



Drug-Free Schools and Communities Act
2023 Biennial Review
July 2021 – June 2023

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I. Introduction to Dalton State College

Dalton State College (DSC) is located in the foothills of the Blue Ridge Mountains in northwest Georgia. A 30-minute drive from thriving downtown Chattanooga, TN, and a 75-minute drive from Atlanta, GA, Dalton has small-town appeal, but it is surrounded by many opportunities for adventure. Whether you're looking to shop at Tennessee's largest shopping mall in Chattanooga or for a national touring concert or sporting event in Atlanta, many nearby attractions exist. Hiking, mountain biking, rock-climbing, and numerous other outdoor activities take place only minutes from campus. Dalton State has many first-generation and nontraditional college students who look to faculty and staff to aid them with understanding the college experience.

Dalton State College is a member institution of the University System of Georgia. Accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award three certificates, offers 11 Associate and 24 Bachelor degrees within four schools: The School of Arts and Sciences, The School of Education, The School of Health Professions, and The Wright School of Business.

Dalton State College is located on 149 acres, directly adjacent to I-75. Dalton State College was founded in July 1963 as Dalton Junior College and opened its doors in September 1967 with an enrollment of 524. Dalton State College has since grown in enrollment and academic offerings, adding a name change initiated in 1998 by The University System of Georgia to Dalton State College. Further, in 2009, Dalton State opened an extended campus in Ellijay, GA, currently known as the Mountain Campus. In 2009, Dalton State College acquired campus housing after purchasing Wood Valley Apartments, which were located just North of the main campus. Wood Valley housed Dalton State students until the summer of 2016, when Dalton State opened Mashburn Hall, the first residence hall on campus. Athletics followed the establishment of campus housing in 2012, and our Athletics program is a member of the National Association of Intercollegiate Athletics (NAIA)

DSC is categorized as Georgia's first Hispanic Serving Institution (HSI) with almost 36% of our enrollment identifying as Latinx. In addition, DSC is an access institution servicing around 4,900 traditional and non-traditional students. The majority of students enrolled come from a 12-county service area. While most students commute to class, many are choosing to live in Mashburn Hall at Dalton State, which has 365 beds. The average student age is between 18 and 24; females comprise 60% of the student population.

Dalton State College's Mission is to provide a diverse student population with opportunities to acquire the knowledge and skills necessary to attain affordable baccalaureate degrees, associate degrees, and certificates and to reach their personal and professional goals. Through challenging academics and rich collegiate experiences, we promote lifelong learning, active leadership, and positive contributions in Northwest Georgia and beyond.

Dalton State College's Vision is for the institution to deliver a transformational education by engaging the unique perspectives of a diverse student population to create sustainable solutions that improve our community and world.

Dalton State College's Values are the essential enduring tenets which guide the Dalton State College community. They set forth what we believe and define how we should conduct our affairs. At the heart of these values is the welfare of our students:

- Opportunity and Access for All: We believe all of our students can succeed and achieve their full potential.
- Excellence in Teaching and Learning: We empower faculty, staff, and students to engage in the pursuit of excellence and innovation in instruction, the acquisition of knowledge and lifelong learning.
- Diversity and Inclusion: We embrace inclusion and cultural diversity among faculty, staff, and students; we strive to be a place where the diversity of ideas, values and perspectives is welcomed and nurtured.
- Commitment to Service and Collaboration: We value a campus culture of service, engagement, and collaboration to advance the welfare of Northwest Georgia and beyond.
- Respect and Collegiality: We are committed to the intentional creation of a community of learners steeped in respect, civility, courtesy, and appreciation of different points of view.
- Culture of Accountability: We expect integrity, responsibility, and ethical behavior in all of our relationships and hold one another and our institution accountable.

II. Objectives of the Biennial Review

In order to be in compliance with the Drug Free Schools and Communities Act (DFSCA), Education Department General Administrative Regulations (EDGAR), [part 86](https://www.ecfr.gov/current/title-34/subtitle-A/part-86)<https://www.ecfr.gov/current/title-34/subtitle-A/part-86>, Dalton State College, as a federally funded institution of higher education, conducts a detailed review of all Alcohol and Other Drug (AOD) prevention efforts that include determining effectiveness and reviewing necessary changes, as well as reviewing policies and procedures as they pertain to standards of conduct.

In *Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]*<https://www.ecfr.gov/current/title-34/subtitle-A/part-86>: *A Guide for University and College Administrators* (DeRicco, 2006), the required review has two objectives:

1. To determine the effectiveness of, and to implement any needed changes to, the AOD prevention program
2. To ensure that campuses enforce the disciplinary sanctions for violating standards of conduct consistently (p. 13)

Dalton State College's Biennial Review Includes:

1. A brief description of alcohol and other drug programs and services accessible on the DSC campus, the goals of the programs, and a review of goal achievement.
2. Review of program effectiveness, including strengths and weakness.
3. Recommendations for program revision and/or suggestions for implementing new/needed programs and services.
4. AOD case overview, including quantitative assessment numbers
5. Procedures for distributing annual drug and alcohol notifications to students, faculty, and staff.

III. The Biennial Review Process and Future Recommendations

At Dalton State College, the Dean of Students Office is responsible for coordinating the Biennial Review process. The Review Team has completed its biennial review of data, programming, and departmental feedback to determine the College's strengths and weaknesses and provide recommendations for improvement.

For the Biennial Review to be completed, the following areas/offices were utilized to obtain information for the compiled report:

- The Dean of Students' Office
 - Dr. Jami Hall, Assistant Vice President for Student Affairs & Dean of Students
 - Heather Williams, Associate Director for Student Life
 - William Mast, Associate Director for Student Conduct
- The Department of Athletics
 - Jon Jaudon, Executive Director of Athletics
- The Department of Health & Wellness
 - Jenny Guy, Associate Director for Counseling
 - Julia Flanagan, Counselor
 - Christina Larmon, Director of the Ken White Student Health Center
- The Department of Public Safety
 - Michael Masters, Director of Public Safety
 - Elicia Walker, Lieutenant with Public Safety
- Human Resources
 - Lori McCarty, Assistant Vice President of Human Resources
- The Office of Residential Life
 - Tim Reilly, Director for Residential Life

This report will be made available online and printed copies can be requested through the Dean of Students' Office located in the Pope Student Center, upper level.

Following the review, the Team has discussed and determined the following recommendations:

- Administering the American College Health Association (ACHA) National College Health Assessment (NCHA) Survey every other year to obtain a more comprehensive picture of our students' health, including a wide range of health and wellness issues affecting our student population and their academic performance.
- The Review Team recognizes the need to create more *formalized* procedures for the AOD Annual Notification for students to be administered by either the Assistant Vice President for Student Affairs & DoS or the Vice President for Student Affairs & Enrollment Management.
- Have the offices of Health & Wellness, Student Conduct, Public Safety, and Student Life come together to better collaborate in campus programming related to AOD.

IV. Alcohol and Other Drug Programs and Services

Alcohol and other drug programs and services are made available to students, faculty, and staff annually. Programs and services are typically provided through Athletics, The Ken White Student Health Center, The Counseling Center, Human Resources, Public Safety, Residential Life, Student Conduct, and Student Life. Types of programs and services vary year-to-year.

Athletics:

Programs and Services

- a. Athletics maintains an annual orientation session coinciding with the start of fall classes. Participation in this orientation session is required of all students, coaches, and staff in the department. As part of the programming, AOD and specific reference to college, legal, athletic and NAIA (National Association of Intercollegiate Athletics) policies and laws are discussed.
- b. NAIA banned substances are referenced and provided. Special attention is drawn to the sharing of one's prescription with another student. Experience has taught us this is all too common a practice within the collegiate ranks, often leading to unintended consequences.
https://www.uavpioneers.com/d/NAIA_Banned_Substances_List.pdf
- c. Nutritional supplements are another area of focus due to their popularity within the collegiate setting. The banned substances list referenced earlier contains specific information related to this topic.
- d. Alcohol being a legal substance depending on the age of the consumer is discussed. We address the topic specifically in the context of the broader appeal to privilege and responsibility. Whether it is driving a vehicle or consuming alcohol, society offers privileges and with privilege comes responsibility. We make special reference to providing alcohol to the underage population and the unintended consequences of such behavior.
- e. The NAIA requires a consent waiver to be signed by each student in the event they are selected for drug testing at a NAIA championship event.

Strengths

- a. Our purpose in discussing DOA is not to gloss over the topic, but to explicitly address the relevant behavior within this space. We address known areas of concern that have been identified.
- b. When appropriate we have students share their life experiences.
- c. If a violation occurs during the school year, we ask for the offending party to volunteer to share these experiences with their teammates.

Weaknesses

- a. Annual events only have so much influence. Strategic intervals of reinforced messaging are needed.
- b. The matters discussed in the fall orientation session are not repeated with spring enrollees.

Recommendations

- a. Initiate repetition of targeted messaging at specified intervals throughout the academic year.
- b. If resources can afford a speaker or two a year on the topic of AOD, it should be part of the strategic initiatives.
- c. Coaches' annual review should include evaluating their initiative to address this topic.

Ken White Student Health Center:

Programs and Services

- a. Ken White Student Health Center staff participates in annual trainings on responsible opioid prescribing, use of Naloxone to reverse opioid overdoses, and on the recognition and prompt treatment of drug intoxication and overdose, as well as the role of substance use and sexual assault.
- b. The Health Center offers monthly testing of sexually transmitted infections (STI) to students. Drug and alcohol education related to sexual assault and the transmission of STIs is included for participants.
- c. Drug and alcohol screening questions are included on the medical health history form. The patient completes this form at each visit.

Strengths

- a. All staff participated in the naloxone policy review and training.
- b. Our staff screens all patients seen in the clinic for alcohol and drug use and abuse.

Weakness

- a. Ken White Student Health Center has had limited programming and collaboration with our community partners due to the residual effects of the Covid-19 pandemic.

Recommendations

- a. Restart on-campus health fair and other campus-wide outreach events. Community mental health and alcohol/drug prevention and treatment agencies will be invited to participate.
- b. Schedule events with the Mountain Campus to provide the students at that campus with more opportunities for drug and alcohol screenings and education.

The DSC Counseling Center:

Programs and Services

- a. The DSC Counseling Center hosted two Fresh Check Day programs at which information and resources were available for students regarding substance abuse red flags and resources.
- b. The DSC Counseling Center hosts QPR programming which discusses the link between substance abuse and suicidal behaviors.

Strengths

- a. Fresh Check Day programming was guided by trained professionals, and we coordinated with RSO programs on campus.
- b. Fresh Check Day programming can continue without additional training needed centered on substance abuse issues. All programming is free to students.

Weaknesses

- a. Smart Recovery is no longer being offered due to the trained facilitator's resignation. Additional funding is required to train employees to host Smart Recovery programming. However, limited personnel make this a lower priority at the present time.
- b. The Counseling Center struggled to get attendance and participation in some of our programs. Low attendance can be attributed to insufficient marketing of programs offered.

Recommendations

- a. Marketing efforts for programs are improved to increase participation in our programs and services. Free programs will be periodically offered to faculty, staff, and students.
- b. Continue hosting Fresh Check Day and QPR programming. We will develop the *Communities Talk* program supported by the SAMSHA grant.

Human Resources:

Programs and Services

- a. *Employee Assistance Program* (EAP) provides training seminars and webinars for managers and employees on a variety of subjects including alcohol and drugs. In addition, the program provides counseling and other resources to help our employees.
 - At one time or another, most of us will face a personal problem or family care issue that impacts the quality of our home life, relationships, health, or ability to do our best at work. Most of the time, we can work these things out ourselves, but at times, we

could benefit from professional, objective guidance and support. For this very reason, the EAP is available to all employees.

- These services are confidential and free to our employees. The Office of Human Resources receives positive feedback from employees regarding these services. The provider delivers quarterly and annual customer feedback reports which show positive customer satisfaction. The EAP contains a customizable website, usg.mylifeexpert.com, for employees to create profiles and have immediate access to assistance.
- The key to making an EAP successful is communication. We provide biweekly communications to employees regarding the EAP services through our HR/Well-being Update.

b. *Well-Being Programs*

- The University System of Georgia (USG) provides well-being initiatives that include topics ranging from health management to tobacco and smoke free. The objective of the well-being program is to create a comprehensive approach to achieving well-being that engages and empowers the entire USG community.
- This program has proven to be successful in the numerous initiatives in which we have participated. Dalton State has received recognition several times over the years for its employee engagement in our well-being programs.
- The program has received much support from the USG institutions and the System Office. The well-being programs include: Health Management, Stress Management, Financial Well-Being, Tobacco & Smoke Free, Live Health Online Psychology. The program has partnered with our benefits providers, BCBSGa and Kaiser, to offer support and coaching services to our employees. The programs offered are a direct result of an annual prevalence report and benchmarking of employee risk factors. Recognizing the connection between overall well-being and functional stress management, Dalton State provides paid time each week to participate in physical exercise.
- The website provides a vast amount of information and resources. We communicate and market through the biweekly HR/Well-Being Update email, and focused emails sent from USG to ensure employees are aware of available resources.

c. *New Hire Orientation*

- During the new hire orientation, the Office of Human Resources discusses several institution items including the Drug Free Policy, Ethics Policy, EAP Resources, and Well-Being Resources. Each policy and resource are used for various reasons, all of which help

to educate and communicate expected ethical behavior in the workplace.

- New hire documents are completed electronically, and the new hire has full access to those documents at any time to refer to.
- All employees participate in annual compliance training to help emphasize the importance of these policies and resources.

Strengths

- a. We offer a well-rounded program that offers numerous resources for our employees.

Weaknesses

- a. More communication with employees is needed throughout the year.

Recommendations

- a. Create a comprehensive communication plan for the campus and begin sending all notices after the Labor Day holiday each year.
- b. Identify training/development opportunities for employees in EmpowerBoldly.
- c. New Hire Orientation communicates varied and dense information to our new hires. This orientation can be an overwhelming time for a new employee, and some new hires informed us that they were not able to recall all the information communicated during the session. The Office of Human Resources is continuously developing/improving resources to assure employees retain information provided in the New Hire Orientation.

Public Safety:

Programs and Services

- a. *Drug Awareness Course*
 - Public Safety offers The Drug Awareness course, which involves a discussion on how illicit drugs affect the body and mind. These drugs include marijuana, cocaine, heroin, meth, ecstasy, and synthetic marijuana. This course consists of a presentation on drugs, look-alike drugs, and drug paraphernalia to educate students, promoting awareness and creating a safer campus environment.
 - The objective of this course is to spread awareness to our campus community of illicit drugs commonly found on college campuses, and the effects that these drugs have on the body and mind. We offer this course to everyone in our campus community, including faculty, staff, students, fraternities, and sororities.

b. *Alcohol Awareness Course*

- Public Safety also offers the Alcohol Awareness course, which consists of a discussion of different types of alcohol and their effects and consequences of alcohol consumption. For this course, we deliver a presentation on alcohol, and play a video for attendees describing the consequences of alcohol abuse.
- Since alcohol consumption and abuse occurs frequently on college campuses, this course aims to educate on campus community on the negative impact of alcohol consumption, including the unintended consequences which can occur with alcohol consumption. We offer this course to everyone in our campus community, including faculty, staff, students, fraternities, and sororities.

Strengths

- a. We are constantly updating information as alcohol and drug trends change to provide the most updated and useful information to our campus community.

Weaknesses

- a. Event and course participation is solely based on volunteer attendance due to it not being a mandated course at Dalton State College.

Recommendations

- a. Offer organized, listed courses on campus concerning drug and alcohol awareness, such as Perspectives, Criminal Justice, or Health Science courses.

Residential Life:

Programs and Services

a. *Resident Assistant Training*

- Resident Assistant staff at Dalton State College complete a holistic training program split into three intensive weeks between May and August. These intensive weeks have the staff meet representatives from Student Conduct, Counseling, and Public Safety on how to assist and refer students in need including all forms of substance abuse that may occur within the Residence Hall.
- Role-playing activities are utilized to provide as much of a realistic feeling as possible to ensure the student staff is aware of how an actual scenario may unfold when they are confronted with these situations.
- We follow up this training with monthly staff meetings and bi-weekly individual touch bases with each Resident Assistant. The

main objective of these interactions with our Student Leaders is to ensure they can effectively perceive substance abuse within the resident community, feel comfortable reporting it to college officials, and that they assist students engaging in substance abuse in receiving the necessary help.

b. *Programming and Bulletin Boards*

- Resident Assistants, in collaboration with a professional staff member, are required to plan and execute numerous programs and bulletin boards throughout the semester. These programs and bulletin boards discuss a plethora of topics, including substance abuse.
- Over the past two years, a total of 10 programs related to substance abuse were hosted within the Residence Hall with five of those focusing specifically on Alcohol Education. These programs not only educate the residential population but are practical in implementation, which gives attendees additional engagement.
- Our bulletin boards are updated monthly with information which we consider part of a strong passive programming model. During the months of March and October, all bulletin boards were focused on safety and moderation in alcohol consumption, or the hazards involved in illegal drug usage. During all first-year students' Orientation, the office of Residential Life hosts a breakout session covering our policies on alcohol and drug usage with new students and their parents.

c. *Housing & Residential Life Policies on Substance Abuse*

- One month prior to the start of a student's Residential Life contract, they are sent a link and PDF of our Residential Living Guide. This guide can be found on our website via the [DSC Residential Life Living Guide](#).
- Alcohol: Any use, possession, consumption, sale, manufacturing, or distribution of alcoholic beverages or paraphernalia (i.e., empty bottles, shot glasses, funnel, games), including public intoxication, on college premises is prohibited (except as expressly permitted by College regulations). This is to include off campus distribution of alcoholic beverages by students to students less than twenty-one (21) years of age.
- Drugs: Unlawful possession or use of drugs controlled by Federal or Georgia law is prohibited. The possession or use (without valid medical prescription), manufacture, furnishing, or sale of any synthetic, narcotic or dangerous drug is prohibited.

Strengths

- a. Our goal with these programs and services is to assist student leaders within the Residence Hall with the necessary skills to detect alcohol abuse within the resident community and assist those students in receiving the necessary help. Programs and bulletin boards are a way to engage residents and students actively and passively throughout Mashburn Hall.

Weaknesses

- a. We do not train other student staff or student leaders that serve the residential community.
- b. The current programming model places a greater emphasis on social and relationship building programming rather than educational programming.

Recommendations

- a. Better train all our student staff and leaders to be able to identify alcohol problems within the residential community and better assist and educate those students.

Student Conduct:

Programs and Services

- a. AlcoholEdu
 - AlcoholEdu for College is an interactive online program that uses the latest evidence-based prevention methods to create a highly engaging learning experience, inspiring students to make healthier decisions related to alcohol and other drugs. This course is mandatory for all new and transfer students at the College.
 - AlcoholEdu for Sanctions is assigned to students who have been found in violation of the Alcohol policy of the Student Code of Conduct.

The *Student Code of Conduct* has an Alcohol Policy which states:

- Alcohol:
 - Possession or consumption of any alcoholic beverage on campus, regardless of a person's age.
 - Providing, distributing, or selling an alcoholic beverage, except as permitted by law.
 - Facilitating the consumption or possession of an alcoholic beverage in violation of the college policy or law.
 - Disruptive or disorderly conduct connected with the influence of alcohol.
 - Operating a motor vehicle while under the influence of alcohol or while impaired by the consumption of alcohol.

- Misuse of the Travel and Off-Campus Events policy found in the RSO Manual.
https://www.daltonstate.edu/campus_life/forms.cms

The Student Code of Conduct has an Amnesty policy that allows students seeking medical attention for themselves or others to seek help and opt for amnesty from student conduct charges.

Strengths

- a. AlcoholEdu is successful in terms of student participation and exposure to alcohol education. All incoming students must complete the course. Those who fail to complete Part 1 have a hold placed on their student account preventing them from registering or withdrawing from classes.

Weaknesses

- a. Currently, there is no method of measuring how many students may be "clicking thru" or haphazardly filling out the assessment in AlcoholEdu. Therefore, the information we do gain regarding students' drinking habits and perceptions regarding alcohol can be viewed skeptically, at best.
- b. The AlcoholEdu program is only offered to first-year students and transfer students (unless a transfer student has completed the same or similar program elsewhere). There is no additional educational assessment tool issued to upper-class students to learn if their attitudes or behaviors have changed over time or to offer further education based on new life-stages such as turning 21 years old to all enrolled students.

Recommendations

- a. Collaborate with Student Life, Health & Wellness, and Public Safety departments to engage and educate students during the fall and spring semesters.

Student Life:

Programs and Services

- a. Registered Student Organization (RSO) Manual: Dalton State is an alcohol and drug-free campus. The RSO Manual shares the policies of expectations for student organizations and student events on campus.
- b. All RSO Officers must participate in an annual training session to review the handbook and campus policies.
- c. Fraternity & Sorority Life members complete mandatory online alcohol and other drug training during their first semester through their Inter/National Headquarters.

Strengths

- a. Student Life provides opportunities for students to be involved and engaged on campus with no connection or association with alcohol.

Weaknesses

- a. No formal survey or data is being captured related to alcohol and other drugs beyond a first-semester student at Dalton State College.
- b. Basic review and understanding of expectations and policies does not address education, understanding, and application of material for all students.
- c. There is currently no campus-wide programming or advocacy from Student Life to bring awareness and understanding to the broader student body.

Recommendations

- a. Collaborate with other offices on campus to create programs and opportunities to engage with students about alcohol education.
- b. Seek funding opportunities and campus collaborations that would allow for campus-wide educational programs.

V. AOD Student Conduct Case Overview

The information below was gathered via Maxient, the comprehensive conduct software-as-a-service that allows the College to track all incidents report.

Violations Reported:

From July 2021 – June 2023 there were 10 cases reported to student conduct involving alcohol.

Year	Violation	Total
2021-2022	Alcohol (Possession or consumption)	3
2022-2023	Alcohol (Possession or consumption)	7

VI. Annual Distribution of Policies

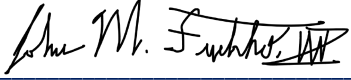
Alcohol and other drug policies are distributed annually via different methods to students, faculty, and staff. Some of the primary methods of delivery include, email communication, online website links, and verbal communication at New Student Orientations, Fall and Spring Campus Assemblies for faculty and staff, and New Employee Orientation.

- A. Dalton State College Policy and Procedure Manual and other HR Policies:
 - a. Dalton State College Policies and Procedures provided during new hire orientation and always accessible online [here](#).
 - b. Human Resources Administrative Practice Manual provided during new hire orientation and always accessible online [here](#).
 - c. Policy on Alcohol and Other Drugs provided during new hire orientation (attached, Appendix A).
 - d. Employee Assistance Program website found [here](#).
 - e. [USG Well-Being website](#) found [here](#).
 - f. Tobacco and Smoke Free Policy found [here](#).
 - g. Tobacco and Smoke Free Initiative found [here](#).

- B. Public Safety Policies and Procedures as related to AODs:
 - a. Public Safety's website houses DSC's Alcohol & Drug Policy found [here](#).
 - b. Dalton State College strictly prohibits the consumption, sale, distribution, or possession of any illegal substance or alcoholic beverage on college property or at events sponsored by Dalton State College. Behaviors which are prohibited include, but are not limited to:
 - i. Being intoxicated on the Dalton State campus or at a college-sponsored activity
 - ii. Operating any vehicle on campus while under the influence of any drug, including alcohol
 - iii. Using club or student activity money to purchase any controlled substance, including alcoholic beverages
 - c. Dalton State College is committed to following Georgia State laws concerning drug and alcohol abuse. Any violation of those laws, which are incorporated into the Dalton State Alcohol and Drug Abuse policy, will result in disciplinary action as decided by the Student Conduct Board. If you have any questions concerning Georgia state laws or Dalton State's policy on alcohol and drug abuse contact Public Safety at (706) 272-4461.
 - i. This policy is included in Public Safety's Annual Safety and Security Report. This report is sent via email to the campus community annually. It is also available on the Public Safety website. A paper copy can be requested through the Public Safety Office.

- C. Residential Life, Housing Contract and the Residential Living Guide:
- a. All residential students are required to sign a housing contract with Dalton State College and The University System of Georgia each academic year. Within this contract, language that pertain to student's behavior while they reside in Mashburn Hall is referenced, and students are required to acknowledge that they have read [The Residential Living Guide](#). The Residential Living Guide is a resource for both students and their families to ease the transition into our residential community. Furthermore, this guide permits us to establish standards for our students to reside within a community of scholars.
- D. RSO Manual
- a. The RSO Manual is a handbook containing policies and procedures that all RSOs and their members must adhere to. The RSO Manual is distributed to RSO presidents and advisors on an annual basis at the start of each fall semester when registered student organizations (RSO) complete their annual registration process. The manual is also continuously available online on the [RSO website](#).
- E. The Student Code of Conduct
- a. The Student Code of Conduct is a manual containing the proscribed standards of behavior that all students at Dalton State College are expected to adhere to. The Student Code of Conduct is available to all members of the Dalton State College community via the [Student Code of Conduct](#). The Student Code of Conduct is also discussed at New Student Orientations, and it is in the Dalton State Catalog.
- F. The Student Handbook
- a. The Student Handbook can be found in the [Academic Catalog and Student Handbook](#). The Handbook is a central location for [campus information](#), [policies](#), [grievance procedures](#), and [other student resources](#).
- G. Student Travel Registration and Waiver
- a. The Student Travel Registration and Waiver is an electronic document that is completed by students traveling off campus on behalf of the institution. In the waiver it states the Alcohol, Drug, and Tobacco policies for Dalton State College and requires that students sign that they understand that while traveling on behalf of the institution, they are responsible for following the policies and should they violate the policies they can be held liable through the institution, criminally and civilly. The Student Travel Registration and Waiver is located on the Dean of Students' Office website under [Forms/Resources](#).

VII. Signatures of College Officials



Dr. John M. Fuchko, III, President

4/15/2024

Date



Dr. Jodi Johnson, Vice President for SA&EM

4/17/2024

Date

VI. References

DeRicco, B. Complying with the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]: A Guide for University and College Administrators (Washington, DC: US Department of Education, Higher Education Center for Alcohol and Other Drug Abuse and Violence Prevention, 2006).

Appendix A



POLICY ON ALCOHOL AND OTHER DRUGS

Dalton State (hereinafter the Institution) employees must not perform job duties while using any substance in any manner that has a negative effect on performance of assigned duties or adversely affects Institution business. In accordance with federal and state laws and because of the potential detriment to the health and well-being of Institution employees, all employees are prohibited from engaging in the unlawful use, possession, manufacture, distribution, dispensation, or sale of alcoholic beverages, controlled substances (including marijuana), or other dangerous drugs on campus (including all property owned or leased by the Institution) and at all Institution activities on or off campus.

[Click here](#) to review our full Policy on Alcohol and Other Drugs:

SIGNATURE:

By initialing below, I certify that I have read the above information, and I agree to the conditions of hiring.

Your Initials: _____

Appendix B



ALCOHOL POLICY

1. Upon approval of the President, Dalton State College permits the service or consumption of alcoholic beverages on campus subject to the following guideline. For purposes of this policy, alcoholic beverages include all beverages containing alcohol, unless otherwise specified herein. The form to request permission to serve/consume alcohol is available through the Administrative Assistant to the President or is available on the campus M Drive and must be completed to initiate the request for approval process. A 15-day lead time is required.
2. The sale of alcoholic beverages is prohibited on campus. For organizations or individuals desiring to serve alcohol: (1) events must be by invitation; (2) those served must be 21 years of age; and (3) alcohol must be included in the price of the ticket for the event if there is a charge to attend. The sponsor of the event is responsible for obtaining any permits and/or licenses necessary for that event from appropriate governmental agencies. Service or consumption of alcohol is intended to be limited to specific events, i.e., luncheons, dinners, or receptions which honor individuals and which occur in connection with official College programs or by special permission of the President.
3. Students of legal drinking age, as designated by the state in which the activity is being held, are permitted to purchase, possess, and consume alcoholic beverages at off-campus activities that are not being funded through student activity funds, institutional funds, or the utilization of campus resources (i.e., state vehicle). If alcohol is present, attendance must never be required. If an event is mandatory, no alcohol may be served. Even the perception of, or encouragement of, required attendance must always be avoided. Persons under the legal drinking age are strictly prohibited from purchasing, possessing, or consuming alcoholic beverages.
4. Promotional materials and/or invitations must state the actual times the bar will be open. The bar will close at least 30 minutes prior to the scheduled conclusion of the event.
5. The sponsor of any event involving alcoholic beverages shall implement precautionary measures such as checking ID's or refusing to serve to reasonably assure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.
6. DSC follows all Georgia, federal, and local laws regarding the service and consumption of alcohol. Event sponsors as well as the individual consumers are to adhere to the law. Sponsors,

and not DSC, will be responsible for determining and fulfilling all federal, state, and local requirements for their event.

7. Event sponsors are responsible for the purchase of alcoholic beverages to be served.
8. Non-alcoholic beverages and food shall be available in the same place as the alcoholic beverages and featured as prominently as the alcohol.
9. Consumption of alcohol is permitted only in non-classroom areas and outside grounds immediately adjacent thereto and when underage students are not present.
10. All non-college events at which alcohol is served:
 - Will be assessed a \$100.00 charge.
 - Will be required to pay for security staff for the duration of the even with the number of security personnel to be determined by Dalton State College Director of Plant Operations and/or the Director of Public Safety.
 - Will pay a refundable deposit of \$250.00 to cover the costs of any damages or clean-up beyond that of normal use.
11. Dalton State College reserves the right to intervene, control, prohibit, or stop any event or activity it deems unlawful or hazardous to the health, safety, or security of its students, patrons, or clients, or may cause damage to the building or premises.

**PERMISSION TO SERVE/CONSUME
ALCOHOLIC BEVERAGES**

**APPROVAL MUST BE REQUESTED AND GRANTED 15 DAYS
PRIOR TO THE SCHEDULED EVENT**

Event: _____

Event Date: _____ Timeframe: _____ to _____

Name of event sponsor or planner: _____

Phone: _____ E-mail: _____

Name of Organization: _____

Address of Sponsor or Planner: _____

Location of Event (specific place): _____

Estimated numbers of attendees: _____ Will minors be present? yes no

What type of alcohol will be served? Wine only Beer only Wine & Beer only Full bar

I confirm that I have reviewed and understand the Dalton State College Alcohol policy and I am therefore authorized to and hereby accept the responsibility stated within for the organization I represent. Therefore, I am seeking permission to allow alcoholic beverages to be served and/or consumed as stated above and only in conformity with said policies.

The client named herein will indemnify and hold harmless Dalton State College for all loss, cost and expense arising out of any liability, claim of liability, for injury or damages to persons or property sustained or claimed to have been sustained by anyone whatsoever, by reason of use of the authorized or not, or by any act or omission of user organization or any of its officers, employees, guests, patrons, or invitee and the client will pay for any and all damage to the property of Dalton State College, or loss, or theft of such property done or caused by such persons.

Signature of Event Planner

Date

OFFICE OF THE PRESIDENT USE ONLY:

Approved _____ Disapproved _____