession	Possession With Intent to Sell or Deliver; To Manufacture; or to Sell and/or Deliver	NC Statute
<p>Schedule I: Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP) and MDA</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (felony)</p>	<p>Maximum Penalty: Ten (10) years in prison and/or fine (felony)</p>	<p>§90-89</p>
<p>Schedule II: Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines and other opium and opium extracts and narcotics</p>	<p>Maximum Penalty: Two (2) years in prison and/or \$2,000 fine (misdemeanor) – UNLESS-</p> <ul style="list-style-type: none"> • Exceeds 4 tablets, capsules, other dosage units or equivalent quantity of Hydromorphone. • Exceeds 100 tablets, capsules, other dosage units or equivalent quantity. • One gram or more of Cocaine. <p>Maximum Penalty: Five (5) years in prison and/or fine (felony).</p>	<p>Maximum Penalty: Ten (10) years in prison and/or fine (felony)</p>	<p>§90-90</p>
<p>Schedule III: Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Doriden, Tylenol #3, Empirin #3 and codeine-based cough suppressants such as</p>	<p>Maximum Penalty: Possession of less than 100 tablets, capsules, other dosage units or equivalent quantity: Two (2) years in prison and/or fine (misdemeanor)</p> <p>To possess more than 100 tablets, capsules, other dosage units or equivalent</p>	<p>Maximum Penalty: Five (5) years in prison and/or fine (felony)</p>	<p>§90-91</p>

Types of Drug	Possession	Possession With Intent to Sell or Deliver; To Manufacture; or to Sell and/or Deliver	NC Statute
Schedule IV: Barbiturates, narcotics and stimulants including Valium, Talwin, Librium, Equanil, Darvon, Darvocet, Placidyl, Tranxene, Serax, Ionamin (yellow jackets)	Maximum Penalty: Same as Schedule III	Maximum Penalty: Five (5) years in prison and/or fine (felony)	§90-92
Schedule V: Compounds that contain very limited amounts of codeine, dihydrocodeine, ethylmorphine, opium and atropine, such as Terpine Hydrate with codeine, Robitussin AC	Maximum Penalty: Six (6) months in prison and/or fine (misdemeanor)	Maximum Penalty: Five (5) years in prison and/or fine (felony)	§90-93
Schedule VI: Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol	<p>Maximum Penalty: Possession of less than .5 ounce of Marijuana or .05 ounce Hashish: 20 days in prison and/or \$200 fine (misdemeanor). If Marijuana, the sentence must be suspended.</p> <p>Possession of more than .5 ounce of Marijuana or .05 ounce Hashish: 120 days in prison and/or fine up to \$500 (misdemeanor)</p> <p>Possession of more than 1.5 ounce of Marijuana or .15 ounce of Hashish or consists of any quantity of synthetic Tetrahydrocannabinols or Tetrahydrocannabinols isolated from the</p>	<p>Maximum Penalty Delivery of less than 5 grams of marijuana for no compensation is not considered sale or delivery, but may still be prosecuted as possession</p> <p>Less than 10 pounds: a Class H felony punishable by up to 8 months in prison and a discretionary fine for the first offense</p> <p>In excess of 10 pounds, but less than 50 pounds: a</p>	§90-94

Types of Drug	Possession	Possession With Intent to Sell or Deliver; To Manufacture; or to Sell and/or Deliver	NC Statute
Drug Paraphernalia	Maximum Penalty: One hundred twenty (120) days in prison and/or fine. (misdemeanor)	<p>Maximum Penalty: One hundred twenty (120) days in prison and/or fine. (misdemeanor)</p> <p>However, delivery of drug paraphernalia by a person over 18 years of age to someone under 18 years of age who is at least three years younger: One (1) year in prison and/or fine. (felony)</p> <p>It is unlawful for any person to purchase or otherwise procure an advertisement in any newspaper, magazine, handbill or other publication or purchase or otherwise procure an advertisement on a billboard, sign or other outdoor display, when he knows that the purpose of the advertisement, in whole or in part, is to promote the sale of objects designed or intended for use as drug paraphernalia. Sixty (60) days in prison and/or fine. (misdemeanor)</p>	§90-113.22- §90-113.24

Health Risks

Several health risks are associated with the use of illegal substances and alcohol. Some of the major risks include:

- **Alcohol:** physical and psychological dependence, automobile accidents due to impaired ability and judgment, damage to the development of unborn children, and deterioration of vital organs such as the liver and brain.
- **Amphetamines** (*Speed, uppers, etc.*): physical and psychological dependence, elevated blood pressure, loss of coordination, stroke, high fever, and heart failure.
- **Cocaine:** physical and psychological dependence, sudden cardiac arrest, respiratory failure, severe depression, and paranoia.
- **Hallucinogens** (*PCP, Angel Dust, LSD, acid, etc.*): physical and psychological dependence, decreased muscular coordination, hallucinations, incoherent speech, loss of memory, severe depression or anxiety, and violent episodes.
- **Marijuana:** physical and psychological dependence, paranoia, impaired short-term memory and comprehension, damage to the lungs and pulmonary system, and increased risk of lung cancer.
- **Narcotics** (*heroin, codeine, morphine, etc.*): physical and psychological dependence, nausea, convulsions, coma, premature or addicted infants, and increased risk of hepatitis or AIDS from contaminated syringes

Alcohol and Other Drug Comprehensive Program/Intervention, Prevention, & Education

In compliance with the Drug-Free Schools & Communities Act of 1989, Forsyth Tech offers various drug and alcohol use prevention, education, and intervention programs.

Student Alcohol and Drug Prevention and Intervention Programs

Counseling and Treatment

Forsyth Technical Community College Counseling Services has a staff of licensed counselors who provide a non-judgmental space where all students feel safe to share their concerns. Students may participate in a confidential individual assessment of their alcohol and other drug use by Counseling Services. All counseling services are offered at no charge and are strictly confidential; however, exceptions are made when students present a danger to themselves or others or subpoena by court. The counselors specialize in personal counseling, referrals to community agencies, and crisis support. Short term alcohol and other drug counseling is available on campus to students through Forsyth Tech's Counseling Center 336-734-7280. Students may be referred through the Counseling Center to other treatment programs for more intensive treatment. Through Forsyth Tech's Human Resources department, Forsyth Tech's EAB offers employees additional education and counseling, as well as appropriate referrals. Within Winston-Salem and Forsyth County, the following substance abuse counseling agencies exist. SAMHSA National Helpline 1-800-662-4357, Insight Human Services 336-725-8389, and Comprehensive Treatment Centers 877-463-6208. These agencies provide a variety of services which may include intake/evaluation, detoxification, chemical dependency programs, outpatient services, and education. Interested individuals are encouraged to contact each agency for additional information regarding specific services and costs.

Employee Alcohol and Drug Prevention and Intervention Programs

Resource Access

Forsyth Tech offers an EAP for employees, with an ongoing emphasis on promoting Work-Life programs to support employees and their families with issues related to substance abuse. EAP provides toll-free 24/7 telephonic access and online chat access. The plan also provides custom research matching local resources and providers to your specific needs.

Through the Substance Abuse and Mental Health Services Administration, website <https://www.samhsa.gov/> a variety of prevention education programs, individual and group counseling sessions, and agencies are resources. Individual, group and community educational programs and interventions designed to prevent and reduce alcohol and other drug use/abuse are offered to Forsyth Tech. In addition, a campus-community alcohol and other drug coalition meets monthly to discuss current substance abuse related issues and trends. As mandated by the Drug-Free Schools and Campuses Act, this policy is distributed to all students, staff and faculty on an annual basis, and during every even year, a biennial review of the comprehensive alcohol and

other drug program is conducted. For more information concerning current programs, interventions, and policies, contact Kirsten Seamster at kseamster@forsythtech.edu or at 336-757-3396.

Crisis Numbers

If you are experiencing a crisis and are on campus please call Campus Police 336-734-7911. An emergency or crisis situation may be feeling suicidal or thoughts to plan or harm yourself, thoughts or plans to harm someone else, and having been sexually or physically assaulted.

If you are not on campus, please call:

National Suicide Prevention Hotline

988

Local Mental Health Crisis Hotline

1-800-235-4673

National Sexual Assault Crisis Hotline

1-800-656-4673

Local Sexual Assault Crisis Hotline

336-722-4457

Local Domestic Violence Hotline

336-723-8125

Alcohol Screening

To complete a free, anonymous alcohol screening, please visit AlcoholScreening.org

Drug Screening

To complete a free, anonymous drug screening, please visit DrugScreening.org

The Medicine Abuse Project

The Medicine Abuse Project website includes information about prevention of prescription drug abuse, painkiller addiction, and over-the-counter (OTC) medicine abuse. It provides information about how to dispose of medicine and how to safeguard the medicine in your home, as well as lists medicine abuse facts and includes comprehensive information about the most abused prescription drugs. For more information, please visit medicineabuseproject.org

The following agencies can assist students and employees with substance abuse problems:

The Center for Substance Abuse Treatment and Referral Hotline

Information and referral line that directs callers to treatment centers in the local community (1-800-662-HELP).

Student Programming

The Counseling Center offers free alcohol and drug use awareness programs once in the Fall semester and once in the Spring semester. Counselors dive into an open discussion about alcohol and drug use and their impacts on physical and mental health.

Annual Notification

Methods for Notification to Students and Employees

On an annual basis, Forsyth Tech provides the following information in writing to all current students (enrolled in any type of academic credit except for continuing education credit units) and all employees:

1. A written statement about its standards of conduct that prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees;
2. A written description of legal sanctions imposed under federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
3. A description of health risks associated with the use of illicit drugs and alcohol abuse;
4. A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and,
5. A statement that the institution will impose disciplinary sanctions on students and employees for violations of the institution's codes of conduct and a description of the sanctions.

DAAPP Distribution for Students

Each academic semester/term (minimally, each Fall, Spring, and Summer semester), the Compliance Manager in the Office of Student Financial Services will complete a Marketing Request for our internal Marketing Department to identify every student that was enrolled in at least 1 academic credit during the current term (as specified by beginning and end dates). A consumer information email will be sent from our Marketing Department to those students. The email will contain the information required by the Drug-Free Schools and Communities Act (DFSCA). The request will be made after the mid-point of the semester/term to ensure that students registering for the 2nd half of the period are captured. Prior to distribution, the text of the email is reviewed for accuracy and provided by the Office of Student Financial Services. Repeating this process each term enables the College to ensure that all students who enroll in classes that offer at least 1 academic credit will be provided with the DAAPP, in writing, on an annual basis, as required by the DFSCA.

DAAPP Distribution for Employees

All Forsyth Tech new hires are required to read and acknowledge the Forsyth Tech Policy and Procedures information within the first 60 days of hire. The policies are digitally accessed through Vector and include the Drug and Alcohol Policy and Procedures for employees. The Drug and Alcohol Abuse Prevention Program will be distributed annually during Drug & Alcohol Prevention Awareness Week, and policies pertaining to Drug & Alcohol will be distributed at New Hire Orientation, electronically through annual compliance training, as well as posted on the homepage of the College Intranet. In addition, the College's DAAPP will be posted on Forsyth Tech's website.